

CANDIDATE INFORMATION PACK

Assistant Head (Sixth Form)

LEH

LADY ELEANOR HOLLES



**BOLD
BEGINNINGS
START
HERE**



A MESSAGE FROM THE HEAD

Thank you for your interest in LEH and in joining our team. At LEH, we combine ambition with joy to create something extraordinary. We want our pupils – and our staff – to reach for the highest goals in a happy and supportive environment.

With almost a thousand pupils from Year 3 to Year 13, our girls are some of the most academically able in the UK. We have a moral imperative to help them realise their potential and to provide an education that gives them the confidence to feel brave and undaunted about their future achievements and impact.

Our strategy, *Facing the Future Undaunted*, captures what we stand for: brave learning, imaginative thinking, and joyful discovery. We are one of the UK's leading independent girls' schools, and we are proud that our pupils consistently achieve some of the best results in the country – but what matters most is that they leave us feeling fulfilled, confident, compassionate, and ready to take on the world.

We are looking for colleagues who share our excitement, our high expectations, our ambition and our sense of fun. If that resonates with you, we would love to hear from you.

Best wishes

Rowena Cole
Head



OUR VISION

LEH provides girls with a distinctive education that prepares them to take their place at the table, in the room and in the world, in their chosen sphere.

OUR MISSION

LEH fosters a culture that supports every pupil to achieve excellence and success, both shared and individual, to be fulfilled, and to have significant impact in every way she chooses.

OUR VALUES

- We choose to succeed.
- We rise to challenges.
- We lift those around us.
- We inspire trust.
- We encourage personal agency.
- We embrace joy and laughter.



OUR STRATEGY

In an external environment as changeable and unpredictable as ours, knowing the strength, capability and character of our pupils, their ambitions for the future and the impact we know they will have in the years to come, is what fuels us with much-needed hope and optimism.

This is what sits at the core of LEH's strategy: [Facing the Future Undaunted](#). It's a declaration of our aims and ambition for LEH and for every pupil, and it sets out our collective goals as a school community over the next few years. Shaped with the involvement of our pupils, parents, staff, alumnae and governors, our strategy embodies all that we stand for as a school for highly capable girls.

Our four core strategic objectives are what guide the work of everyone at LEH:

1. A Bold Voice for Girls' Education

We will push forward the boundaries of educational knowledge, informed by research that focuses on delivering the best possible education for girls.

2. Academic Excellence in Every Area

We will deliver consistent academic excellence and provide an outstanding educational experience for bright girls, offering stretch and challenge in a context of kindness and care.

3. A Culture of Success for All

We will enable a culture of success for all, where everyone is expected to deliver their best for themselves and for each other.

4. A One-School Approach

We will harness the strength of being one school, delivering an outstanding joined-up education.

ABOUT LEH



LEH is one of the UK's leading independent schools, providing highly capable girls with a distinctive education that prepares them to take their place at the table, in the room and in the world, in their chosen sphere.

As a selective independent school for girls aged 7 to 18, we believe that academic ambition and personal happiness are not mutually exclusive. In our classrooms, corridors, and across our 24 acres of playing fields, you'll find a culture of relaxed excellence; a place where pupils are encouraged to think deeply, question boldly, and engage in spirited, respectful debate.

Here, challenge is not something to be feared but embraced – because it comes with the right support. Our teaching goes beyond the curriculum, nurturing curiosity, independence, and a love of learning that lasts a lifetime. We don't just teach girls what to think, but how to think – equipping them with the critical thinking skills and intellectual confidence to thrive at school and far beyond.

LEH was founded more than 300 years ago. Today, we are proud to be a school like no other with a rich history and a forward-focused vision.



WHY WORK AT LEH?

Working at LEH means being part of something extraordinary.

- **Exceptional Pupils:** Our girls are highly capable, curious, spirited, and full of potential. They are a joy to teach and inspire us daily with their enthusiasm, kindness, and determination.
- **Academic Excellence:** LEH consistently ranks among the top schools in the UK, with pupils achieving outstanding results and progressing to leading universities around the world.
- **Innovation and Ambition:** We don't stand still. Our teaching and learning is forward-looking, creative, and research informed. You'll have the freedom to innovate – and the support to make it a success.
- **A Community that Celebrates Joy and Laughter:** LEH is alive with energy. Whether it's on the sports field, in the theatre, the music studio, or in the lab, our pupils throw themselves into school life with passion and fun and we're proud that they perform at the highest levels.
- **Professional Growth:** We invest in our people. From leadership opportunities to excellent professional development, we want you to thrive here just as much as our pupils do.
- **Exceptional Facilities:** From state-of-the-art science labs to a professional theatre and outstanding sports complex, you'll have the tools and spaces to bring learning to life, all set in 24 acres of green fields. We also have parking and bike racks on site for all staff.
- **Reward and Recognition:** Competitive salary and benefits, complimentary tickets to outstanding drama and music productions, free lunch, and access to our superb facilities are just the start.

LEH is a place where careers are enriched, where talent is celebrated, and where joy is part of every day.

SAFEGUARDING STATEMENT



All staff working at LEH will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around LEH.

In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with LEH's safeguarding policies and procedures at all times. The post is exempt from the Rehabilitation of Offenders Act 1974 and LEH is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

LEH is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

OUR COMMITMENT TO INCLUSIVITY AND EQUAL OPPORTUNITIES

At LEH, we believe in the power of education to transform lives and the importance of diversity to enrich these transformations. We are committed to creating and maintaining a welcoming and inclusive environment for all that celebrates the unique identities, abilities, and aspirations of each member of our school community.

LEH TEACHING STANDARDS



In order to create a culture of academic excellence and success, LEH teachers will:

Create a purposeful and challenging learning environment

- Have clear and high expectations; promote and model the 'pupil academic expectations' and 'pupil pledges'
- Show care for all learners; build relationships modelling respect, empathy, professionalism and academic integrity
- Consistently use routines, transitions and instructions to encourage excellent behaviour
- Use seating plans and assign pupils for all group activities, changing them frequently
- Consistently use the school systems for rewards and sanctions
- Embrace difficulty and celebrate mistakes as part of the learning journey

Plan lessons that maximise learning

- Establish clear success criteria
- Plan effectively and flexibly for the needs of all learners, providing challenge and support
- Provide opportunities for independent and collaborative work
- Be aware of and promote cross curricular links

Apply effective teaching strategies

- Use questioning techniques (e.g. No hands up) that encourage deeper thinking, embrace struggle and enhance the learning environment
- Use appropriate exposition (considering cognitive load); model concepts and provide examples
- Allocate time for practice using tasks and scaffolding designed to facilitate learning
- Establish effective routines such as: Think-Pair-share; See-think-wonder; Use of mini-whiteboards; Pose-Pause-Pounce-Bounce
- Be adaptive in your teaching in response to the pupils' progress

Inspire lifelong learning

- Model lifelong learning and passion for your subject in order to deliver challenging and engaging lessons which are intellectually stimulating and inspire pupils
- Promote Fundamental British Values
- Be open to, and stay up to date with, new ideas and educational research
- Be reflective in your practice, seeking appropriate feedback



Provide assessment and feedback that moves learning on

- Use a variety of assessment techniques to provide useful feedback and to inform planning (MS forms quizzes, mini-whiteboards, regular retrieval practice/ low stakes testing, no hands up questioning, homework tasks and whole year group assessments)
- Use available data to monitor and secure progress
- Assess your pupils' needs; Ensure you are aware of their prior knowledge
- Offer regular comment-based feedback (both written and verbal)



ABOUT THE SENIOR SCHOOL



At LEH, we believe that academic ambition and personal happiness go hand in hand. Our selective Senior School welcomes highly academic pupils from Year 7 to Year 13, achieving some of the highest public examination results in the country. But our focus extends beyond academics, with a strong emphasis on balance, joy and personal fulfilment.

In our classrooms, corridors, and across the playing fields, you'll find a culture of relaxed excellence – a place where students and staff are encouraged to think deeply, question boldly, and engage in spirited, respectful debate. Challenge is embraced, supported by a community that values curiosity, creativity, and care.

Our teaching goes beyond the curriculum, nurturing a love of learning that lasts a lifetime. We equip pupils with the intellectual confidence and critical thinking skills to thrive at school and beyond.

Life at LEH is enriched by an outstanding co-curricular programme, where girls flourish in the creative arts, on stage, in music, on the sports fields, and through countless opportunities to pursue their passions and develop new talents. Whether performing in our theatre, creating in our studios, or leading clubs and societies, pupils – and the staff who inspire them – are encouraged to explore their full potential.

Joining LEH means becoming part of a vibrant, forward-looking community that values excellence, wellbeing, and the joy of lifelong learning.



Job Description: Assistant Head (Sixth Form)

Job Purpose:

At LEH we believe that there is an enduring need to provide bright girls with an education that prepares them to take their place in the world, in their chosen sphere.

Our Assistant Head (Sixth Form) will develop an innovative Sixth Form offering to retain our Upper School students and attract high-calibre students to LEH.

They will lead our Sixth Form to deliver a sector-leading 16+ educational experience which blends academic excellence and outstanding pastoral support.

The Assistant Head (Sixth Form) is a member of the Senior Management Team (SMT), representing the needs of the sixth form while also being involved in whole school strategic planning and management.

The successful applicant will take key responsibility for:

- setting the culture of success in the Sixth Form;
- tracking and monitoring academic progress to ensure students are working to their academic potential throughout their A level courses;
- leading the Sixth Form team, including Heads of Year and year group tutors to deliver outstanding pastoral care alongside academic achievement;
- working with the Head of Upper School to ensure Year 11 pupils successfully transition to our Sixth Form;
- leading on key marketing and admissions processes to ensure excellent retention and recruitment of sixth form students;
- ensuring that students have an inspiring array of academic enrichment and broader co-curricular activities that prepare them for university and life beyond.

Accountable to:

Deputy Head Pastoral

Management Responsibility:

Manage the Sixth Form team including Heads of Year.

Carry out Professional Reviews for Heads of Year in the Sixth Form team.



Accountabilities:

Policy/Strategic direction and Sixth Form development

- Work with the SMT to develop and deliver a compelling whole-school strategy which ensures LEH is a must-see academic girls' school.
- Develop an exciting and forward-thinking vision for the Sixth Form experience at LEH which fulfils the schools' purpose to provide an education that allows our students to take their place at the table, in the room, on the stage, in any sphere they choose to excel in.
- Evaluate all aspects of the Sixth Form experience and be prepared to innovate as well as adopt practice from the highest performing schools and organisations both nationally and internationally.
- Ensure that the school's pastoral support fully meets the expectations of our students, whilst constantly adapting to an increasingly complex world.
- Manage the Sixth Form budget.
- Assist in preparation for ISI Inspection.
- Research and lead new developments and projects as required.

Culture of Success

- Develop a supportive, fun but high-performance culture amongst our Sixth Form students.
- Ensure that Sixth Form students have rich and varied lives that provide the balance and perspective, and the fun and enjoyment, that will sustain them now and, in the future.
- Encourage academic curiosity, appropriate risk-taking, and high ambition among all our Sixth Form students.
- Enable students to be bold in their thinking, and to challenge themselves and others.
- Lead by example, to inspire and motivate students to grasp the opportunities available so that they understand their agency in choosing and achieving their future ambitions.
- Ensure that students are supportive of each other and the wider school community, celebrating other's triumphs and leading the way for younger pupils.
- Lead a programme of regular Sixth Form assemblies which inspire and engage students.

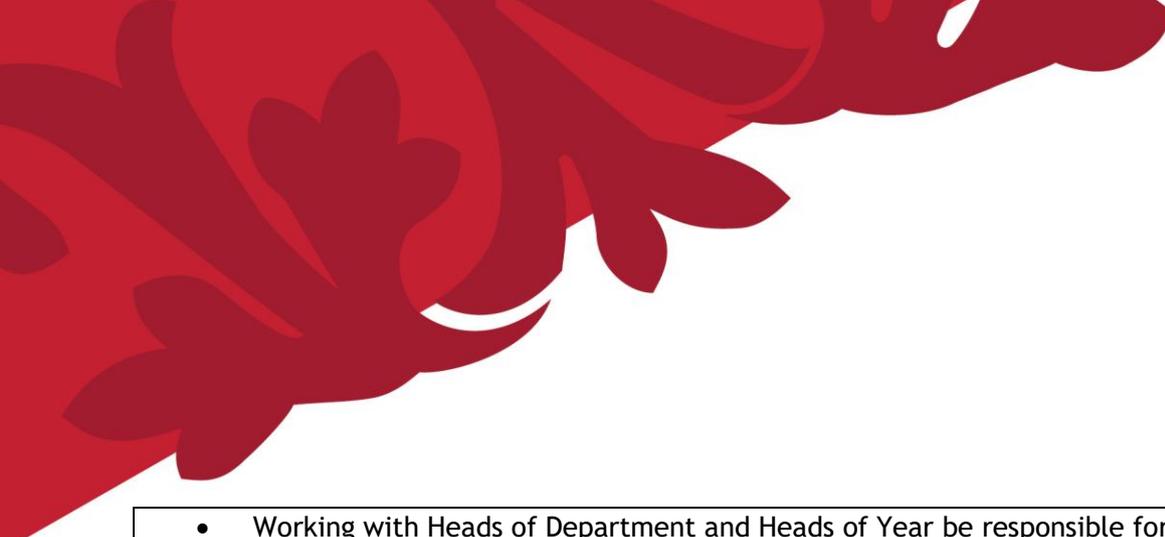
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- Take responsibility for organising and managing events related to the Sixth Form (for example, start and end of term/year activities, the Leadership weekend and the U6th graduation). Seek opportunities to develop and add to these events.
 - Attend whole school and Sixth Form events and encourage attendance by Heads of Year and tutors.
 - Contribute to the Sixth Form extra-curricular programme.
 - Manage the selection of Sixth Form leadership positions.
 - Manage the Head Girl team and support them to lead the School Council

Leadership and Management of Others

- Provide inspiration and motivation, and embody for the students, staff, governors, parents and wider community, the vision and purpose of the school.
- Lead and manage the Sixth Form Heads of Year and the Sixth Form tutors.
- Empower the Sixth Form team and, through them, the tutor team to be innovative in their approach to developing new initiatives.
- Work closely with the Heads of Section to ensure the smooth running of activities in school.
- Work closely with colleagues from Hampton School to ensure the Joint Sixth Form Enrichment offering is effective in meeting the needs of students. Develop further opportunities for joint Sixth Form activities with Hampton School.
- Support the Head Mistress in the recruitment, deployment, motivation, development and appraisal of teaching and support staff to make the most effective use of their skills, expertise and experience.
- Ensure that all staff who report to the Assistant Head (Sixth Form) have a clear understanding of their roles and responsibilities.

Academic Excellence

- Keep up-to-date with curriculum changes and developments in post-16 education.
- In conjunction with the Deputy Head Academic and the Sixth Form team, and through detailed analysis of data, track and support students' academic progress so that they can exceed their expected potential.

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- Working with Heads of Department and Heads of Year be responsible for ensuring that timely and appropriate academic interventions are implemented when needed.
 - Manage the Sixth Form mentoring programme.
 - Ensure reports, grade cards and examination results are completed and recorded appropriately.
 - Manage the allocation of Sixth Form prizes for the Celebration of the Year.
 - Support transition from Year 11 into Sixth Form and from one year to another within the Sixth Form.
 - Provide a professional role model for others, clearly demonstrating effective teaching, classroom organisation and high standards of achievement, behaviour and discipline; demonstrate personal commitment to quality and excellence.
 - Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher as outlined in the general job description.

Outstanding Pastoral Care

- Together with the Heads of Year and Sixth Form tutors provide outstanding pastoral support for all Sixth Form students liaising with parents where appropriate.
- Meet weekly with the Deputy Head Pastoral to discuss overall progress of Sixth Form students.
- In consultation with the Designated Safeguarding Lead liaise with external agencies when needed.
- Ensure that accurate record keeping is completed in a timely manner.
- Represent the Sixth Form at Heads of Section meetings and sit on the Pastoral Committee.
- Oversee and develop the Life Advice (PHSE) curriculum for the Sixth, Form working closely with Deputy Head Pastoral and Head of Life Advice.
- Take responsibility for all disciplinary matters within the Sixth Form, including the Sixth Form dress code. Ensure that all conversations with students and their parents are open and positive and that parents are informed of all aspects of their daughter's progress in school.



UCAS and Higher Education

- Working closely with the Director of Futures, oversee the UCAS process for L6 and U6, and post A Level cohort.
- Build relationships with university admissions tutors and raise the awareness of Upper School pupils of the criteria for university entry.
- Ensure pupils have the opportunity to explore alternative pathways for higher education.
- Provide support for students applying for courses other than via UCAS, as well as alternative pathways (such as apprenticeships).
- Work with the Oxbridge Coordinator, Medical, Veterinary and Dental University Applications Coordinator and American Universities Coordinator to ensure students are provided with appropriate support, guidance and opportunity for aspirational choices in these areas.
- Keep abreast of the changing demands of the UCAS process and other international university admissions processes.
- With the alumni relations team establish and maintain excellent relationships with former pupils to provide a compelling programme of career mentoring and exploration.

Communications, marketing and external links

- Working with the Marketing team, lead on promotional and recruitment activities relating to the Sixth Form and participate in activities in support of the school's marketing agenda in order to attract and retain high calibre students and staff.
- Collaborate with the Head of Upper School and Heads of Department to deliver transition to Sixth Form activities including 'Day as a Sixth Former', Sixth Form Open Mornings, and Sixth Form Open Evening.
- Ensure that links with parents are maintained (often via Heads of Year) and that appropriate and relevant information is passed to them in a timely manner.
- Oversee Lower and Upper Sixth Form Parents' Evenings in consultation with the Assistant Head (Academic).
- Working with the Marketing team, foster links with business, industry and the wider community to enhance the opportunities on offer to Sixth Form students.
- Manage the Sixth Form Application and Scholarship process, advising the Head Mistress on the award of scholarships.



Training and Development

- Adhere to school policy on safeguarding and update training as required.
- Ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Assist with the new staff induction programme to ensure that all new staff feel welcomed and appropriately briefed to undertake their responsibilities in your areas of responsibility.

Participate as required in the school's ECT/ITT programmes.

Review and Amendment:

This job description should be seen as enabling and will be subject to regular review.



General Teaching Job Description

- To plan, prepare and teach lessons as required by the department.
- To set homework and mark written work regularly and ensure that the correct procedures are followed if work is missing, incomplete or late.
- To set, supervise and mark school examinations and core practicals for public examinations.
- To assess, record and report on the development, progress and attainment of pupils and to communicate this information to parents via written reports and Parents' Evenings. To provide written information for UCAS applications and other similar forms.
- To provide guidance and advice when subject choices are made.
- To review methods of teaching and programmes of work and participate in arrangements for further training and professional development.
- To contribute to departmental extra-curricular activities.
- To consult your line manager about any problems occurring over academic matters, such as aspects of the curriculum or the syllabus for GCSE or A-level.
- To keep records of attendance at lessons as required.
- To encourage as much use as possible of the school libraries and other resources.
- To invigilate and undertake administration associated with public examinations.
- To maintain good order and discipline among pupils and safeguard their health and safety.
- To use the behaviour management points system on the school's management information system and consult Assistant Heads or Form Tutors about serious discipline problems or any other difficulties pupils may cause or may appear to be having.
- To contribute to PSHE and General Studies programmes as required.
- To attend Departmental, Year, Staff, Parents' and INSET meetings.
- To attend assemblies.
- To provide cover for absent staff, especially within the department, and to carry out other duties as required.
- To act as a Form Tutor if required.
- To adhere to school policy on safeguarding and update training as required.
- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

Assistant Head (Sixth Form) Person Specification

	Essential	Desirable	Assessment via application form/ interview/lesson observation/ written task/ references
Skills and Experience			
Excellent interpersonal skills including the ability to relate well to people on all levels throughout the school community, to resolve conflicts in a sensitive manner, to encourage and motivate	✓		Interview Application form References
Ability to work effectively as a member of a team, to show initiative and imagination, to have vision and the ability to inspire others	✓		Interview Application form References
Effective and energetic in instigating and implementing change	✓		Interview
Able to maintain a high work rate and to juggle a range of tasks and issues at the same time	✓		Written task Interview References Application form
Successful teaching experience across the age range 11-18, with a track record of consistently enabling pupils to achieve high standards	✓		Application form Interview References
Substantial pastoral experience gained as a Form Tutor or Head of Year	✓		Lesson Observation References Written task
High level classroom teaching skills	✓		Application form
Excellent written and spoken English	✓		Application form
Sufficient numeracy to interpret statistical data and manage budgets		✓	Application form
Attitude/Approach			
A sensitivity to the needs of young people	✓		Interview References
Personal integrity, honesty, energy, stamina, enthusiasm	✓		Interview References
A willingness to give generously of your time to support school events and activities	✓		Interview Application form
Commitment to personal development and life-long learning	✓		Interview Application form



	Essential	Desirable	Assessment via application form/ interview/lesson observation/written task/reference
Knowledge and Qualifications			
An awareness of recent important national educational developments and an interest in keeping abreast of change	✓		Interview
A clear understanding of recent developments in supporting pastoral needs and teenage mental health	✓		Interview
Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling innovative and effective approaches to learning, teaching and school organisation	✓		Lesson observation Interview
A good honours degree or equivalent and an appropriate teaching qualification e.g. PGCE	✓		Application form

OUR STAFF BENEFITS



Healthcare cash plan

A healthcare cash plan is provided to help with the cost of everyday health expenses such as dental, optical, and physiotherapy treatments.



Cycle to work scheme

Take advantage of the Cycle to Work Scheme, enabling savings on bicycles and accessories while encouraging a healthier commute.



Teachers' Pension Scheme / LEH Group Pension Scheme

Access to the generous Teachers' Pension Scheme, ensuring long-term financial security in retirement. Non-teaching staff are eligible to join the LEH Group Pension Scheme, a defined contribution scheme (with life assurance) designed to support long-term financial wellbeing.



Relocation assistance package

Financial support is available to assist with the costs of relocating, making your move to the area as smooth as possible.



School fee reduction

Significant reductions in school fees are available for staff members with children enrolled at the school. LEH also has an arrangement for fee reduction for staff with children attending Hampton School.



Employee Assistance Policy

A confidential Employee Assistance Programme offers free support, advice, and counselling for both personal and work-related matters.



Free lunches, tea and coffee

Complimentary lunches are provided daily, along with unlimited tea and coffee throughout the day.



24-acre campus with superb facilities

Enjoy working in a beautiful 24-acre campus featuring modern teaching spaces, sports grounds, and tranquil outdoor areas.



Free parking on site

Free and secure on-site parking is available for all staff.



On-site library access

Staff have full access to the well-stocked on-site library for personal and professional development.



Use of swimming pool

Enjoy use of the school's swimming pool at designated times, supporting health and wellbeing.



Annual flu jab

An annual flu vaccination is offered to staff on-site to help maintain health during flu season.



BOLD BEGINNINGS START HERE

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