
Mill Hill School Foundation



LYONSDOWN SCHOOL
NEW BARNET

Assistant Head (Teaching and Learning) required for September 2023

Candidate Information Pack



INTRODUCTION

The Assistant Head (Teaching and Learning) will have delegated responsibilities for ensuring the highest standards of learning, teaching and academic achievement across the School. This will be in addition to their roles as Form Tutor and Head of Computing.

Under direction of the Head and Deputy Head, you will develop and maintain the academic standards of the school, establishing the policies through which they are achieved, guiding staff and resources to achieve them as well as monitoring progress.

The successful candidate will be a member of the Senior Leadership Team (SLT) developing and promoting outstanding education in all areas. To develop and deliver an appropriately broad and balanced curriculum, relevant and differentiated for all pupils. You will also lead on the 11+ process.

Closing date for applications: 9.00am on Friday 14 April 2023.

The School also reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Salary

£50,975

Benefits

TEACHERS' PENSION
FREE SCHOOL LUNCH
DISCOUNTED SCHOOL FEES



"This little school, succinctly summed up by one happy parent as

'nurturing within a structured learning environment,' is one to watch... the staff routinely inspire, motivate and nurture, with that ever-present Lyonsdown smile."

Good Schools Guide

THE SCHOOL

Lyonsdown

Lyonsdown is situated in a quiet, residential area of Barnet with good access from other parts of London, as well as from parts of Hertfordshire and Essex, both by road and by public transport. The M25, A1 and M1 are easily accessible. There is on-street parking available. Whilst many of our families are local, living within or near Barnet, others travel from the surrounding area.

The School is one of seven in the Mill Hill School Foundation, which comprises Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International. Cobham Hall is located in Kent and became part of the Foundation in 2021 and our most recent additions are Keble Prep and Lyonsdown School in North London.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a life time whilst balancing this with a readiness to embrace change.



LETTER FROM THE HEAD

I am proud to lead a dedicated team of teachers and staff, who are committed every day to providing an outstanding educational experience for our girls, within a culture that values individuality, resilience and respect.

The happiness and wellbeing of all our girls is at the heart of everything that we do, and we celebrate them as they begin to develop lifelong passions and interests across the curriculum. Visitors to our school are greeted by cheerful, welcoming and motivated girls, absorbed in the learning and supportive of each other, whilst enjoying every aspect of their Lyonsdown adventure.

Our emphasis on STEAM subjects ensures a broad and balanced curriculum with a wide variety of opportunities to suit each individual, and the majority of our girls go on to be successful in gaining places at their first choice of senior school. Their time with us ensures that Lyonsdown girls are thoroughly prepared for whatever challenges lie ahead in life: at their next school and beyond

It is an exciting time to be joining the Lyonsdown school staff, our recent merger with the Mill Hill Foundation creates a range of personal and professional development opportunities. Our staff are excited to begin the journey of sharing best practice, ideas and resources across our family of schools and the successful candidate will need to demonstrate the same commitment to continued professional and personal development. I look forward to welcoming your application to become a valued member of our team.

Mrs Rittu Hall
Head



BACKGROUND TO THE SCHOOL

Location

Lyonsdown is situated in a quiet, residential area of Barnet with good access from other parts of London, as well as from parts of Hertfordshire and Essex, both by road and by public transport. The M25, A1 and M1 are easily accessible. There is on-street parking available. Whilst many of our families are local, living within or near Barnet, others travel from the surrounding area.

History

Lyonsdown was founded in 1906 as 'a new school for girls and kindergarten.' It opened in the house we continue to occupy today and it has been redesigned and extended over the years to create an excellent learning environment that both maximises our site and manages to retain the early 20th century character of our building. The School became a Charitable Trust in 1973.

Future: School Developments

With a dynamic new Head appointed, and a merger with the Mill Hill Foundation announced early in 2022, it is an exciting time to join Lyonsdown School. Our dedicated team are excited to focus on developing our 'All girls' learning environment and our STEAM provision, moving Lyonsdown from 'Good' to 'Excellent' in all areas, for our next inspection.

"There are happy schools and there are schools that make you grin from ear to ear- Lyonsdown falls firmly into the latter camp." GoodSchools Guide

Approach and Ethos

We are proud to be an academically non-selective school. We offer places to girls who we believe will thrive, develop and benefit from all the opportunities on offer.

We offer a friendly learning environment, which respects each child as an individual and where pastoral care and pupils' personal development is a significant strength, as recognised in our 2019 ISI inspection where this was judged to be 'Excellent.'

We have a high degree of specialist teaching, including in English and Maths from Y4 onwards, Science from Y2 onwards and in Art, French, Music and PE from Pre-Reception or from Reception onwards.

Although a gentle Christian ethos underpins our school, it is a diverse and multi-cultural community, reflective of the surrounding area. We are proud that our 2019 ISI inspection recognised that "pupils are very accepting of diverse backgrounds and enjoy learning first-hand from their friends about their cultures and faiths."

We also pride ourselves on the range of opportunities we offer and the inspectors commented that "Pupils thrive on the many opportunities they are given to discover their interests and excel in a variety of areas outside the classroom."

Leadership & staffing

Mrs Rittu Hall was promoted to the post of Head in January 2022, having joined the school as a Year 2 Teacher in 2018. She has held the posts of Assistant Head and Acting Co-Head Academic as well as teaching English in Years 5 & 6. As a committed learner herself, Rittu is dedicated to supporting professional development and excellent pedagogy across the school. Our staff are excited by the opportunities that being part of a family of schools brings, both to our girls and also for their own professional development.

Admission to the School

Girls can join Lyonsdown at the age of three into Little Lyons Pre-Reception class, or if space permits, into our Reception class. Our 2019 intake into Pre-Reception was our first 'All girls' year and we officially became 'All girls' throughout from last September.

Associations & Accolades

We regularly take part in various Inter-School competitions, particularly in Sports and Art, where seven pieces reached ISA National finals this year. Lyonsdown is proud to be in the Good Schools Guide – the full review can be read [here](#).

School Destinations and Scholarships

In the last 5 years, Year 6 girls received 36 Scholarship offers across 117 school place offers. This year, seven scholarships were offered to our Year 6 girls. Our pupils go on to a range of selective independent and maintained schools – a full list can be seen on our website and our 2019 inspection recognised that our pupils' "attainment in English and Mathematics is high so that they are successful in gaining entry to their senior school of choice."

School facilities & developments

The School is housed in an attractive period property with sympathetic extensions. The original house is home to our Lower School, Year 3, Learning Support base, Music Room, Art Room, administrative offices and staff room.

The School benefitted from the addition of a stand alone Gym/Hall about 25 years ago. This was further extended and joined to the original house in 2005 to provide four classrooms which are now occupied by Years 4,5 and 6 as well as the dedicated computer suite.

The original garden has been redesigned creatively and offers attractive outdoor play and learning areas, including a hard court marked out for netball, football and other sports.

Our refurbished Year 4 classroom, Library and Science Lab, new Kitchen, Dining room and multi-purpose 'Small Hall' were all opened in 2019.

JOB DESCRIPTION

Key Responsibilities

- Under the direction of the Head and Deputy Head, to develop and maintain the academic standards of the School, establishing the policies through which they are achieved, guiding staff and resources to achieve them as well as monitoring progress towards achievement
- Alongside the Head and Deputy Head, provide professional leadership and management of teaching and learning throughout the school
- To provide professional input into the School Development Plan (SDP) priorities and ensuring ISI regulations are monitored and met
- To have specific responsibility for the Lyonsdown curriculum
- To lead on specific projects as required
- To be a key member of SLT and maintain daily contact with the Head, Deputy Head and staff to facilitate effective and clear communication
- To liaise with Subject Heads and SENDCO on academic and curriculum matters, reporting to the Head and Deputy Head on a regular basis.
- To support Subject Heads with their annual Subject Development Plans
- To oversee communication and liaison with parents on academic matters to enable them to support their daughters and the School as a whole
- To manage the input of academic data
- Support with the creation, development and distribution of the timetable
- Manage the termly book scrutiny and feedback to staff
- To be responsible for the updating of relevant policies
- To ensure that all staff follow the school Marking Policy and Assessment Policy
- Co-ordinate, manage and arrange supervision of the all 11+ examinations held in school
- Order all assessment material as required
- To assist the Deputy Head in the induction of new staff
- To co-ordinate individual assessments for new pupils in consultation with the Admission and Marketing Co-ordinator
- Oversee the report writing process and ensure that all school reports are of the highest standard and are distributed to parents in a timely manner
- To assist Subject Heads to review all academic policies, curriculum documents, schemes of work and development plans
- To support the Head with staff INSETs and ongoing training
- To liaise with staff regarding parent information evenings
- To ensure that Subject Heads regularly assess pupils
- To conduct and analyse tracking meetings with staff and give a termly report to the Head and Deputy on standards of achievement and progress across year groups (Nursery- Year 6)
- Deputising in the absence of the Deputy Head, in academic matters
- To collate, analyse and evaluate assessment data within the School, supporting its reporting to SLT and the Court's Academic Committee.
- Actively ensuring a good working knowledge of local and national developments and initiatives and being proactive in ensuring that Lyonsdown is at the forefront of any such developments.
- To oversee communication and liaison with parents on academic matters
- To ensure that the systems used by the School give parents and pupils visibility of attainment and progress
- To manage the schedule of Learning Walks and facilitate their feedback in staff meetings
- To contribute to the staff appraisal system



Teaching and Learning Responsibilities

- Excellent subject knowledge of the Computing at a primary level
- Teach Computer Science across the full primary age range (4-11) ensuring that lessons are appropriately differentiated
- Lead Computer Science throughout the school with vision and flair
- Keep up to date with new teaching styles and innovations in education including statutory requirements of the EYFS, National Curriculum and the needs of the 11+ curriculum as appropriate
- Develop professional links with other schools to ensure best practice
- Invite guest speakers in to enhance and enrich the curriculum
- Manage the Computer Science budget
- Enter pupils into competitions and festivals as appropriate
- Promote Computer Science through a range of extra curricular activities, for example focus weeks
- Prepare for and attend parent consultation evenings and contribute to reports as required
- An ability to promote Computer Science within the school, ensuring that it caters for the learning requirement for each individual child
- A current and growing knowledge of resources available to this area
- Excellent knowledge of the use of ICT to effectively support learning
- To liaise with IT support to plan for the renewal of equipment as required.
- Deliver a suitable computing based after school club
- Fulfil any other reasonable duties as directed by the Head
- meetings
- Work with the DSL on promotion of e-safety with the School



PERSON SPECIFICATION

Essential Qualifications/Experience

- Relevant degree
- Leadership experience
- Qualified teacher status/successful completion of PGCE
- Relevant teaching experience preferably in the prep/primary environment
- A proven track record of strong organisational skills
- A proven ability to work in a team

Personal Qualities and Attitudes

- Excellent practitioner
- A commitment to reflective practice and ongoing CPD
- The ability to inspire a love of learning
- A strong understanding of phonics teaching through Read Write Inc, would be an advantage
- An up to date knowledge of best practice in terms of assessment of pupil progress
- The confidence to use ICT effectively in teaching and learning
- An effective communicator, both in written and oral form
- A commitment to the personal development of pupils, and to the protection and safeguarding of children
- A true professional who maintains appropriate levels of personal presentation and conduct at all times
- An outstanding outlook towards the pastoral care of children
- Well organised, with good time management skills, and a high level of computer literacy
- A willingness to further your own professional skills, knowledge and abilities. The ability to build rapport with colleagues and parents
- An enthusiasm and willingness to participate in the wide range of extra-curricular activities, and to lead an after-school club
- Energy, enthusiasm, adaptability, professional resilience and a sense of humour



HOW TO APPLY

1

If you would like to apply for this role, please complete an application form in full using the Apply button below and search for the position.

[View Online Page](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by 9.00am on Friday 14 April 2023.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill School Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Foundation apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



Instilling values, inspiring minds
millhill.org.uk



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