

JUNIOR SCHOOL ASSISTANT HEADS **Two Required for September 2018**

There are two Assistant Head posts in the Junior School. One is an Assistant Head (Curriculum) and one is an Assistant Head (Staff Development). The roles are interchangeable to provide wide ranging professional development and flexibility.

Person Specification

A dynamic, energetic, well qualified and highly committed classroom teacher who can lead Curriculum Development and/or Staff Development in this friendly, lively, forward looking Junior School. The girls' ability at all stages is above the National Curriculum.

Key Skills/Qualities

- Ability to lead, inspire and motivate others
- Ability to think strategically and innovatively
- Ability to cope with the fast pace of life in the Junior School, while placing a premium on close team work, flexibility and good communication skills
- Ability to remain calm, a good sense of humour and the necessary enthusiasm to enjoy the challenges of the role are essential
- A high level of computer literacy

Line Management

The post holders will be members of the Junior School Leadership team working closely with the Deputy Head First School and the Deputy Head Lower School and will be responsible to the Head of the Junior School.

Main Responsibilities

Form Teacher

The post holders may be Form Teachers to classes of approximately 24 girls with a reduced timetable due leadership responsibilities. He/she will be responsible for teaching some of the core curriculum subjects to the class and the girls' pastoral care, thus monitoring the social and emotional development of each girl in the form. Music, Drama and PE are taught by specialist teachers throughout the Junior School and further specialist teaching in all subjects is introduced in Y5 and Y6.

Assistant Head (Curriculum)

- Oversee the KS1 and KS2 curriculum and take responsibility for leading the development of an academically rigorous curriculum in conjunction with a team of subject leaders
- Liaise with the Head of Junior School on a regular basis about all curriculum matters and to devise and monitor the Academic Priorities on the School Development Plan
- Ensure that policies and schemes of work are implemented and updated on a regular basis
- Support and monitor pupil's academic progress and oversee reports
- Take responsibility for the Junior School timetable with support and training working with DH (First School)
- Line manage the Junior School Assessment Co-ordinator
- Organise a programme of monitoring subject teaching
- Coordinate the production of subject development plans which support the academic priorities
- Oversee and help maintain effective assessment, recording and reporting systems with the support of the Assessment Co-ordinator
- Work alongside Deputy Head Lower School to prepare 7+ assessments
- Oversee the preparation of papers for occasional places

Assistant Head (Staff Development)

- Liaise with the Head and staff to produce programme of curriculum and staff development at staff meetings and on Inset Days
- Liaise with the Head of Junior School on a regular basis about all staff development matters and devise and monitor the Staff Development Priorities on the School Development Plan
- Provide professional support to subject leaders
 - Present to the staff pertinent developments in education
 - Set up and lead the staff induction programme in the Junior School
 - Lead the staff mentoring programme
 - Promote staff development and INSET opportunities in line with the School Development plan
 - Lead a programme of guided lesson observations as part of CPD
 - Oversee the TA training programme
 - Manage the appraisal programme
 - NQT mentoring
 - Promote and develop the staff library

As a member of the Junior Team, the Assistant Heads will:

- Support the vision, ethos and policies of the School and promote high levels of achievement
- Liaise closely with the Senior School Assistant Heads responsible for curriculum, teaching and learning and staff development
- Take part in the Appraisal programme
- Attend and participate in school events

The Headmistress reserves the right to vary the precise responsibilities of this post should the needs change and opportunities arise.

The School

North London Collegiate School is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School which consists of the First and Lower School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain a team of professional teachers to whom each pupil is important, and who can introduce their subjects with enthusiasm and drive. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims of the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At North London Collegiate School, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive lacrosse pitches and tennis courts and a sports centre with indoor swimming pool and fitness suite. The School buildings are centred on the Old Mansion House where the sixth form is largely based. The main teaching block is spacious and well equipped with modern science laboratories and computer suites. A fine library on four floors was opened in 1999. A state of the art Performing Arts Centre was opened in March 2007 which is used for over 30 school productions a year, art exhibitions and provides a reception and sixth form café space.

Also on the campus are a Music School, Drawing School and Design Centre which are sited around the pond where there are water lilies in the summer.

There is also a Medical Centre housing the School's doctor, nurse and counsellor.

The Junior School's Aims

The Junior School shares its aims with the Senior School. We aim to provide an ambitious, stimulating education for girls aged 4-11. This is done in a safe and supportive learning environment with strong pastoral care, which prepares girls to be confident pupils when they enter the Senior School aged 11. Junior girls are encouraged to be self-motivated, independent thinkers.

The Organisation of the Junior School

The self-contained Junior School was opened on the campus in 1988 and a purpose built First School was added in 1994. The Junior School has its own Assembly Hall, Library, Science Laboratory, ICT Suite and Art and Design Room. The Juniors share the extensive Senior School sports facilities.

The Junior School comprises 2 parts: the First School (Reception, Y1 and Y2) and the Lower School (Y3, Y4, Y5 and Y6). 40 girls are admitted into 2 parallel Reception Classes at 4+. At 7+ there is an additional intake of 8-10 girls into Year 3. Years 3 to 6 are generally made up of two forms each of 24 pupils.

The entry is selective, the pupils are academically able and the pace of work is fast. It is expected that girls will move from the First School to the Lower School and from the Juniors to the Senior School, though this is not automatic.

The Curriculum

The syllabuses are broadly based on the National Curriculum Programmes of Study but not bound by them.

There are four PE lessons timetabled in the Lower School and these lessons are taken by the specialised PE staff. PE lessons vary according to age group and season and all girls have a weekly swimming lesson throughout the year.

Each class has two timetabled music lessons each week. These are taught by a subject specialist. Individual instrumental lessons are available on request from Year 3 onwards.

Girls are given a homework timetable and the amount of work set will vary according to age group. Girls should practise and consolidate skills learnt in class for homework. It is also an opportunity to encourage independent learning and research skills.

Curriculum evenings occur at the beginning of the Autumn Term and are an opportunity for parents to meeting their daughter's new Form Teacher and socialise with other parents informally. The post holder would be expected to attend these evenings.

Trips

During the course of the year girls are taken on a variety of expeditions that enhance the curriculum. These include the British Museum, The National Gallery and Hampton Court. Year 4 have an overnight Bushcraft adventure, Year 5 have a 3 day residential trip to Shropshire and Year 6 spend a week in France on a language and activity course.

Extra-Curricular Activities

In the Junior School alongside the academic subjects, a wide-ranging programme of extra-curricular 'clubs' is run during a lesson at the end of each day. Girls are expected to take part in these and may choose from such activities as games, dance, drama, arts and crafts, and cookery. Staff are also invited to run after school extra curricular clubs of their own choice.

Professional Development Opportunities

There is a strong culture of professional development at the School. In addition to the openly advertised internal promotion and professional development posts, the School also offers a number of external opportunities.

Following the opening of two partnership schools, North London Collegiate School, Jeju (in South Korea), and North London Collegiate School Dubai, staff in the UK have opportunities to be involved in monitoring visits

to South Korea and Dubai, and to be involved in the recruitment and training of their staff. A number of exchange opportunities are available to staff, both to Korea, and to partner schools in the USA and Australia.

The School works closely with The Prince's Teaching Institute, which is co-directed by the former Headmistress, Mrs Bernice McCabe. It provides residential, subject-specialist training to the maintained sector. The Prince's Teaching Institute activities currently reach 360,000 children in England and Wales. In 2014/15, 704 Secondary Schools, which is 16% of all Secondary Schools in England and Wales, have sent a teacher to a PTI course. Currently there are nine subject streams designed and led by NLCS staff, and the School pays for a number of staff from NLCS to attend the courses.

As part of the larger Senior School we benefit from being able to attend lectures and presentations from an eminent number of speakers, including John Bercow, Margaret Beckett, Brian Sewell, Tom Holland and Lord Winston.

Terms and Conditions

North London Collegiate School has its own generous salary scale. A salary review is conducted each year. For this post the remuneration is currently between £48,688 and £68,477 per annum, according to experience.

The School is a member of a BUPA group scheme; subscription is open to all staff. Staff may pay into the Teachers Superannuation Scheme. NLCS terms are shorter than the maintained sector.

Some staff accommodation is available on site. There is free use of the School's coach service and exclusive use of the indoor swimming pool, fitness suite and sports hall. Staff children who are selected to join the school enjoy 25% fee remission (for up to two daughters).

Applications

Application should be made in writing to the Headmistress, Mrs Sarah Clark, with a letter of application, completed application form and the names and addresses of two professional referees, one of whom should ideally be the Head of the applicant's present school. If applying by email the application form should be sent to Gill Conway, Deputy Heads' PA, who is in charge of teacher recruitment at deputyheadspa@nlcs.org.uk.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment as part of their duties. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.

Closing date for applications: Monday 5th March 12.00 midday

Expressions of interest and visits would be welcome before that date. Please contact Gill Mannion, the PA to the Head of Junior School; gmannon@nlcs.org.uk if you would like to visit the School.

