



Notting Hill & Ealing
High School GDST

Appointment of

Assistant Head – Co-curricular

For September 2017



About the School

Notting Hill & Ealing High School is one of London's leading independent girls' day schools. Founded in 1873 it is the oldest of the 26 schools which make up the Girls' Day School Trust having begun life in Notting Hill and moved to Ealing in 1930. The school is a friendly and welcoming community of just over 900 girls, together with approximately 150 teaching and support staff. We occupy a site in suburban, leafy, west Ealing with excellent transport links. (We are an easy walk or bus ride from Ealing Broadway or West Ealing stations: District and Central underground lines, mainline trains and Crossrail from 2018.) The school is oversubscribed and a very popular choice at all ages with girls joining us from most parts of West London as well as areas further afield.

NHEHS is an academically selective school. Our girls are bright, enthusiastic and eager to learn and teaching here is a great experience. In our latest ISI inspection we achieved the highest possible grades across the board and the inspectors noted that 'the quality of the pupils' achievements and learning is exceptional.' Public examination results are consistently outstanding and girls go on to study a wide range of subjects at prestigious universities. (Latest results and the university destinations of Leavers can be found on our web site). Our facilities and teaching and learning resources are excellent and the GDST has an ongoing strategy of development and investment in all its schools. .

We are an all through school (ages 4-18). Around 300 girls attend the Junior School with 600 in the Senior School of whom 150 are in the Sixth Form.) The Junior and Senior Schools occupy their own parts of the site and in day-to-day terms operate independently. There are strong links between staff in both Junior and Senior departments with some notable examples of integrated teaching particularly in music and sport.

You will find Notting Hill & Ealing girls to be well grounded, confident and independent. They are proud of their school and value kindness and laughter, fun and friendship. The school is highly regarded for the way it achieves its outstanding results within a particularly warm and supportive environment. We put pastoral care and achieving the best for every girl at the heart of everything we do here and there is a deep-seated ethos of respect, tolerance and understanding.



"We are delighted that you are considering NHEHS and hope that you will want to apply for this post once you have found out a little more about us. Our website, www.nhehs.gdst.net will tell you more about the school and give you a taste of the atmosphere here."

Matthew Shoults, Headmaster

Assistant Head Co-curricular

The Post

The post is available from September 2017.

The successful candidate will play a key role in developing the Co-Curricular offering of the School; he/she will also be a member of the Senior Leadership Team and contribute to whole-school planning and development

Co-curricular provision

The co-curricular programme is an integral part of school life and a huge array of clubs and opportunities are on offer in music, drama, sport, art and beyond. Life at NHEHS is never dull and every girl is encouraged to immerse herself in a range of activities, from Lego robotics and fencing to jazz ensemble and humanities book club. There are elite-level opportunities running alongside open, full participation activities, for those who don't consider themselves experts but would like to join in. We make full use of our excellent facilities and location, for example teaching girls how to use our state of the art lighting and sound equipment in backstage club or making the most of the numerous lectures, exhibitions and theatre productions on our doorstep. We try to help each girl find and develop her passion and skills. The programme regularly changes, often as a result of student initiatives or to take advantage of exciting new opportunities.

Academic clubs and societies are an important feature of the programme and many of the clubs for younger students are run by the Sixth Form 'subject secretaries'. We have a range of inspirational visiting lecturers and our academic staff bring their personal interests to life in our Da Vinci Club masterclasses. Adventure, leadership and volunteering opportunities abound: almost all of the girls who are old enough are involved in the Duke of Edinburgh Award Scheme and each form raises money for charity through a fun programme of events that involve the whole school community. Public speaking is an important part of school life and many students take part in debating, Model United Nations and public speaking competitions.

As part of the GDST, we frequently take part in UK-wide rallies, competitions and activities with other Trust schools. We are a school which achieves national recognition in competitions as varied as Water Polo and Mandarin Speaking. Our parents also enjoy attending a wide range of events from informal tea time concerts and NT screenings to evensong at St George's Windsor and our annual school production (most recently The Crucible).

Alongside our exciting co-curricular programme, the academic departments run an extraordinary number of visits, residential trips and expeditions, from day trips to the British Museum or Tate Modern to homestays in Montpellier and history and politics trips to Washington.

Person Specification and areas of responsibility

We are looking for well-qualified candidates with vision, energy, ambition and excellent communication skills, including the ability to write well. The successful candidate will be enthusiastic, highly motivated and committed to the importance of exceptional co-curricular opportunities in developing confident students.

This is a wide-ranging role, the exact nature of which will be confirmed with the successful candidate. It is likely to include:

- strategic development of co-curricular activities within the school and beyond
- overseeing and developing the School's programme of educational visits
- working closely with Heads of Departments and Heads of Year to develop leadership opportunities for students in different areas of activities
- coordinating the School calendar and the weekly bulletin of activities, including the weekly programme of activities
- supporting students and staff through attendance at a wide range of events activities
- contributing to the development of community links
- contributing as a member of the Senior Leadership Team to the overall strategic leadership of the School, including attending strategy meetings, contributing to whole-school initiatives, leading events, and sharing in other whole school roles as appropriate
- other responsibilities as agreed with the Headmaster

Terms and Conditions of the Post

Salary is according to qualifications and experience.

Benefits include:

Staff Fee Remission – staff are eligible for fee remission, currently 50% of the basic school fee for a full-time employee subject upon their daughter(s) meeting the academic conditions for entry; part-time staff are eligible to a reduction on a pro-rata basis

Membership of Teaching Staff Pension Scheme

Season Ticket Loans - Interest free loans are available to staff to enable them to buy annual season tickets.

Computer Loans - Interest free loans are available to staff to enable them to buy a computer for personal use at home.

Cyclescheme – the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

Lunches – free lunches are provided to all staff during term time.

Application and Interview Process

Applications should be submitted by **12pm on 26th January 2017** at the latest. Candidates should complete the application form provided and also include a covering letter and full curriculum vitae with details of qualifications and experience and the names, addresses, telephone numbers and

email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

Completed applications should be sent to:

Mr Matthew Shoults
Headmaster
Notting Hill & Ealing High School
2 Cleveland Road, London W13 8AX

or may be emailed to: recruitment@nhehs.gdst.net

Shortlisted candidates will be invited for interview. All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

All adults employed at the school are cleared for working with children and young people through the Disclosure & Barring Service. Please see attached full information regarding the Girls' Day School Trust guidelines on the Safeguarding of Children.

Further information about the school can be found on our website at: www.nhehs.gdst.net

[Application Form](#)