



Notting Hill & Ealing  
High School GDST

Appointment of

**Head of Sixth Form**

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](http://www.nhehs.gdst.net) will tell you more about the school us and give you a taste of the atmosphere here."***

***Matthew Shoults, Headmaster***

# Head of Sixth Form

## The Post

The post is available from September 2017.

The Head of Sixth Form is responsible for the academic development and pastoral care of 150 sixth formers. She/he is supported by an Assistant Head of Sixth Form and the Sixth Form Administrator and 10 tutors in giving overall direction to sixth form life at Notting Hill & Ealing High School with its emphasis on leadership opportunities and breadth of experience. The Head of Sixth Form will also be a member of the Senior Leadership Team and contribute to whole-school planning and development.

There are approximately 150 girls in the sixth form. In Year 12 most girls study 4 A level subjects, going on to complete 3 or 4 subjects at the end of Year 13. We also offer the AQA Extended Project Qualification. Academic expectations are high, with almost every girl going on to study at university; last year 15 obtained places at Oxford or Cambridge. The Sixth Form is seen very much as an integral part of the school with sixth formers running clubs and activities for younger girls, mentoring the new Year 7 pupils, and running subject surgeries. The Head Girl is elected each year by staff and students and supported by a Head Girl's team of four Year 13 girls. They work closely with the Head of Sixth Form and with the Head to develop whole-school initiatives.

The Sixth Form is housed in a stylish building adjacent to the main site. Facilities include a common room, cafe with outdoor terrace, multigym, seminar room, careers room and a spacious, modern office for the Head of Sixth Form. The sixth form administrator works from a desk in the reception area. Girls have access to laptops for use in any part of the Sixth Form centre. They have lessons in both the sixth form centre and the main school building.

## Person Specification

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 good pastoral care in providing an excellent learning environment for academically able girls. She/he will have some experience of, and enjoy working with, girls in the 16-18 age range.

## Main areas of responsibility

The role involves:

- leading the team of Sixth Form tutors and Deputy Head of Sixth Form in providing an exciting, challenging and thought-provoking experience for each girl in the sixth form at NHEHS
- overseeing the pastoral care of Sixth Form students, to enable them to thrive in the school community, and liaising with students, parents, staff and others as appropriate
- working closely with the Deputy Head (Academic) to oversee the academic progress of students
- Overseeing the higher education advice and university application process, including leading the higher education programme in school, and overseeing the UCAS application process for each girl

- developing the PSHCEE programme for Years 12 and 13
- overseeing the recruitment process at 16+ , including actively encouraging applications from external candidates
- overseeing the use of the sixth form centre, working with the Sixth Form Administrator and the Director of Operations
- 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

## 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 24<sup>th</sup> 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](mailto: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](http://www.nhehs.gdst.net)

[Application Form](#)