



NOTTING HILL & EALING  
HIGH SCHOOL  
GDST

Appointment of  
**NHEHS Junior School – Assistant  
Headteacher**  
For September 2019



## 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 25 schools which make up the Girls' Day School Trust (GDST) having begun life in Notting Hill and moved to Ealing in 1930. We are an all through school (ages 4-18). Around 300 girls in the Junior School and 600 in the Senior School, including 150 in the Sixth Form, make up a friendly and welcoming community. The Junior and Senior Schools occupy their own parts of the site and in day-to-day terms operate independently. 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 ambitious, bright, enthusiastic and eager to learn. 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 including Oxbridge. (Latest results and the university destinations of Leavers can be found on our web site.) The school is highly regarded for the way it achieves its outstanding outcomes within a particularly warm and supportive environment, and pastoral care and achieving the best for every girl is at the heart of everything we do.

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

***Matthew Shoults, Headmaster***

## NHEHS Junior School

The Junior School is a happy community of pupils, parents and staff, working together to provide an environment in which girls' strengths are allowed to flourish. We achieve excellent academic results, for example the school was named as the Independent Preparatory school of the Year in 2018 by The Sunday Times Parent Power Survey. Our girls achieve the highest academic standards at age 11 and almost all go on to the Senior School, one of west London's most popular and successful selective, independent girls' schools.



However, this is only one aspect of our school. We encourage girls to approach the world with curiosity and creativity, to express their views and feelings, and to develop a real enjoyment of learning. As a result they are proud of their school and value kindness and laughter, fun and friendship.

Life at NHEHS is rich, busy and varied. Visits, trips, speakers and special events are built into our curriculum and girls are provided with outstanding opportunities to develop their interests in a wide range of areas. They love music, drama, sport and art and they take part in everything they do with wholehearted enthusiasm.



***Sunday Times Independent Prep School of the Year 2018***

***"Notting Hill and Ealing High School Junior School proves you can have both outstanding academic success and a relaxed, happy school where girls are encouraged to be individuals and to express themselves."*** Alastair McCall, Editor, The Sunday Times Schools Guide, Parent Power.

# NHEHS Junior School – Assistant Headteacher

## The Post

We are seeking to appoint an inspirational teacher to extend their leadership experience. The Assistant Headteacher is someone with energy, vision, commitment and high standards across the whole educational process. In addition the Assistant Headteacher is able to lead by example as an excellent classroom practitioner.

As a member of the Junior School Senior Leadership Team (JSLT), the Assistant Headteacher is responsible for leading and motivating staff so that the high standards of teaching and learning across the Junior School continue to be developed. JSLT members are expected to contribute to all aspects of strategic planning, organisation and management of the school.

As well as carrying out the responsibilities of a class or subject teacher, the Assistant Headteacher has both academic and pastoral responsibilities. Working in close consultation with the Head and other members of JSLT, these will include both leading a phase of the school, as well as taking charge of an area of curricular responsibility, currently Maths and Upper KS2.

## Job Description

### 1. Main areas of responsibility

#### 1.1 Policy/Strategic direction and development

- Be responsible for the development and implementation of any relevant policies.
- Develop an action plan for the area of responsibility and keep these under regular review to ensure that policy and planning take account of the school's changing needs and are appropriate to the full range of pupils' needs.
- Assist with the development and monitoring of policies and plans for the Junior School as a whole.

#### 1.2 Leadership and management

- Supporting the Head and Deputy Head of the Junior School in all areas of school life including deputising for them in their absence.
- Being an outstanding classroom practitioner and leading through example.
- Being an active member of the Junior School Senior Leadership Team in the planning, organisation, development and monitoring of whole school issues.
- Being responsible, in conjunction with the Head of Junior School, for the quality of teaching and learning in the phase.
- Liaising with the other phase leaders.
- Supporting members of staff to improve their practice.
- To act as a staff reviewer including input into performance related reviews.

#### 1.3 Teaching and Learning

- Promote excellence and inspiration in learning and teaching as a lead practitioner and leading by example.
- Lead the development and monitoring of curriculum provision for the phase and area of the curriculum to ensure continuity and progression.
- Monitoring, evaluating and reviewing classroom practice, planning, work samples and assessments.
- Support staff and pupils to enable challenge for the most able and support for the less able.
- Advise and update the Head of the Junior School on progress throughout the phase including under-performance of girls and staff.

#### 1.4 Pastoral

- Assist the Head of Junior School in supporting children's pastoral needs in the phase.
- Support other teachers in the phase in parental meetings as necessary.

- To promote high expectations of behaviour of pupil and staff.
- To work with the Head and Deputy to provide a welcome, well maintained and stimulating environment for girls.
- To liaise with other phase leaders to ensure continuity and smooth transfer of children between key stages.

## **2. Marketing and external links, including public occasions**

- 2.1** To work with the Head and Deputy Head to build effective partnerships with parents to ensure:
- a shared understanding between school and home and how parents can support their child
  - an excellent local reputation for the school through the promotion, profile and success of the subject
  - extra-curricular activities that enrich the timetabled curriculum experiences.
  - be the School's liaison for our Parents' Guild, including attending meetings
- 2.2** Training and development of self and others
- Regularly review own practice, set personal targets and take responsibility for own development
  - Lead/co-ordinator INSET in areas of responsibility
  - Ensure that training needs within the phase are identified, appropriately met and that all members of the phase are active in their own personal and continuous professional development.

## **3. Management of resources**

- Ensure that appropriate, well-maintained resources are available for the areas of responsibility and identify future subject-related resource needs and aspirations for consideration in the school budget planning process.

## **4. Monitoring, evaluation & assessment**

- Make effective use of performance data, benchmarks and lesson observations to monitor standards of teaching and learning in the areas of responsibility.
- Participate in the school's monitoring and evaluation cycle, providing constructive feedback and targets in order to develop individual skills to teach effectively.

### **All school staff are expected to:**

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

**This job description should be seen as enabling rather than restrictive and will be subject to regular review. Please note that all applicants must complete the School's application form found on our website.**

## Terms and Conditions of the Post

The GDST offers attractive salaries and pay progression, when compared with the education sector generally, and has its own pay and grading structure, and system of career progression. Leadership and teaching excellence are recognised and rewarded in its schools. The salary reflects London weighting.

### Benefits include:

- Membership of Teaching Staff Pension Scheme
- Access to the GDST central training and development programme
- Up to 50% discount on fees for children at GDST schools
- Training grants for obtaining further qualifications
- Season Ticket Loans: Interest free loans for travel 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
- Cycle Scheme: 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
- Four weeks' study leave for teachers after ten years' continuous service
- Accredited NQT induction
- There is a possibility of accommodation for September 2019

## Application and Interview Process

Applications should be submitted by **3pm, on Wednesday 27<sup>th</sup> March** at the latest; however, applications may be considered in advance of the deadline. 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:

Ms Silvana Silva  
Head of Junior School  
Notting Hill & Ealing High School  
26 St Stephen's Road, Ealing, London W13 8HH

or may be emailed to: [recruitment@nhehs.gdst.net](mailto:recruitment@nhehs.gdst.net)

Shortlisted candidates will be invited for interview on **Monday 1<sup>st</sup> April**. As part of this process, they will be expected to teach a lesson of up to 35 minutes for which a full prior briefing will be given. 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](#)