



Job Description

ASSISTANT HEAD (LEARNING)

Overview

This is an exciting opportunity for an outstanding classroom practitioner to take on the new role of Assistant Head (Learning) from September 2019. The successful candidate will be responsible for driving the development of learning and teaching at Aldenham School, with the purpose of improving academic outcomes for pupils. In addition, they will take on SMT roles as directed by the Head of Senior School.

The Assistant Head (Learning) will play a key role in supporting staff in the development of high-quality pedagogical practices within the classroom, which are informed by current research, and in promoting ideas more widely to pupils, parents, staff and governors. He/she will be expected to present ideas publicly, provide clear direction to existing initiatives and develop and implement new ones.

The Assistant Head (Learning) will be expected to work in close collaboration with all other members of the SMT and the Head of Teacher Development. Such is the scope of the job that it will not be practicable to combine the duties of the Assistant Head (Learning) with another responsibility post in the School.

As a member of the SMT, this role is ideal for someone aspiring to Deputy Headship or Headship in due course.

It is recognised that the person appointed to this position will require a significant timetable remission in order to carry out their role effectively. The successful candidate will teach approximately a two thirds timetable and will also be expected to be widely involved in the co-curricular programme.

The Assistant Head (Learning) will be line managed by the Head of the Senior School.

Main Responsibilities and Duties of the Post

1. **Teaching & Learning** – leading and promoting the sharing of best practice across subject areas both within the School and the wider educational community. This must include actively devising whole-school initiatives for students and staff to improve student learning and progress. It is likely to include organisation of whole school inset.

2. **Devising and leading the ‘Success Programme’** – developing a new programme which supports the achievement and progress of all students by using an integrated approach which aims to bring about effective collaboration between the academic staff, the pastoral staff and parents/guardians. This will involve, but may not be limited to:
 - a. The effective use of internal and external data (baseline, predictions, targets and value added) to monitor pupil performance with the Deputy Head (Academic).
 - b. The development, in liaison with the Head of Life Matters, of a ‘skills’ programme for KS 4 and 5 which includes whole school strategies for independent learning, exam preparation, organisation and life skills etc.
 - c. The design and implementation of effective processes and communication systems between the academic staff, pastoral staff and parents/guardians in remedial (intervention), stretch/challenge and target situations.
 - d. The leadership of the tutorial programme including its syllabus development, oversight and implementation. The tutorial programme will support the aims of the “Success Programme” and provides a mechanism for pupils to reflect upon their personal development in all areas of school life.
3. **Policies** – updating and implementing relevant policies as directed by the Head of Senior School.
4. **Lesson observations** – regularly observing pupils and teachers in their lessons. Providing guidance to HoDs about lesson observations and sharing best practice about current developments in pedagogy. This may include monitoring the teaching of colleagues following concerns or complaints.
5. **Teaching development** – responsibility for setting up and coordinating teaching development forums to which all staff have access ie Aldenham Breakfast Club, TeachMeets or other initiatives.
6. **Inspection** – working with the SMT to lead staff in understanding what constitutes an excellent lesson in accordance with ISI criteria. Ensuring that lessons demonstrate the highest standards of teaching and learning. Preparing materials for work scrutiny in an inspection and carrying out regular scrutiny of pupils’ work throughout the year to prepare for this. Ensuring that the Success Programme fully supports ISI guidance on personal development ie promoting greater independent learning skills
7. **Appraisal** – liaising with and guiding staff in the setting of personal appraisal targets with an appropriate T and L focus. Line managing the appraisal of a number of members of staff.
8. **CPD** – coordinating the teaching staff CPD provision in conjunction with the SMT. Keeping abreast of academic, pastoral and co-curricular developments in education. Devising a programme whereby colleagues provide feedback to staff post training ie at INSET.
9. **Liaison on Learning and Teaching** – providing effective liaison with the other schools in the Aldenham Foundation on developments in learning and teaching.

10. **Additional responsibilities** – commensurate with a leadership position as directed by the Senior School Head e.g. organising events, organising rotas, managing behaviour, writing reports, devising policies etc.

Terms and Conditions

The salary for this post will depend upon the qualifications and experience of the candidate and will be discussed at interview. The School participates in the Teachers' Pensions scheme under TPS. Candidates should note that the School is committed to safeguarding and promoting the welfare of children and that all appointments are subject to an enhanced check with the DBS.

The School has a strong commitment to professional development and it is a condition of employment that all members of staff participate in any scheme of appraisal, review and professional development currently operating in the School.

Help is provided with removal expenses and there is a generous scheme for the education of the children of staff. We are a non-smoking establishment and an equal opportunities employer.

Applications (with letter of application, together with the completed application form which will include addresses and telephone numbers of two referees) may be handwritten or word-processed and should outline personal ambitions as well as professional interests. Applications should be addressed to Mr J C Fowler, Headmaster, Aldenham School, Elstree, Hertfordshire WD6 3AJ.

The closing date for applications is Monday, 4 February 2019.

Introduction to Aldenham School

The key aims of Aldenham School are to:

- § Encourage each pupil fully to develop his or her intellectual, physical and cultural talents.
- § Emphasise the importance of the social, moral and spiritual dimensions of community life in a modern society.
- § Set appropriate goals to challenge each individual within a small caring community.
- § Recognise and reward personal and collective achievement in a positive learning environment.
- § Nurture in pupils the character and skills with which to meet the challenges of life beyond school.
- § Maintain and develop a team of professional teachers who seek fulfilment in their work through the progress of their pupils.
- § Forge a partnership with parents and the wider community for the further development of the aims and life of the School.

Background to Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. It has always been a relatively small school with a very strong boarding ethos and its reputation as an excellent environment for a high quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the achievement of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

The Aldenham Foundation has a shared governing body of which the Headmaster is the Chief Executive. Aldenham School educates around 600 boys and girls (11-18), together with the Aldenham Prep School, which educates around 150 boys and girls (3-11) on the Aldenham campus. St Hilda's School, Bushey educates around 150 (girls only, 3-11) and is based on a separate site around 4 miles away. Under a recent planning agreement, Aldenham School will grow to around 650 pupils in the next five years.

There are seven Houses constituting Aldenham School: a Junior House, Martineau's for approximately 150 11-13 year-old pupils of whom up to 25 can be boarders; 2 senior (13-18) Day Houses one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls in each of the year groups in the school with around one third of the pupils being girls in the junior years. The School offers a wide variety of day and boarding options. The day pupils' programme operates from around 8.20am until 5.30pm and staff are required to be on site throughout this extended school day.

Boarders may either stay throughout the entire week as full boarders, or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 pupils are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family

circumstances over their career in the school. It is interesting to note that a high proportion of the boarders live within a 20 mile radius.

The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of “excellent” being given in all categories. A full copy of the Inspection Report can be found on the school website.

Teaching loads are generous, with 25 out of 35 periods being the norm but colleagues are required to contribute fully to the life of the School and to help with games, activities and as tutors in the day and boarding houses. Drama, Music, Adventure Training and the Duke of Edinburgh Scheme all thrive at Aldenham as well as "minor" sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys' sports are football, hockey and cricket which the School plays at a high level in all three terms. Girls also have a full games programme with their major sports being hockey, netball and rounders. The School's high profile in sport was emphasised by winning the National Cup competition in Football at Under 15 in 2018.

All pupils take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take 3 A Levels, although some will be offered the chance to take 4. Beyond A-Level, the overwhelming majority go on to universities with a number doing GAP years or visits overseas.

In recent years, there has been a major development and refurbishment programme especially within the day and boarding house accommodation, which has been expanded and improved. There is a very significant ongoing programme of investment in ICT both for teaching and learning and for management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Music Technology and Psychology all form part of a broad curriculum. A full sized Sports Hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language exchanges, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide. The School's buildings have undergone extensive renovation and refurbishment over recent years. The School's newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music.

Aldenham is a Christian foundation and its members are expected to share in a framework of services in the Chapel. It is the Christian ethic that provides our strongest guide towards matters of behaviour and aspiration in the school. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community. The Aldenham Attributes of Aspiration; Co-operation; Courage; Curiosity, Independence; Respect are widely valued as encompassing the characteristics that provide our pupils with a successful experience at School and then equip them to meet the challenges when they leave us.

Further details about Aldenham, including a tour of the School, Aldenham in the media and our prospectus can be seen on our website:

www.aldenham.com