



NOTTING HILL & EALING
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Junior School Teacher

Possibility of Additional role of Digital Strategy Lead to
an interested and suitable candidate

Full Time Permanent Appointment



£35,000 - £59,000 depending on experience & responsibilities
Salary for Digital Strategy Lead will be discussed at interview

STARTING SEPTEMBER 2024

Inspiring academic excellence since 1873



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. We are an all-through school, starting at age 4, with over 900 students in all.

Across NHEHS, we offer exceptional educational opportunities for girls of all ages, from Reception through to Sixth Form. All girls, whatever their age, benefit from our 'no either-or' ethos, where academic ambition happily coexists with a supportive and empowering atmosphere.

Beyond a wide-ranging timetable, we offer a vast array of in-school and after-school clubs. These add to the breadth of experiences that girls can sample during their time with us. By the time girls move up to the Senior School, their love of learning has become part of who they are, and part of who they will be next.

As they join our Junior School, we help young girls to fall in love with learning. We build on their natural curiosity and interests, through a carefully balanced programme of structured learning alongside creative exploration. Skillful guidance and exposure to a broad range of thought-provoking experiences enable our girls to thrive and excel.

In November we unveiled a new building for our Junior School students. This inspiring design provides a state-of-the-art learning environment for our Junior girls as they begin their education with us, with a strong emphasis on sustainability and significantly enhanced landscaping to enable external play and exploration.

You can see more of the fantastic new facilities on the Junior School's Instagram.



[@nhehsjuniors](https://www.instagram.com/nhehsjuniors)



A welcoming community of colleagues



“

NHEHS is a magical place. We learn with, and from each other: I love discussions with colleagues and the many opportunities to connect socially.”

ANIKA DONKOR, GERMAN LANGUAGE ASSISTANT & A LEVEL TEACHER

The Junior School staff is a diverse and welcoming one. Each member of the team brings their unique set of skills and experiences, creating a rich and dynamic environment for our students and colleagues. We believe in the importance of collaboration and teamwork. Our staff members work closely with each other, sharing ideas and best practices to ensure that we are providing the best possible educational experience for our students and supporting one another.

As an all-through school, staff also enjoy the wider connections of a larger staff and the opportunities that come with it. Collaborating with teachers from different age groups and departments allows for a broader perspective on education and a chance to learn from each other. This also creates a sense of community amongst the staff, where everyone feels valued and supported.

Claire Sarginson, Kate Bevan and Nicci Pitt (Deputy, Head, Senior Deputy)



Training and Career Progression



“

After a decade of university teaching, most recently at King's College, working here has been a joy from the outset. It's a really special school.”

ROBERTA KLIMT, DEPUTY HEAD OF SIXTH FORM

Developing Teaching & Learning with in-house programmes

Notting Hill & Ealing High School is committed to excellence in all aspects of teaching and learning, and committed to developing all staff. Opportunities are in place at all levels, from a comprehensive New Staff Induction programme to whole school INSET days. Our Bitesized CPD programme provides lunchtime and after school sessions on academic, pastoral and digital areas, with further opportunities available through online platforms for training at more flexible times.

Training Opportunities

Professional development is key, and the school works with various organisations in order to help colleagues to achieve their goals. These have included training courses provided by IAPS and HMC, as well as centralised programmes provided by the GDST. With a generous training budget, staff are provided with a CPD menu of options so that they can create a bespoke programme suited to them. Connections are made through partnerships with other schools within the GDST.

Further Bespoke Training

We like to listen to colleagues and offer opportunities to help teachers develop in ways that work for them.

We can arrange, for example, for colleagues to have a day off timetable to develop spreadsheet or data analysis skills with another member of staff with particular expertise in that areas.

There are also opportunities to shadow members of the Senior Leadership Team or participate in the 'Next Step Mentoring', giving colleagues whole-school experience in a particular area.

Formal Qualifications

There is the opportunity to develop professionally through gaining formal qualifications. We have worked closely with the University of Buckingham to offer staff the chance to complete a PGCE or Apprenticeship qualification. There are also qualifications for more experienced members of staff available through the Chartered College of Teaching, or the HMC and GSA groups of schools.



Ignasi Sole, Junior School Director of Music

Job description for Class Teacher

Purpose of the role

This post is available full-time from September 2024. We are seeking to appoint an enthusiastic, well-qualified teacher to join our successful and committed team in the Junior School.

Responsible to: The Head via the Head of the Junior School.

Responsibilities: The following shall be deemed to be included in the professional duties which a school teacher may be required to perform under the reasonable direction of the Headmaster or the Head of Junior School.

Teaching

- Planning and preparing courses and lessons
- Teaching, according to their educational needs, the pupils assigned to her / him, including the regular setting and marking of work, according to departmental guidelines, to be carried out by the pupils in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Organising and participating in extra-curricular activities.

Other activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her / him.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils as directed by the Head.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- Communicating and co-operating with persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

Assessment and Reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Review

- Participating in arrangements made by the Trust for the review of her / his performance and that of other teachers.

Further training and development

- Participating in arrangements for her / his further training and professional development as a teacher.
- Reviewing from time to time her / his methods of teaching and programmes of work.

Educational Methods

- Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching material, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, health and safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Cover

- Supervising and, so far as is practicable, teaching any pupils whose teacher is not available to teach them.

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and ordering and allocation of equipment and materials.

Job description for Class Teacher

General Requirements

All 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, Notes of Guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.
- To adhere to School Safeguarding and Child Protection Policies.

In addition to the above, all newly qualified and experienced teachers are expected to meet the basic Teachers' Standards effective from September 2012. While Part 1 is only binding on the maintained sector, its principles constitute good practice for all teaching staff at Notting Hill & Ealing High School. Part 2 is legally binding on all teachers in the Independent sector.

Review and Amendments

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Selection Criteria

- An excellent classroom practitioner.
- Qualified Teacher Status or willingness to obtain Qualified Teacher Status.
- Experience of planning and delivering the National Curriculum.
- Experience of teaching children at Key Stage Two.
- Evidence of working closely with colleagues.
- Likelihood of flourishing in this particular school.

Personal attributes required

- Enthusiastic, positive and hard-working.
- A passion for education.
- Commitment to the safeguarding of children and young people.
- Ability to inspire, motivate and support pupils.
- Flexible and approachable attitude.
- Ability to solve problems and make sound judgements.
- Ability to take own initiative.
- Commitment to the improvement and development of own teaching and performance.
- The drive and stamina to provide excellent opportunities for all girls in the class.
- Willingness to play a part in the overall developments of the school.
- Commitment to maintaining the caring and supportive ethos of the school.



Job description for Digital Strategy Lead

Junior School Digital Strategy Lead

This post is available from September 2024. It is in addition to the role of Junior School Teacher. It is not a requirement to apply for this role when applying for the role of Junior School Teacher, but is available should you so wish. Please indicate your interest in your letter of application.

The Junior School Digital Strategy Lead will report to the Head of the Junior School.

Main Responsibilities

- Promote the use of technology by pupils and staff, leading by example
- Keep abreast of new technologies and evaluate their potential benefit to the Junior School, making recommendations where appropriate
- Monitor the use of technology within school to ensure the best use of resources and efficacy of approach
- Lead on digital training for staff and pupils
- Lead the Junior School staff digital steering group
- Use pupil voice to capture their perspectives
- Lead the pupil Digital Leaders programme
- Manage the delegated budget
- Be an EdTech leader within the GDST
- Work closely with: Junior School Deputy Head Academic, Teacher of Computer Science, Senior School Assistant Head Operations and Digital Strategy & the IT Operations Manager
- Support staff in the use of school social media accounts to communicate with the community.

Skills Required

- Leadership skills: the ability to lead and manage people to work towards a common goal
- Decision making skills: the ability to solve problems and make decisions
- Teamwork: the ability to work collaboratively with others
- Communication skills: the ability to make points clearly and understand the views of others
- Self-management skills: the ability to plan time effectively and organise oneself well
- Excellent professional knowledge and understanding
- Excellent subject knowledge
- Understanding of national and examination curricular requirements of the subject
- Up to date with professional developments in the subject and other aspects of education
- Ability to enthuse children and adults
- A positive attitude and approach to change and development.



Next steps for your application

Frequently asked questions

• PAY

The GDST has its own paycales. Consideration is given to experience and talents in fields outside of teaching. Increases are also possible for different responsibility posts as well as subject specialist knowledge, through the consultant scheme.

• PARKING

There is ample parking immediately next to the school on the various roads around the site, as well as free parking a short walk away. Secure cycle racks are also available on site and many colleagues come in by bike.

• PENSIONS

Like many independent schools, the GDST has replaced the Teacher's Pension Scheme with a Flexible Pension Plan with a number of benefits. This is accounted for in paycales.

Information about the school can be found in the following places:

• THE SCHOOL WEBSITE

NHEHS.GDST.NET

This contains recent news as well as information about the different departments and the school's extracurricular offering.

• NHEHS Socials



@nhehs



@nhehsjuniors

• THE GOOD SCHOOLS GUIDE

Search for Notting Hill & Ealing High School

This review gives an external perspective on the School.

APPLICATION PROCEDURE

For further information and to apply please go to the NHEHS website.

Closing date is Monday 29 April 2024 at 12pm.

Interviews will take place on Friday 10 May 2024.

The School may also conduct online searches (including publicly available social media searches) as part of our recruitment processes.

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact. You will adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead (Deputy Head) or to the Headmistress. Candidates should be aware that they will be asked to undergo a DBS check.

The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included.

We'd love to hear from you. Do get in touch with any questions.

Saniya Gill-Kundi, Human Resources Manager

recruitment@nhehs.gdst.net, 0208 233 8574

Nicola Pitt, Senior Deputy Head of the Junior School

0208 799 8484

Benefits of working with us



“

I ensure that colleagues are well looked-after! We enthusiastically develop new menus, inspired by many cultures, and love suggestions.”

BELLA HENRY, CATERING AND FACILITIES MANAGER



Competitive salaries

The GDST development programme



A flexible pension scheme



up to
50% off
fees for children
at GDST schools



Excellent lunches during termtime

A fun, warm & inclusive culture



Wonderful, bright & grounded students



Childcare vouchers



The cycle to work scheme

Interest-free loans for laptops

