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# HAMPTON SCHOOL

## **ASSISTANT HEAD (LEARNING AND TEACHING) FROM APRIL OR SEPTEMBER 2022**

**JOB TITLE:** Assistant Head (Learning and Teaching)

**REPORTING LINE:** The Headmaster

### **ABOUT HAMPTON SCHOOL**

Hampton is one of the country's leading, most successful and best-resourced independent schools, where we have been helping boys to fulfil their potential and realise their aspirations for more than 460 years. We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness.

Our pupils' public examination results and university entrance record consistently rank among the best achieved anywhere. Around 95% of Hampton leavers go on each year to undergraduate courses at Russell Group universities; 20-30 Hamptonians are offered places at Oxford and Cambridge annually and 20% of our Class of 2021 attend global top-10 universities. An increasing number of our leavers go on to study at US Ivy League universities, often on academic and/or sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and pupils.

Situated on a greenfield site in a leafy suburb of South West London, Hampton benefits from over 27 acres of playing fields within spacious grounds; a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sportsground, a large Sports Hall and the Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages. We have recently opened a superb Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles (LEH), enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely-awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were received across the board. A further Regulatory Compliance Inspection in 2019 reported the School to be fully compliant. A copy of the full ISI reports can be found on the School website.

We hope you share our vision for an inspiring, modern and forward-thinking liberal education. Further information for applicants can be found within our Hampton Prospective Teacher brochure, linked [here](#).

## **ASSISTANT HEAD (LEARNING AND TEACHING): GENERAL INFORMATION**

Applications are invited for the post of Assistant Head (Learning and Teaching) with effect from April or September 2022. The post-holder will, in partnership and consultation with the Deputy Head (Academic) oversee learning and teaching at Hampton, both on-site and online (a guided home learning programme, e-Hampton, was successfully implemented during recent periods of national lockdown).

The successful applicant will have a high degree of digital literacy but will act upon evidence-based pedagogy. Their understanding of how to teach highly intelligent and aspirational young people in an effective and inspiring way, will be matched by a desire to keep their own and their colleagues' pedagogical skills and knowledge as up-to-date as possible. The challenges presented by the Covid-19 pandemic have seen significant adaptations and advances in the use of technology to support learning and teaching at Hampton. Our Assistant Head (Learning and Teaching) will be expected to incorporate the best of these innovations (both those already implemented at Hampton and ideas from other educational settings), to evaluate their efficacy, and to ensure that they are integrated across academic departments in a consistent manner. They will work closely with our Information Technology Department to integrate successful digital learning strategies into our existing educational provision. Hampton has an established track record of working closely with our partner schools, meaning that an element of this role will be to investigate the potential for Hampton to share proven curriculum excellence with existing and new partners using digital platforms.

This new role arises from a restructuring of the School's Senior Leadership Team (SLT) and the reconfiguration of responsibilities. Hampton has an extremely strong track record in terms of preparing senior staff for headship and four SLT members have become HMC/GSA Heads since 2007. It is anticipated that the appointed candidate may choose to seek a headship in due course. This is a rare and excellent opportunity to become part of the leadership team at one of the country's most vibrant, high-achieving and joyful schools.

We see it as of paramount importance to appoint the right person to join a very successful – and happy – SLT that is notable for its particularly strong emphasis on teamwork and mutual support. The Hampton School Trust SLT currently comprises the following: The Headmaster, four Deputy Heads, the Head of Hampton Prep, a Director of Studies, two Assistant Heads, the Bursar and the Deputy Bursar. The advertised post will suit an innovative, enthusiastic and dynamic teacher with a proven record of excellence in school leadership, probably at middle management level, along with outstanding administrative and communication skills. The appointee should have a keen appreciation of the School's ethos and an understanding of how academic study and scholarship, pastoral care and co-curricular activities contribute equally within it.

The SLT meets regularly and members are involved in strategic planning, marketing and recruitment as well as general School operations, management and leadership. SLT members are required to be flexible in responding to situations outside their defined remit, although there is clarity of responsibilities and delegation. The specific duties of the successful candidate within the team will depend on their strengths and aptitudes, but are likely to include those outlined below.

## **THE ROLE**

The successful candidate will work collaboratively with the Deputy Head (Academic) and Director of Studies to ensure that Hampton's academic provision remains exceptionally strong, stimulating and innovative.

The post will suit an innovative, enthusiastic and dynamic person with a passionate interest in enhancing the exceptional academic standards of the School and ensuring that Hampton retains its very strong position within the competitive London day school scene.

## **MAIN RESPONSIBILITIES**

**The specific duties of the successful candidate within the SLT will vary according to their particular strengths and aptitudes. However, they are likely to include (but may not be limited to) the following:**

- Providing strategic leadership on academic matters relating to learning and teaching
- Actively encouraging and nurturing a passion for academic scholarship among pupils and colleagues
- Actively encouraging and nurturing a culture of continuous professional development and innovation
- Researching and identifying ways to enhance and develop the quality of learning and teaching across the School
- Ensuring that policies relevant to learning and teaching are understood and implemented across academic departments
- Promoting, developing and monitoring the quality of learning and teaching across all academic departments
- Liaising with Heads of Department on the implementation of learning and teaching initiatives
- Working with individual colleagues on educational initiatives to help develop learning and teaching
- Working with pupils to ascertain their views on the efficacy of learning and teaching initiatives
- Maintaining familiarity with recent research and educational literature; informing the Senior Leadership Team and the wider School community about these
- Conducting lesson observations and lesson visits as required
- Offering advice and support to new teaching staff colleagues, including specific support and feedback as appropriate
- Working closely and meeting regularly with the Hampton Prep Headmaster and other senior prep colleagues over learning and teaching/curriculum at Hampton Prep, with a particular emphasis on 11+ transition
- Responsibility, in partnership with the Director of Studies, for maintaining, reviewing and updating any relevant sections of the School's ISI Self Evaluation Form; ensuring that the School is fully prepared for ISI inspection in their areas of responsibility

**In collaboration with Deputy Head (Academic) and Deputy Head (Staff and IT), the successful candidate will work with Hampton's IT Department to:**

- Build on the successful adoption of online learning platforms during the Covid-19 pandemic, and seek to embed excellent practice regarding the use of digital technology to enhance learning and teaching.
- Have oversight of the use of technology relating to learning and teaching
- Research and implement ways to curate and store learning and teaching resources, making them easily accessible for teachers and pupils
- Have oversight of the School's VLE (Firefly) and technologies that support programmes of guided home learning, ensuring that opportunities to access this remain in place for pupils, colleagues and parents
- Maintain oversight and responsibility for the School's published IT Schemes of Work, ensuring they remain fit for purpose
- Conduct an annual audit and assessment of digital learning at Hampton
- Ensure resources are regularly updated to meet the demands of a dynamic technological world
- Lead/organise excellent professional development sessions, with a focus on the practical application of digital technology to enhance learning and teaching
- Develop ways to share with our partner schools the successful aspects of guided home learning (e-Hampton) developed during recent periods of national lockdown

## **Safeguarding and e-Safety**

- Contribute to the safeguarding of pupils via the effective management of the School's e-Safety and digital safeguarding policies and procedures, in collaboration with the Designated Safeguarding Lead and e-Safety Officer
- Assist with reviewing and updating the School's online and digital learning practices/e-Safety policies

## **Other**

- Assisting The Headmaster with the recruitment and appointment of members of the Common Room
- Conducting teaching staff professional development reviews, capability and disciplinary procedures
- Regular informal observation of day-to-day learning and teaching around the School through visits to departments and discussions with teaching staff and pupils (each member of SLT is linked to two or three academic departments)
- Work with other members of SLT on the annual review, formulation and implementation of the School Development Plan
- Attendance at meetings of Governors' committees by invitation of the Chair
- Participation in annual weekend Governors-SLT strategy days
- Any other reasonable tasks required by The Headmaster in association with a SLT role

Please note that the above list of responsibilities is non-exhaustive and the Assistant Head job description is subject to annual review by The Headmaster.

The key areas of responsibility and accountability for each SLT member are set out in the annually reviewed and updated SLT chart. This is published in the Common Room and on the School's VLE.

A teaching timetable (details to be discussed upon appointment, but likely to be circa 50%) is envisaged and no specific specialist subject is sought. The above responsibilities are in addition to the responsibilities and duties outlined in the School's standard job description for a Teacher. These responsibilities are also subject to the general duties and responsibilities contained in the Contract of Employment and letter of appointment.

The Assistant Head (Learning and Teaching) reports directly to The Headmaster and as a member of SLT will be involved in the formulation of Hampton School Trust strategy in conjunction with the Governing Body.

## **PERSON SPECIFICATION**

The successful candidate will be expected to demonstrate evidence of the following skills, qualifications and experience:

### **Essential Criteria**

- Commitment to the paramount importance of the safeguarding and wellbeing of pupils
- A strong academic record and a good honours degree in a relevant academic discipline
- Demonstrable and sustained success in a post at middle management level, or as a member of a senior leadership team
- A passionate commitment to the development of learning and teaching across the curriculum; an up-to-date knowledge of new learning and teaching developments and strategies
- A strong understanding as to what makes excellent teaching in both the classroom and in a virtual world
- To be capable of expressing an independent view and of working loyally as part of a team
- To be able to make a significant contribution to strategic planning; to debate and discuss issues constructively; to subscribe to the principle of collective responsibility for key decisions; and to show interest in all areas of School leadership
- To be willing to work effectively as part of the SLT, whose members are mutually supportive and complement each other through their diverse backgrounds, skills and abilities
- An established track record of initiative and innovation
- Have the ability to work with equanimity and efficiency when under significant pressure
- To be a cheerful and well-presented person, capable of inspiring confidence in colleagues, pupils and parents, and an effective public speaker
- The ability to get on well with a large population of very bright and independent-minded pupils, with the right balance of sensitivity, humour, decisiveness, flexibility and discipline
- Have outstanding communication skills, and relate well and sensitively to pupils, staff and parents in small groups or as a public speaker to large audiences
- To be eager to learn and to attend (and at times lead) INSET/CPD as necessary

- To be aware of Health and Safety issues and to comply with Health and Safety policy
- Have a strong commitment to the professional development of staff and staff welfare
- To be aware of the nature of the School and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach
- To be willing to work hard with energy and enthusiasm, avoiding the '9 to 4' approach, and with a generosity of spirit which accepts that there will be a significant amount of out-of-normal-hours work in a SLT role
- To maintain, along with other members of the SLT, a highly visible and professional presence around the School and at events within and beyond the School day, including at weekends
- Enthusiastic commitment to all aspects of the candidate's academic department and its programme of co-curricular activities, including trips and visits
- The ability and willingness to contribute significantly to the School's co-curricular programme
- Outstanding administrative skills, with a high degree of computer literacy and an eye for detail

#### **Preferred Criteria**

- Knowledge of Microsoft 365, in particular Microsoft Teams, as a platform for online learning
- An understanding of the nature of selective education, and of the challenge of educating and inspiring bright pupils with a commitment to high academic achievement
- Qualified Teacher Status (QTS)
- Be seeking a fresh professional challenge and possibly headship in due course
- Understand the importance of marketing and development together with the ability to promote the School with energy and enthusiasm for these purposes

**Please note** that there may be some changes and additions to the above. This document is designed to provide applicants with a flavour of the position and the responsibilities involved.

#### **EQUAL OPPORTUNITIES**

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview, please inform the School.

#### **SAFEGUARDING**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

**Please note that all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedures.**

*Hampton School  
September 2021*