



# Kimbolton School

CAMBRIDGESHIRE



## APPLICATION PACK

Assistant Head (Teaching and Learning)

Required from

September 2024 or January 2025

# CONTENTS

- Welcome Message from the Headmaster, Mr Will Chuter
- Recruitment of staff
- The School
- Commitment to Safeguarding
- The Role
- Duties and Responsibilities
- Person Specification
- Method of Application
- Notes



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# Welcome from the Headmaster



I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, appearing to read 'Will Chuter', followed by a long horizontal line.

Will Chuter  
Headmaster

# Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2023, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our [Policies page](http://www.kimbolton.cambs.sch.uk/policies) to read our Safe Recruitment Policy at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.





# Job Description

## Assistant Head: Teaching and Learning

**Required from September 2024 or January 2025**

### The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at [www.kimbolton.cambs.sch.uk](http://www.kimbolton.cambs.sch.uk).

### Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff, including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

### The Role

This is an exciting opportunity to lead on a key area at Kimbolton Senior School. The post forms part of the Senior Leadership Team and supports the Deputy Head (Academic) in ensuring the best quality academic education for our pupils. We are looking for applicants with a strong track record of inspiring teaching and learning practices.

# Duties and Responsibilities

## Teaching and Learning

- Support the Deputy Head Academic in maintaining and implementing the school's Academic Development Plan, leading on the area of Teaching and Learning. Ensure that learning is at the centre of strategic planning and resource management.
- Lead and promote the use of inspiring and innovative teaching, learning and assessment practices which meet students' needs and deliver excellent outcomes.
- Lead on whole school quality assurance to ensure high standards of Teaching & learning are consistent.
- Chair the Senior School Teaching & Learning group.
- Keep up to date with the latest research and development and evidence-based pedagogy, using it to inform staff CPD, approaches to teaching and learning and the work of the Teaching & Learning group.
- Deliver a half termly Teaching & Learning staff newsletter.
- Feed into the school CPD and Inset programmes in line with strategic and operational objectives.
- Support the whole school vision for Teaching & Learning in the whole school digital strategy.
- In collaboration with Hms (Housemaster/mistress), oversee the Academic Passport, monitoring use and impact.
- Work with the Head of Academic Support and Heads of Department to ensure all pupils are engaged and making progress in their learning.
- Lead on an academic tracking and support strategy for all pupils in conjunction with the Data & Performance Manager.
- Organise and run the 4th Form and L6 September Academic Induction events.
- Line manage Heads of Departments as appropriate.
- Sit as a member of the Academic Inclusion Committee.

## Academic Enrichment & Stretch

- Responsibility for, and leading of all academic extension and enrichment activities, to include, but not limited to:
  - focusing on those pupils with specific talents; to include the Scholars' Programme.
  - Sixth Form Thursday Enrichment
- Manage all matters (as Centre-Coordinator) relating to the HPQ and EPQ.
- Oversee visiting speakers' programme, ensuring breadth, consistency and variety, including arrangements for the annual Aragon Lecture.
- To maintain an overview, monitor, record and promote Academic Stretch and Challenge opportunities to include:
  - Resources
  - Academic Clubs and activities
  - Competitions
  - Projects

- Special Events
- Oversee the Sixth Form Super Curriculum (course to begin September 2024) including resourcing and support of staff.
- Line-management of School Library.
- Co-ordination of Oxbridge programme in liaison with Head of Careers.

## **Exams**

- Line manage the Examination Officer and his team.
- Coordinate exams results days.
- Line manage the Internal Examination Office and ensure smooth running of school exams.
- Organise university aptitude tests.
- Work with the Head of Academic Support and Examinations Officer to maintain an audit of our ability to offer access arrangements to upcoming year groups.
- Organise CEM baseline tests, including working with the Data & Performance Manager to update staff on the data collected.

## **Additional**

- Support the Deputy Head Academic in collecting and maintaining a body of evidence for ISI.
- Ensure that an appropriate homework timetable is written and communicated for 1st – 5th Form and that our homework policy remains fit for purpose.
- Working with the HODs, Hms and Data & Performance Manager to oversee the collation of academic sanction data and responses.
- Carry out the functions of an Assistant Head Teacher as appropriate teaching a proportion of a full timetable.
- Contribute to the day-to-day organisation of the school and ensure it functions efficiently and effectively.
- Be a highly visible presence around the school and model expectations of staff and pupils.
- The Assistant Head: Teaching & Learning will carry out any other duties relating to the job as required by the Headmaster.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>○ Graduate level with good degree</li> <li>○ Postgraduate teaching qualification including Qualified Teacher Status</li> <li>○ Evidence of ongoing professional development</li> </ul>	<ul style="list-style-type: none"> <li>○ Evidence of further relevant professional development in management</li> <li>○ Post-graduate qualification</li> </ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>○ An understanding of the strategies available for improving the learning and achievement of all students</li> <li>○ Ability to lead by example and inspire high quality teaching and learning</li> <li>○ Able to use a range of teaching and learning strategies</li> <li>○ The ability to access, analyse and interpret a range of data to raise standards</li> <li>○ Leadership experience</li> </ul>	<ul style="list-style-type: none"> <li>○ Experience of a digital school set up</li> <li>○ Track record of leadership and implementing strategic plans</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>○ Inspire trust and confidence in students, colleagues and parents</li> <li>○ Build a positive school culture conducive to high levels of teacher and student performance</li> <li>○ Be committed to the continual improvement of learning</li> <li>○ Intellectual curiosity</li> <li>○ Warmth and enthusiasm</li> <li>○ Promote the wider aspirations and values of the school in line with the Strategic Plan</li> <li>○ Effective interpersonal and communication skills</li> <li>○ Sound judgment and decision making</li> <li>○ Commitment to the use and development of technology</li> <li>○ Organised, punctual and efficient in organising their workload and managing their time effectively</li> <li>○ A sense of humour and tenacity</li> <li>○ Can lead by example with high professional standards</li> </ul>	



## Method of Application

Please email a letter of application, together with the completed Application Form to:

The Headmaster, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at [headmaster@kimboltonschool.com](mailto:headmaster@kimboltonschool.com)

**The closing date for applications is: 9am Friday 19<sup>th</sup> April 2024**

**Interviews will be held on Thursday 25<sup>th</sup> April 2024 and short list interviews will take place on Tuesday 30<sup>th</sup> April 2024.**

**We will review applications on receipt. Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made.**

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.**

## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)

