



# ALDENHAM

SCHOOL

## **ASSISTANT HEAD OPERATIONS AND EXTERNAL AFFAIRS**

**September 2022**

**Information for applicants**

## **Assistant Head (Operations & External Affairs)**

### **Overview**

This is an exciting opportunity for an outstanding teacher to take on the new role of Assistant Head (Operations & External Affairs) at Aldenham School from September 2022. The successful candidate is likely to have some experience of leading whole school initiatives/promoting change and may already be part of a middle or senior leadership team. This role provides an excellent opportunity to gain wide reaching leadership experience in a highly successful, oversubscribed, co-educational HMC day and boarding school and would suit a candidate who aspires to Deputy Headship or Headship in due course.

The Assistant Head (Operations & External Affairs) will play a key role as a member of the Senior Leadership Team (SLT) at Aldenham School. This role is new to Aldenham School and its addition to our Team reflects the School's growing popularity and its ambition to continue to offer the very best 'all round education' to its pupils. The Assistant Head (Operations & External Affairs) will work alongside the Assistant Head (Learning & Sixth Form), the Assistant Head (Safeguarding & Welfare), the Deputy Head (Pastoral & Co-Curricular), the Deputy Head (Academic) and the Head of the Senior School. She/he will report directly to the Head of the Senior School.

The successful applicant will be a highly effective and efficient communicator, with exceptional organisational skills and a clear vision of how best to achieve the stated aims of the School, whilst remaining open to new ideas and developments. They will first and foremost be an educator who can understand the rhythms of a busy day and boarding school, work collaboratively with both teaching and support staff, liaise effectively with parents and relate well to all pupils. The role will also be a teaching position (any specialism considered), with the Assistant Head (Operations & External Affairs) expected to teach around a 0.6 timetable and to be widely involved in the School's busy co-curricular programme. Due to the requirements of the role this is deemed to be a full-time post and cannot be combined with another responsibility in School.

The successful candidate will be part of the SLT with responsibilities for the day-to-day running of the School and contribute to the strategic development of the School. The Assistant Head (Operations & External Affairs) will have some specific key responsibilities which are outlined below and should also be able to take on other roles within the SLT if required or as directed by the Head of Senior School.

### **Key Responsibilities**

As the role is a new one, it is likely that the responsibilities will evolve over time. However, it is anticipated that the main responsibilities from September 2022 will be:

- To assist the coordination of whole school events from a pupil/teacher perspective in liaison with the Foundation Events Manager. This includes Open Days, House Music, the Carol Service, the Spring Concert and Visitation Day (Speech Day).

- To communicate effectively and regularly with all stakeholders about forthcoming events.
- To have appropriate line management responsibilities for specific teaching colleagues.
- To act as a link with the Old Aldenhamian (OA) community and attend OA committee meetings.
- To act as the link with the Aldenham School Parents' Association (ASPA) and attend ASPA committee meetings.
- To be the Educational Visits Coordinator and line manage the Trips Administrator.
- To cultivate and develop an outreach programme which provides opportunities for pupils, while also building links with and attending events organised by the local community.
- To organise staff duty rotas for daily duties and detention/weekend duties.
- To organise ad hoc events such as school photographs and vaccinations.
- To have responsibility for the organisation of the school calendar and publication of information regarding key events in the school year.
- To work with Aldenham Prep School and St Hilda's to arrange shared events and develop links within the Foundation.
- To represent Aldenham School at external events as required.

### **Person Specification**

We are looking for someone with:

- Excellent teamwork and communication skills.
- Superb time-management and organisational skills.
- High levels of emotional intelligence and interpersonal skills.
- A keen eye for detail.
- Excellent IT skills, and a willingness to develop their understanding of systems.
- The ability to delegate efficiently and fairly.
- A passion for providing an excellent all-round education.
- A desire to participate actively in the life of a busy and ambitious school.
- A sense of humour.

### **Salary 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 currently participates in the Teachers' Superannuation Scheme run by the TPA. 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 DBS check.

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.

Applications (letter of application + completed application form, including contact details of two referees) should outline personal ambitions as well as professional interests. Applications should be addressed to Mr A Williams, Head of the Senior School and emailed to [HMSecretary@aldenham.com](mailto:HMSecretary@aldenham.com)

**The closing date for applications is Monday 24 January 2022.**



## **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. Aldenham has enjoyed a period of considerable growth over recent years and still retains a strong boarding ethos. 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 and is led by a CEO (Head of Foundation) and Heads of the three individual schools. Aldenham School educates around 680 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.

There are eight Houses constituting Aldenham Senior School: two co-ed Junior Houses for Years 7&8 which between them contain approximately 180 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 throughout the School making up around one third of the total number. The School offers a wide variety of day and boarding options. The day pupils' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout the 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 51 out of 70 periods being the norm each two weeks, but colleagues are also required to contribute fully to the life of the School and to help with games, activities (4 lessons per week) and as tutors in the day and boarding houses. All teachers are required to be tutors, attached to one of the 8 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music 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 IFSA National Cup competition in Football at Under 15 in 2018 and 2019.

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 three A Levels, although some will be offered the chance to take four. Beyond A-Level, the overwhelming majority go on to universities with a number taking gap years.

In recent years, there has been a major development and refurbishment programme. Most recently this has included the refurbishment of 10 science labs to a state-of-the-art standard, and of 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 traditionally a Christian foundation which now represents pupils, staff and families of all faiths and none. Pupils and staff are expected to be present at services once a week in the Chapel where the tenets of all faiths; kindness, tolerance and respect are reflected upon. 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 and 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](http://www.aldenham.com).