

Head of Junior School

Candidate Information

North London
Collegiate School



Founded 1850



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Introduction

Founded in 1850 and occupying an estate dating back to the 18th century, North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. North London Collegiate is an academically selective school with around 780 students in the Senior School and over 300 pupils from the age of 4 in the Junior School. North London Collegiate School aims to provide an ambitious education for all its students through our established values of academic endeavour, excellence, pastoral care and international mindedness.

Educational outcomes are outstanding for the Senior School, regularly placing our students in the forefront of academic achievement and success in terms of examination results and university destinations both in the UK and internationally. University destinations include leading UK institutions such as Imperial College London, Oxford and Cambridge as well as the Ivy League colleges and other leading US and international institutions.

The Junior School similarly provides an exceptional educational experience which feeds directly into the Senior School and enables the pupils to achieve at the highest level. The Junior School is a warm, loving and supportive environment in which all pupils are encouraged to follow their intellectual passions to find the joy in learning and life. The School seeks to embed positive learning habits from an early age and believes that every child should be enabled and empowered to grasp every opportunity with enthusiasm and confidence.

In 2011 North London Collegiate School opened its first international school in South Korea. This has subsequently been followed by schools in Dubai and Singapore and more expansion is planned. This has lent NLCS a distinctly international perspective and has enabled staff and students to benefit from the wider community of schools within the NLCS family. Staff in the UK have opportunities to be involved in monitoring and inspection visits to our overseas schools, and in the recruitment and training of their staff. Teaching departments in all the schools are linked via Communities of Practice, which provide a forum for collaboration on projects between teachers and students, sharing of good practice and exchange of ideas.

We are seeking to appoint an outstanding school leader to be Head of Junior School to succeed Mrs Joanna Newman who is retiring after twenty years of service and inspirational leadership of the NLCS Junior School. The successful candidate will lead the Junior School with a high degree of autonomy and will also be a member of the School's Senior Leadership Team.



History

North London Collegiate School was founded in April 1850 by Frances Mary Buss in the family home at 46 Camden Street, Camden Town. The School was very popular from the start and after a period of rapid expansion moved to a new site in Sandall Road in 1879. Increasing numbers of girls and young women came to the School for an education that included a full academic curriculum (unheard of in women's education at that time).

NLCS rapidly gained a reputation for the distinctive educational experience it provided. Students from NLCS were among the first women to pass the Cambridge entrance examinations, and students from NLCS went on to join professions ranging from medicine and dentistry to teaching, the law and the civil service. In addition to the academic curriculum, the pastoral care of students was always seen to have equal importance. NLCS welcomed children from every community and religious observance, and the diversity of the School's body is something that continues to be celebrated today.

NLCS continued to thrive through two World Wars and a further change of location from Camden to our current home on the 32-acre Canons Estate in North London.

The North London Collegiate Junior School was first opened in 1987 and moved into its own building in 1988 when it became a two-form entry Junior School from Year 3 to Year 6. In 1993, the First School (Reception to Year 2) was established as a single form entry within the existing Junior School building. In 1995, the First School moved into a purpose-built extension containing Reception, Year 1 and Year 2 classrooms and an art room and staff room serving the whole Junior School.

In 2005 the First School doubled in size, becoming two-form entry. Three new classrooms were added to provide the space required. By this point, the Junior School comprised of two parts: the First School (Reception, Year 1 and Year 2) with 120 pupils and the Lower School (Year 3, Year 4, Year 5 and Year 6) with 192 pupils, making a total of 14 forms with 312 pupils.



Ethos and Aims

The ethos of a North London Collegiate School education is timeless and enduring: the desire to inspire pupils with a love of academic subjects in a school that has a strong culture of scholarship, with high expectations of and genuine care for every individual.

NLCS provides a warm and vibrant atmosphere, so that the pupils can flourish and achieve their best through subject teaching that inspires and stretches, supportive pastoral care, and a rich programme outside the classroom. Pupils are encouraged to try themselves out in a variety of ways, and in doing so develop a belief in themselves and the ambition to achieve their aspirations.

We aim to build pupils' confidence, so they feel happy, supported and valued as individuals.

North London Collegiate School is committed to strategies that will secure the well-being of each pupil, where they can discover what they can do, rather than what they can't. We never 'label' pupils or put ceilings on what they can achieve. We encourage them to be resilient when faced with setbacks, and to see failure as a challenge to learn from rather than a judgement. All NLCS pupils are expected to be self-disciplined, courteous and sensitive towards others, and to welcome diversity. We want to create a community that looks outwards, so that the young people who leave it will be inspired to make a difference for the better in the world that they will help to shape.

North London Collegiate School believes that happy pupils are successful pupils. To this end, all North London Collegiate School teachers, from Reception to Year 13 have a specific pastoral responsibility for making sure that every pupil flourishes socially and academically. Equal value is placed on academic and non-academic achievement; all success is celebrated, and the pupils thrive as each one discovers their individual talents.

Our School Aims:

- To provide an ambitious academic education to enable every individual student to make the most of her intellect and abilities
- To nurture a team of professional teachers who inspire their students with a love of their subjects and a spirit of scholarship
- To enable all students to recognise excellence and realise that it is attainable
- To ensure that every member of the school feels valued, supported and encouraged
- To foster a community built on positive relationships between staff and students and between students themselves
- To encourage students to embrace new challenges confidently, and respond to setbacks in a resilient and determined manner
- To develop an outward looking, internationally minded community that promotes respect and compassion, service to others, and active, positive participation in society and the wider world



Site and Facilities

Canons, the School's estate, takes its name from the Augustinian canons to whom it belonged in the Middle Ages. The estate was later owned by Sir Thomas Lake, James I's Chancellor of the Exchequer, and in 1697 his great-granddaughter Mary brought it as a dowry when she married her cousin James Brydges.

Brydges became MP for Hereford and Paymaster General, and after Mary's death married his cousin, Cassandra Willoughby, in 1713. He built Canons as a palatial home, famous throughout England, employing prestigious architects, craftsmen and artists.

In 1714 Brydges inherited the earldom Caernarvon, and in 1717 became 1st Duke of Chandos. George Frederick Handel was his composer-in-residence, and played the organ at St Lawrence Little Stanmore, which has been restored to its 18th century splendour and contains the Brydges mausoleum. Handel wrote The Chandos Anthems at Canons, and his opera *Acis and Galatea* was first performed in the gardens. The composer Johann Christoph Pepusch led the Duke's orchestra.

Brydges lost his fortune in the South Sea Bubble of 1720, and after Cassandra's death married Lydia Davall, a wealthy widow. He died in 1744, and Canons was demolished in 1747, when its effects were auctioned for architectural salvage. The estate was bought by William Hallett, a cabinet-maker, who in 1760 built a modest country house on the site.

Canons was subsequently owned by: 'Captain' Dennis O'Kelly, who made his fortune from the great racehorse, Eclipse; Sir Thomas Plumer, Master of the Rolls; Dr David Begg; and Sir Arthur du Cros, founder of the Dunlop Rubber Co, who employed Charles Mallows to design the gardens. It was purchased by the school in 1929 for £17,500.

The Junior School is situated on the same site as the Senior School, which enables both schools to benefit from the facilities available. These facilities include a professional theatre, sports centre, lacrosse pitches and extensive AstroTurf, used for netball and tennis. The estate has woods and an adventure playground as well as an extensive First School play area, including places for imaginary play and outdoor learning in an adjacent woodland area.

Within the Junior School, there are dedicated ICT facilities, a library, large and airy classrooms and a hall big enough to accommodate the whole Junior School.

Recently the main entrance area to the Junior School has been enhanced and this year a Learning Hub has been added at the heart of the Junior School. This consists of a stunning double volume library and two I.T. suites, one specially adapted for First School girls. This additional space has also enabled the development of further subject specialist spaces including a Music Room and an enlarged Science Room.



Academic Matters

The Junior School provides a rich academic, subject based curriculum. Traditional knowledge-based pedagogy is combined with innovative teaching methods to inspire our pupils. Pupils are encouraged to enjoy the adventure of learning – and the distinctive research and open-ended studies that characterise the academic life of the Junior School teach the children how to learn and how to see themselves as learners. The curriculum is based on the structure of the national curriculum but goes well beyond in terms of its scope and level of challenge.

From Reception all girls study a broad curriculum throughout their time in the Junior School. In Reception an exciting EYFS programme is in place, but the subject content moves quickly into the Key Stage 1 curriculum. By the end of their time in Reception the children have developed a love of reading and writing which is fostered throughout the Junior School.

Mathematics is taught throughout the Junior School using a mastery approach to develop pupils' understanding and skills. In the last two years the Junior School has been awarded a gold standard in both the Primary Geography and History Quality Marks as well as developing a STEAM programme and embedding RSE at the heart of our high quality PSHE schemes of work. This year a focus has been on diversifying our curriculum further in line with the School's EDI agenda.

Technology is interwoven into teaching across the curriculum and a recent exciting development is the introduction of 1:1 iPads in each classroom.

We are proud that even in recent times the arts have continued to flourish in the Junior School. Each year group has put on a play and concerts with remote audiences which has enabled all pupils to take part in performances as they would usually do. The addition of a green screen in the Lower School has enabled assemblies to be recorded with professional flair.

Sport continues to play a pivotal part in the wide-ranging curriculum on offer at the Junior School. Remote lessons took place throughout lockdown and pupils engaged with a wide variety of activities. In school, our annual focus week was centred around PE Week and girls took part in exciting activities including mini golf and skipping workshops, an inflatable assault course and a Lower School Swimming Gala.

The innovative Modern Foreign Languages programme taught from Reception provides the girls with an introduction into Spanish, Russian, German, Mandarin and French.

Pupils who require further academic support are identified, monitored and offered tailored provision to ensure that they thrive academically, socially and emotionally.



Pastoral Care

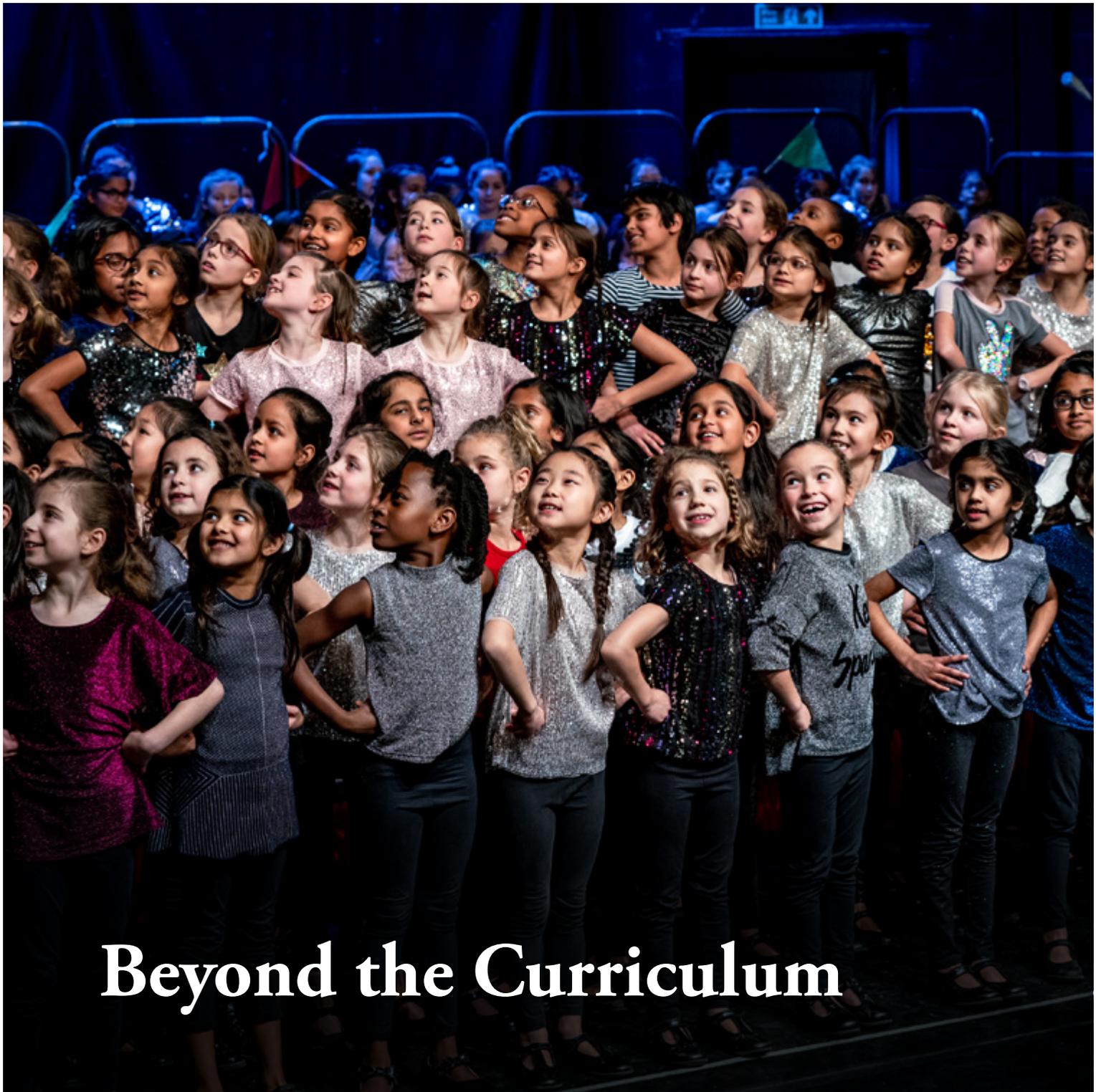
Strong pastoral care is fundamental to an NLCS education. The Junior School provides a fun, warm, supportive and safe environment in which everyone can feel comfortable. Every child is well-known and nurtured as an individual by teachers who are dedicated to the wellbeing of the children in their care. Through our pastoral care programme, we aim to build self-esteem and strong intellectual character. The support network for pupils includes teaching assistants who work closely with the girls in lessons and provide additional pastoral care. There is also a team of professionals in the medical centre including a nurse and two counsellors who work with students from across the School.

We have regular form times, circle times and weekly PSHE lessons. In the Lower School all girls have a termly PAT (Personal Appointment Time) with their form teacher at which they discuss their progress and any social and emotional challenges they may encounter. Girls are encouraged to reflect on their progress and achievements in a Profile Book which they keep year on year.

Girls are also taught strategies to look after their wellbeing using a Mind Your Five mnemonic. Each morning also begins with 'Daily Exercise' which is sociable and helps the girls to learn the importance of daily activity in their lives.

The Junior girls are also supported by Senior School Form Assistants who act as 'big sister' role models by helping in Form Times, clubs and in lessons. Other senior School students also act as 'coach pals' and support clubs and musical activities.

As girls move up through the Junior School, they take on an increasing range of responsibilities. School Council representatives and Form Monitors are elected by their peers and in Year 6 all girls apply for posts such as Subject Ambassadors, First School Monitors, Canonaid and Junior Leaders. Every girl has a different job each term in Year 6 so they learn to take on responsibility and develop leadership skills.



Beyond the Curriculum

As well as the wide variety of learning experiences at school, the girls from Reception to Year 6 have termly visits to a variety of interesting places which support their curriculum in School. Our proximity to London means that places such as the Houses of Parliament, The Royal Opera House and all the Museums are readily accessible. Also, there are visits to the National Gallery with talks led by art historians, trips to Hampton Court to enjoy life as Tudor cooks and workshops at Verulamium to handle Roman objects and learn about archaeology.

Residential visits are offered to girls from Year 4 upwards. These include an overnight camping trip where girls sleep in tents, cook their meals over the fires which they learn to build and enjoy team building adventures. In Year 5 the girls go to Shropshire to support their learning about the Industrial Revolution and physical geography. In Year 6 girls spend a week in rural France where they learn to juggle, conquer treetop walks, shop in the local market and cook regional delicacies – while practising and developing their confidence in the French.

In addition to external visits, authors, musicians, workshops and theatre groups come into School. The Young Shakespeare Company bring their talent and expertise, introducing girls to the language and drama of some of Shakespeare's plays.

Groups of girls host and participate in events such as maths challenge competitions, choir festivals, chess matches, and debates and we are always happy to extend a warm welcome to groups from other schools who attend our writers' workshops given by authors and poets and other partnership activities with local schools. Canons Choir and the Let's Sing Club sing in competitions and events at the Royal Albert Hall, O2 and the Royal Festival Hall.

All Lower School girls participate in an extensive extra-curricular programme from 3.25pm to 4.00pm each day. Girls select from a range of over 30 different clubs to join each term. These clubs cover many activities and themes including sports teams and development squads to bouldering, print making and becoming an independent teenager.

All girls are encouraged to engage in musical activities. Over 90% of the Lower School girls learn at least one instrument and 12 different instrumental ensembles and a full Junior School orchestra rehearse each week during long breaks. Every pupil is a member of a choir and the Canons Choir, selected by audition frequently participates in national competitions and performs in major concert halls across the country.

Chess is taught as part of the Junior School curriculum in Year 2 and 3 by a chess master and many girls join chess teams or the development squad and compete very successfully in national competitions.



School Community

We work in close partnership with our parents. They help in our libraries, with costumes and make up for plays and they join us on outings. Parents also talk to the girls about careers or special interests, and they also support Open Days and admissions events. There is an active Parents' Guild that organises social functions for girls and parents and fundraises for charity. It also runs a "good as new" uniform shop which parents find very helpful.

As a Junior School we work collaboratively with other schools in the area and with our schools abroad. This may be at joint workshops, in maths challenges, arts activities or in debating competitions. We also host INSET sessions with staff from other schools and collaborate on research projects.





Job Description

The Head of Junior School will provide a strong vision for an ambitious education for Junior girls which is in line with the school's ethos. The Head of Junior School will lead the Junior Team consisting of two deputy heads and two assistant heads and is accountable for the quality of teaching and learning in the Junior School. The Head of Junior School is involved in all Junior School staff appointments and has responsibility for the delegated Junior School budget. The person appointed will be expected to maintain strong links with Junior School parents.

The Head of Junior School is responsible for admissions procedures at 4+ and 7+ and the Junior School timetable working closely with the Head of Admissions, Marketing and Communications.

As the Junior and Senior Schools share the same site, the Junior School benefits from the support of the Estates and Housekeeping team who look after the maintenance of the Junior School facilities.

The Head of Junior School is responsible to the Headmistress for the academic, pastoral and financial leadership of the Junior School. The Head of Junior School is a member of the Senior Team (the whole school leadership team) and works closely with Senior Team colleagues on whole school strategy and development.

Strategic Perspective

- Work collaboratively as a member of Senior Team to deliver North London Collegiate School's overall priorities
- Lead the strategic planning for the Junior School both academically and pastorally
- Develop a vision of high quality, broad and balanced education in line with the NLCS ethos
- Develop strategies to ensure/ improve educational outcomes for all pupils
- Lead all aspects of teaching, learning and pastoral care throughout the Junior School
- Act as Designated Safeguarding Lead for the Junior School
- Promote an environment where pupils are inspired and excited to learn
- Sustain and develop a broad knowledge of national and international developments in curriculum and pedagogy.
- Lead the pastoral care and well-being structures and ensure monitoring of their effectiveness
- Be accountable for the management of the Junior School budget
- Oversee the planning and management of Junior School teaching and support staffing requirements
- Ensure that School policies are implemented, compliant and reviewed in a timely manner
- Lead and promote Equality, Diversity and Inclusion in all aspects of School life

Leadership of People

- Lead the Junior School Leadership Team
- Lead and develop the skills of a highly professional staff so that they can deliver the highest quality teaching, learning and pastoral care for the pupils
- Set objectives to Deputy Heads and Assistant Heads and guide and support them in achieving these
- Collaborate closely with Senior School staff to achieve agreed objectives
- Lead the monitoring of all quality assurance with associated appraisal and professional development processes
- Model and demonstrate high quality teaching skills and leadership behaviours
- Provide encouragement, support, and assistance to colleagues at all levels
- Lead new parent and pupil induction programmes
- Lead on the admissions and assessment of new pupils with the Head of Admissions
- Lead and oversee the transition of pupils from Junior to Senior School with the Deputy Head (Pastoral)
- Oversee the extracurricular provision in the Junior School

Communication and Marketing

- Ensure a high level of effective, quality communications with parents, staff and pupils
- Attract and foster relationships with prospective parents
- Ensure a high level of retention of pupils
- Maintain close links with the parent body
- Listen to and learn from the views of others
- Keep in close touch with feeder schools
- Foster links with the local community
- Work closely with the Heads of Junior School in the International Schools
- Represent the Junior School externally

Planning and Organisation

- Plan and prioritise effectively
- Manage time effectively and efficiently
- Meet deadlines punctually
- Respond positively, calmly and flexibly to situations which arise
- Monitor and evaluate outcomes of decisions so as to inform the next stage of planning



Person Specification

Qualifications	Essential	Desirable
A well-qualified graduate	✓	
Qualified teacher status	✓	
Experience		
A record of excellent personal success and a passion for junior education	✓	
Evidence of successful leadership of schools covering key stage 1 and key stage 2	✓	
A person with an interest in, and aptitude for, the collection and communication of statistical data		✓
Experience of partnership work		✓
Leadership		
An experienced leader who commands respect of students, staff, parents and Governors	✓	
Experience of building and leading teams and evidence of challenging and supporting colleagues to improve performance	✓	
The ability to communicate enthusiasm and vision to staff and pupils and keen to explore new ideas	✓	
The ability to blend decisiveness, patience and empathy	✓	
A measured and confident decision maker who is calm and positive whilst under pressure	✓	
Strives for the highest standards, being flexible in work ethic	✓	
SLT experience in an educational setting		✓
Personal Attributes		
Outstanding interpersonal skills and emotional intelligence with the ability to lead and work as part of a team	✓	
Compassionate and patient in dealings with pupils, staff and parents	✓	
Discrete and professionally sensitive, demonstrating consistency in manner and attitude	✓	
Resilient and optimistic with the ability to go the extra mile in a busy day	✓	
Ability to identify problems and bring positive solutions	✓	
A good communicator who is dynamic, innovative and able to capture an audience	✓	
Kind, flexible, adaptable and broad minded	✓	
Aware of strengths and areas of development with an understanding of the impact own behaviours can have on others	✓	
Able to manage time and strike a good balance between work and home life	✓	
Articulate in all forms of communication with excellent IT skills.	✓	
Ethos and Whole School Values		
Committed to operating as part of a school community	✓	
Committed to diversity, inclusion and anti-racism in the school community	✓	
Committed to safeguarding and promoting the welfare of children	✓	



Terms and Conditions

A competitive and negotiated remuneration package is available with a salary commensurate with the seniority of the post and the experience of the successful candidate. Fee remission for the Head of Junior School's daughters is available subject to passing the relevant entrance requirements and suitable places being available in the Junior or Senior Schools. Private Healthcare Insurance will be offered.

North London Collegiate School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.





Application Process

Interested candidates are invited to contact RSAcademics by email or telephone, to arrange a confidential discussion with Kate Howe, Search Consultant, or Diana Watkins, Senior Advisor:

Kate Howe, Search Consultant

+44 (0)7956 557347

katehowe@rsacademics.com

Diana Watkins, Senior Advisor

+44 (0)7831 660604

dianawatkins@rsacademics.com

The deadline for receipt of applications is 10.00am on Monday 4 October 2021.

You should submit:

- A completed application form (available alongside this candidate information on the RSAcademics website – www.rsacademics.com).
- A covering letter addressed to Sarah Clark, Headmistress. The letter should explain your reasons for applying. Applications should be made electronically to RSAcademics.

To submit your application, please upload your documents according to the instructions on the RSAcademics website. If you have any questions about uploading your application documents, please contact Alison Hooper, Project Coordinator at applications@rsacademics.com. Alison can also be reached by calling our Head Office on +44 (0)1858 383163.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact our Head Office by telephone (+44 (0)1858 383163).
- Selected candidates will be invited for a **preliminary interview** online with Diana Watkins and Kate Howe **w/c 25 October**.
- **Longlist interviews** will be held on **8 and 9 November**.
- **Final round interviews** will take place at the School on **16 and 17 November**.

RSAcademics is committed to promoting diversity and inclusion in schools.



Founded in 2002 by Russell Speirs, RSAcademics specialises in schools, in the UK and internationally. The company advises on business strategy and strategic marketing, development and fundraising, leadership consultancy and the search and selection of Heads, Chairs of Boards, Bursars and other senior staff. Comprising a team of exceptional talent and experience, RSAcademics provides a high-quality service to schools with rigour, expertise and warmth. RSAcademics is committed to promoting diversity and inclusion in schools. Please visit www.rsacademics.com for more information.