



Head of Digital Learning and Strategy

SEPTEMBER 2023

Message from the Head



Dear Candidate

Thank you for your interest in the position of Head of Digital Learning and Strategy at Windlesham House School. We are very excited about this role and the opportunities it affords. You will find a lot more information about it and the school in this pack, but I wanted to give a sense of the context of this appointment.

This is my third year as Head at Windlesham and I live on site with my wife, Alex, who is very much involved in the life of the school, and our two children, Edward and Thomas who both attend the school. This is a unique community and we are all aware that we are lucky to be living and working in this school. Windlesham pupils are all very much individuals but characterised by their generosity of spirit, tremendous enthusiasm, confidence and good manners. They approach school like with complete engagement making the most of the many opportunities available including digital learning which is at the heart of our teaching and learning provision. We are entirely committed to providing an academically rigorous and creative education within a secure and happy environment where are pupils feel nurtured and valued. As a busy and vibrant boarding school, this is particularly important and all staff are involved in all aspects of school life.

The school is overseen by an experienced and professional Governing Board who ensure that all our facilities complement the excellent standards of teaching and learning. In March 2018 a magnificent sports complex was opened with a six-lane 25-meter swimming pool and full-sized sports hall and in July 2019 the Pre-Prep was completely refurbished and extended. Over the last five years, considerable investment has also been made in digital learning with all pupils in Years 3 to 8 having access to 1:1 iPads, which are used extensively as part of our innovative and creative curriculum. Most recently we have begun the refurbishment of our large, dedicated theatre, the renovation of the music school to form a performing arts hub at the centre of the school and the establishment of a self-contained languages centre. Our whole school development plan 2021-2024 details many more exciting and innovative plans for the future. In November 2021, we underwent a routine ISI RCI (compliance) inspection and the school was found to be fully compliant in all areas.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for preparatory education in the 21st century. Attitude and approach are just as important as qualifications and experience although do note that we will insist upon a recognised teaching qualification.

If you have any questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position. Goodluck!

Headmaster Ben Evans



Introduction

Windlesham House School is one of the country's leading independent prep schools, set in a beautiful 68 acre country estate on the South Downs. The oldest prep school in the country (Est. 1837), Windlesham has always led the way in embracing the new. We were also the first prep school to go co-educational, in 1967, and our long-held policy of a dress code rather than school uniform helps children feel relaxed in their surroundings and the grounds. Our boarding tradition continues and day children also benefit from the extra advantages and experiences this provides. We are also flexible about boarding options, to meet the needs of modern parents. Innovation is in our DNA and we are constantly reviewing what we do and looking to the future to ensure we provide the best possible prep school education and experience for our children and their families. As a school we have excellent facilities and equally excellent staff which go hand in hand on delivering the utmost for the children at Windlesham.

THE ROLE

We are looking for an inspirational and energetic Head of Digital Learning and Strategy to lead our well-established and innovative department into its next exciting stage of development. At Windlesham House School, we pride ourselves on our innovative and dynamic Computing and Digital Learning provision within which our curriculum and extracurricular activities provide pupils with the opportunity to develop a deep understanding of Computing and a passion for technology.

Our commitment to Digital Learning has led to our recognition as a member of the Apple Distinguished Schools program, a prestigious honour that recognises schools for their innovative use of technology to enhance learning. This is a testament to the impact that our department has had on the education of our pupils, and the ways in which it has helped them to prepare for the digital future.

In our computing curriculum, students have the opportunity to learn a variety of programming languages. They also have access to the latest technology and resources, and all pupils have access to their own iPads, which allow them to explore the world of technology in a hands-on and interactive way. Our extracurricular activities are also an important part of our program. We offer game design and coding clubs, as well as participation in robotics and technology competitions, which provide pupils with the opportunity to apply their knowledge and skills in a fun and engaging way.

At Windlesham House School, we believe that computing and digital learning is essential for the future success of our pupils. Our department is committed to providing the best possible education and experiences for our pupils, and we are proud of their impact we have had on their lives.



DUTIES

Key Strategic Responsibilities

- To take full responsibility for leading, managing and developing Computing teaching and Digital Learning across the School.
- To provide strategic leadership in the development of Digital Learning and IT technologies by both staff and pupils across the School.
- To develop an active and engaging STEM based activities program.
- To work with the Senior Leadership Team (SLT) to develop and implement a strategy of ongoing IT improvements that delivers innovative and effective use of IT across the academic curriculum along resilient and efficient management of data across the school.
- To lead on the training and development of staff use of Digital Learning across the curriculum in all phases of the school.
- To act as E-Safety Lead of the Whole School, with a particular focus on anti-bullying (cyber bullying and misuse of electronic communication) and digital citizenship ensuring compliance with user policies.
- To work closely with IT Support Services to ensure the effective provision of IT technologies.

Leadership Responsibilities

- To maintain and develop, the curriculum for Computing across the school and to regularly monitor and evaluate its effectiveness.
 - To lead on the teaching of the subject across all year groups and make a significant contribution to the teaching of the subject.
 - To manage the Computing and Digital Learning department budget, to formulate the department
 - To maintain an effective system of assessment and record keeping across all year groups, ensuring assessment informs planning and future progress of pupils.
 - To evaluate and monitor the progress of children in Computing throughout the school in conjunction with the Deputy Head Academic, delegating where necessary.
 - To be responsible for the GAT register for Computing, including the identification and mentoring of those who may be suitable to attempt a Computing Scholarship.
 - To lead the Heads of Department in developing their use of IT across their subjects and the year groups.
 - Demonstrate both enthusiasm and high standards of teaching to members of the department and pupils.
 - Establish short, medium and long term plans for the development and resourcing for the subject which contribute to whole-school aims, policies and practices and identify realistic targets for the development of the subject.
 - Develop and implement policies and practices for the subject which reflect whole school aims and objectives.
 - Ensure the Computing 'Excellence Folder' is kept up to date and accurately reflects the high standards of the department and pupil achievement.
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Digital Learning Responsibilities

- To teach Computing to Years 1-8 depending on the timetabling needs of the school agreed in advance with the Headmaster
- Set an example of excellence as one of the school's leading practitioners to inspire and motivate other staff.
- Ensure effective curriculum coverage, continuity and progression in the subject area for all pupils.
- Establish high expectations and ensure that clear targets are set for pupil achievement including those with special educational needs and the gifted and talented.
- Play an active role in the professional development of staff and in the organisation and delivery of appropriate weekly and termly INSET.
- Prioritise the safeguarding of pupils at all times.
- Be a form teacher.

Pupil Progress

- Develop clear policies for assessing, recording and reporting on pupil achievement, and using these to set targets for further improvement across the department.
- Co-ordinate and proof-read termly reports for the department.
- Write pupil references for senior school entrance and meet with parents to advise on Senior School and scholarship choices.

Pupil Behaviour

- Promote high standards of achievement, behaviour, attendance and punctuality from all pupils including the good order of classrooms.
 - Make contact with parents to discuss pupil behaviour.
 - Meet regularly with the Senior Deputy Head and Deputy Heads (Academic and Pastoral) with regard to pupil progress and welfare.
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The Candidate

Category	Essential	Desirable
Qualifications/ Professional Development	<ul style="list-style-type: none"> • Qualified teacher status • Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning • Ability to identify own learning needs and to support others in identifying their learning 	<ul style="list-style-type: none"> • Postgraduate level qualification • Experience of working with other schools and organisations
Experience	<ul style="list-style-type: none"> • Experience in leading the vision, strategic planning and implementation of Educational Technology and Innovation initiatives • Experience of developing and implementing digital projects in an educational environment • Experience in the integration of Apple technology into the curriculum • Passion for integrating technology into the classroom and improving student learning outcomes • In-depth knowledge and understanding of up-to-date and latest technology and digital resources available for education 	
References	<ul style="list-style-type: none"> • Positive recommendation in professional references • Satisfactory health and attendance record 	

Information for Candidates

Your application should include a covering letter (no more than 2 A4 pages) summarising your suitability for the role with close reference to the job description and person specification. Please also include a fully completed application form which includes the names and addresses of two professional referees. The application form should be addressed to Ben Evans, Headmaster **HR@windlesham.com** and the closing date is noon on 17th February 2023. Applicants will be contacted for an interview if they have been successful in the short-listing process.

In accordance with the Children Act 1989, any appointment to the Windlesham House School staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidates' suitability to working in a post involving children.

The School is committed to safeguarding and promoting the welfare of children. applicants must ne willing to undergo appropriate child protection screening, including checks with post employers and the Disclosure and Barring Service.



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