



APPOINTMENT OF:
HEAD OF ENGLISH (PREP)

Required for September 2024



ABOUT JOHN LYON

John Lyon is Northwest London's leading co-ed, all-through 3 to 18, independent school. We are forward-thinking and dynamic in our approach. Our eight School Values: Ambition, Community, Creativity, Enquiry, Excellence, Heritage, Innovation and Resolve guide us in all we do and are embedded into School life.

Together with our Prep School (Quinton Hall), we proudly serve families in Harrow-on-the-Hill, around Harrow and further afield by offering a world-class school experience. John Lyon is a happy and thriving community.

“ The school community transcends cultural difference and exudes an ethos of inclusivity through natural acceptance. ”

ISI Inspection Report, January 2020



At John Lyon, we believe that every pupil has unique talents and strengths. We pride ourselves on providing an enriching, supportive, and challenging environment for every pupil, while promoting a culture of academic excellence, personal responsibility and respect for others.

Academic work is just the beginning, and we firmly believe that the additional opportunities we provide through our extra-curricular, co-curricular and Excellence programmes are equally important, playing a vital role in equipping our pupils with the skills and experiences they will need to help them succeed in life at school and beyond. Pupils find that our vibrant and inclusive co-ed classrooms create a diverse learning community in which all can thrive.

We embrace technology and put it at the forefront of all that we do. As a 'Microsoft Showcase School', we are one of only 82 other schools and colleges in the UK to be recognised by Microsoft.

We are not your typical school. We are part of something much bigger. John Lyon School sits within John Lyon Foundation and alongside the Harrow Family of Schools, which includes Harrow School itself and Harrow International Schools around the globe. Pupils benefit from these close links and regularly take part in pan-Family events, including an annual Fifth Form Conference, assemblies and lessons streamed with partner schools, creative-writing anthology and a STEAM magazine. In addition, staff often have the opportunity to collaborate with colleagues all over the world in order to develop best practice and exchange ideas and resources.

“ Pupils recognise and appreciate that staff have high expectations and allow them sufficient independence to develop self-control and self-motivation. ”

ISI Inspection Report, January 2020



THE COMMON ROOM

John Lyon has a very friendly and diverse Common Room with a mix of colleagues living locally, in London and as far afield as Hertford, Bucks, Berkshire, Essex and Surrey. Many academic staff join the School straight from university whilst more experienced staff have taught in either independent schools, state Schools or both. The Common Room runs a termly programme of wellbeing activities which is well supported by academic and support staff. This includes theatre trips, celebratory meals, yoga, charity quiz nights and fixtures in archery, football, cricket, hockey and golf.



OUR ETHOS

John Lyon has a richly deserved reputation for providing an excellent all-round education that combines high academic standards with excellence in Sport and the Arts and outstanding pastoral care. The School is a friendly and purposeful place. Learning is both broad and deep, and we offer a unique education that embraces opportunity and excellence both within and beyond the classroom. At John Lyon every pupil matters.

OUR VALUES

John Lyon has a clear set of values that are vital to our community. Our values shape who we are, what we do and how we do it. Each value is woven into School life and our admissions process. Our Values are tangible and meaningful; they enable us to promote and teach a set of principles to our pupils that will help them thrive as happy individuals.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



ENQUIRY



CREATIVITY



“ Pupils achieve superb results in Sports, Performing and Creative Arts. ”

ISI Inspection Report, January 2020



POSITION OF HEAD OF ENGLISH (PREP)

“Pupils show a strong aptitude for reading and write effectively for a wide range of purposes.”
ISI Inspection Report, January 2020



RESPONSIBILITIES

PRINCIPAL RESPONSIBILITIES

Purpose of Position: To manage the English Department in the Prep School

Accountable to: The post reports to the Deputy Head.

Based predominantly at the Prep School.

Areas of Responsibility and Key Tasks

- The strategic direction and development of English (with the support of and under the direction of the Head and Senior Leadership Team).
- To be in sympathy with the ethos and aims of the school.
- To have specialist knowledge and enthusiasm for the subject.
- To be responsible for all aspects of the smooth and effective teaching of the subject throughout the school from 5+ to 11+
- Develop and implement high quality documentation and practices which reflect the school's aims and commitment to high achievement, through effective teaching and learning;
- Develop plans for the subject which identify clear targets, timescales and success criteria for its development, in line with any requirements of the School Development Plan;
- Monitor progress and evaluate the effects of teaching and learning.
- To manage the resources and financial budget for the subject.
- To carry out presentations and briefings, as necessary to staff, senior management and meetings of school governors.

Teaching & Learning

- Ensure continuity and progression by the provision of clear learning objectives through an agreed scheme of work and policy, developed in line with the School

Development Plan.

- To take any appropriate action, to further improve the quality of teaching.
- Ensure, where appropriate, the subject is represented in the rolling programme of display in the school.

Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching in the subject.
- To assist in the scrutiny of work, the formulation of appropriate assessment and examination tools and the reporting requirements for the subject/aspect.
- To support pupils in 11+ entrance examination requirements.
- Assess and record pupils' progress and systematically keep records.
- Prepare and present verbal and written reports to parents.

Other Professional Activities

- Participate in appropriate INSET in order to improve skills and performance, including the school staff appraisal programme and to keep abreast of current educational developments.
- Operate at all times within the stated policies and practices of the school.
- Report to Governors, when required, on the current position of the subject in the academic life and achievement of the school.
- To provide an annual departmental review to the senior management team and governors.
- To contribute to the creation and delivery of the whole school development plan.
- To run an activity/club as part of the school's extra-curricular programme.
- Support, facilitate and develop the use of I.C.T. by other teachers in their teaching.
- To react to and support reasonable staff requests for help and advice on the effective use of English & Drama resources in the school.
- To carry out any other reasonable requests made by the Head of Prep, for the better performance of their duties.

GENERAL DUTIES

- All members of teaching staff are expected to fulfil the general responsibilities of a teacher and uphold professional standards.
- All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

The Head of English will carry out all reasonable requests by the Head of Prep.

This job description will be reviewed regularly and may be subject to amendment after consultation with the post holder.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

PERSON SPECIFICATION FOR ALL TEACHING APPOINTMENTS

In making an appointment at our Prep School, we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

- is suitably qualified for the responsibilities of the post;
- has good interpersonal and communication skills with pupils and colleagues;

- has good listening skills and respect for all pupils;
- has the ability to motivate pupils;
- has the ability to generate enthusiasm for the work of the department;
- can demonstrate high standards in the necessary professional competencies required of teachers:
 - subject knowledge and application;
 - classroom management;
 - assessment, recording and reporting students' progress;
 - teaching effectively throughout age and ability range;
- has confidence to contribute their own ideas and initiatives to the philosophy of the School;
- is willing to be involved in the wider activities of the School;
- has a practical understanding of administrative demands;
- has a commitment to personal and professional development.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead.



Staff Benefits



Salary Sacrifice

All non-TPS staff (teaching and non-teaching) are now able to make their monthly pension contributions from their 'before tax' income. This means they will pay less income tax and less National Insurance and with a flexible approach to contribution levels means they can:

- See increased take-home pay for the same level of pension contribution
- See increased pension contributions for the same level of take-home pay

Furthermore, where staff make use of the Salary Sacrifice scheme, the School will also contribute an additional amount to the pension, further enhancing the benefits of this scheme

A calculator for Salary Sacrifice contributions is available to staff and an online application form will be distributed.

For more information, please speak to the HR team or the COO.



Medical Cash Plan

All members of staff are now eligible to join the Medical Cash Plan provided by SimplyHealth.

This scheme allows members to claim back some of the costs of routine health expenses for a modest, and scalable monthly premium – for themselves and, if they choose, their families too.

For more information, please speak to the HR team or to the COO.

Blackhawk Network A broadening of the existing Cycle-to-Work scheme that allows you to:

CycleScheme

Subject to salary level, staff can purchase a bike (and ancillaries) and spread payments over **12 months** from their gross pay, saving up to 30% on the cost through **Income Tax** and **National Insurance** savings.



TechScheme

Staff can 'buy' a **Currys voucher (up to £1,500)** and spread the cost over 12 months via their pay, saving the National Insurance and not having to pay for an item up front.



ExtrasDiscount

Staff can buy (via the Blackhawk website) **gift cards** for lots of shops and services (eg Sainsburys, Costa etc) where the purchase price is lower than the value, eg a **£20 Costa voucher costs £17**.



For more information on all of these, please speak to the HR team.

Staff Health and Medical Information Service



We have a 24/7 Staff Health and Medical Information Service – this is entirely confidential and provided by our insurers; it is designed for employees (and their families) to help with finding the right health services in the local area, and direct access to qualified GPs.

Staff Counselling Helpline Service



The School provides a 24/7 Staff Counselling Helpline Service – this is entirely confidential and is delivered by our insurers for all staff and their immediate families (living with you and over 18).



Personal Accident Insurance

All permanent staff (including Governors and Volunteers) are covered by the School's Personal Accident

Insurance. Teaching/Support staff are covered **24 hours a day, 7 days a week, 365 days a year – worldwide**. Governors and Volunteers are covered when undertaking work for the School or travelling to/from the location that work is being undertaken, and with some caveats on supplemental benefits.

It is fundamentally accident insurance, ie it needs to be as a result of an accident, not a longstanding healthcare issue or 'routine' medical (or dental) care. For more information, or to begin a claim, please contact the Director of Operations.

Long Service Leave

For support staff who have served at the School for longer than 2 years, there will be an additional **2 days annual leave** added to the core annual entitlement of 20 days. For those who have served at the School for longer than 5 years, there will be a further **3 days** added for a total of 25 days. These additional days cannot be rolled over beyond the end of the leave year (31 August). **For more information, please speak to HR.**



Staff Benefits continued

B&Q Discounts

All staff can sign up for a free **5% discount card** for all purchases from B&Q

– time to redo that kitchen or bathroom!



Vodafone Discounts

As part of the School's package, all staff are entitled to discounted phone, SIM and broadband packages. You can apply for a code

at <https://www.vodafone.co.uk/mobile/discounts/vodafone-advantage>, using your @johnlyon.org email address. QH staff should double-check with IT what their JLS email address is, 'behind' their @quaintonhall.org.uk one.



Sporting Facilities

There are a wide range of opportunities for staff to use the sport and fitness facilities at the School. This includes:

- **Swimming Pool** – available for staff from 0715 to 0815, Friday mornings during term-time
- **Fitness Suites** – once staff have completed an induction, both Fitness Suites are available for staff from 0715 to 0815, daily (excluding Thursdays) during term-time; and after school from 1615 to 1730 Monday to Thursday.
- **Sports Hall** - one evening a week for staff use and includes table tennis and badminton activities from 1630 to 17.30. Note this is dependent on other sporting activities.

There are lots of other options to get involved and take advantage of the facilities, so please contact the PE Office for more details.

- **Harrow School Golf Club** - Staff can apply for membership at a reduced rate.



Flu Voucher

Each year the School will make available vouchers for staff to use at a local pharmacy to receive the annual flu jab.

Please contact the School Nurse or Welfare Officer for more information.



Eye Care

Staff are entitled to a free eye test every two years and can contact get vouchers from HR for this, as well as being able to claim **£50** to put towards lenses if they regularly use display screen equipment (DSE).



Free Remission for John Lyon School fees

Children of staff can get a significant reduction in School fees at both the Prep and Senior School. The level of fee remission depends on working patterns, hours worked and date of starting employment at the School. For more information, please speak to the HR team.



Depending on role and availability, a **Surface Book** will be provided for staff.



Complimentary lunch during term-time



Continuous Professional Development – the School is committed to supporting CPD for staff

The Governors may review these benefits at appropriate intervals and in accordance with established employment practice. An offer of employment does not bind the School to the provision of specific benefits.

Academic Staff Pension Scheme

Teaching Staff at John Lyon School have access to a defined contribution scheme, provided by Aviva for the John Lyon's Foundation



Salary enhanced by

6%



An employer's pension contribution of

14.5%



An employee's pension contribution of

6% or more if desired



Provision of Death in Service cover worth

3x the annual salary



Provision of Income Protection, based on

50%

of earnings (increasing in line with RPI, capped at 5%) to State Retirement Age



Provision of Health Cover via access to a subsidised Medical Cash Plan



Option of making a tax-efficient **Salary Sacrifice** for pension contributions, which generates **National Insurance savings** for the employee as well as the employer, with

50% of the School's saving added as an **additional pension contribution** for the individual

For more information on the scheme, please email recruitment.support@johnlyon.org



John Lyon School
Senior School

Middle Road, Harrow-on-the-Hill, London, HA2 0HN
020 8515 9474

John Lyon School
Prep School

Hindes Road, Harrow, London, HA1 0RX
020 8515 9500

recruitment.academic@johnlyon.org

www.johnlyon.org