



South Hampstead

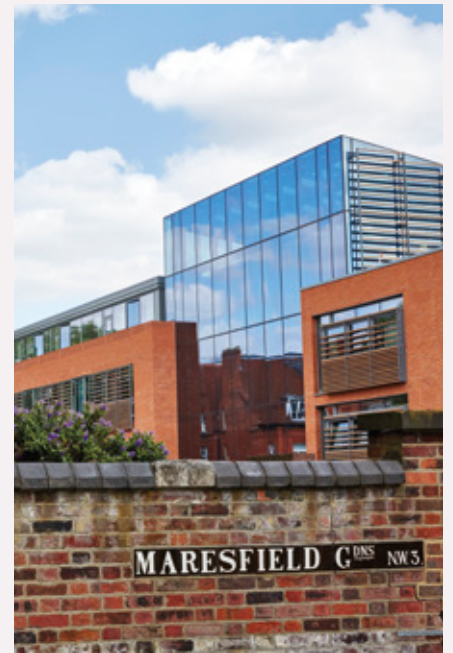
High School

GDST

JOB APPLICATION INFORMATION

Head of Admissions

October 2018



South Hampstead High School – an independent day school of 900+ pupils, including approximately 265 girls in the Junior School and over 140 in the Sixth Form – welcomes girls aged 4 to 18 from across London. It is a very popular school and entry is competitive at all ages. Established in 1876, it is one of 25 schools and academies belonging to the Girls' Day School Trust. Located in leafy Hampstead, with the buzz of central London's cultural life close at hand, the school is very well served by public transport and there are excellent local amenities nearby.

Academic results are excellent: in 2018, over two-thirds of A Level entries were A*/A, and over 89% of GCSE entries were A*/A or 9/8/7. The vast majority of Sixth Formers are accepted at their first choice university, including around 15% to Oxbridge and up to 10% to medical school with increasing numbers moving abroad to attend Ivy League destinations. Notable former pupils include prize-winning authors, ground-breaking scientists, passionate campaigners, successful entrepreneurs, distinguished lawyers and trailblazing creatives.

Working at South Hampstead is stimulating, challenging and fun. Pupils are intelligent and inquisitive, energetic and engaging. We offer competitive salaries, generous employee benefits – including opportunities for sabbaticals – and a warm, supportive environment. There is a strong emphasis on Continuous Professional Development and on supporting teachers to engage with leading education research.

THE GIRLS' DAY SCHOOL TRUST

South Hampstead High School was the ninth school to be established by the Girls' Day School Trust (GDST) in 1876.

Today, the GDST is the leading network of independent girls' schools in the UK.

Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women. Through the Alumnae Network, this continues after the girls leave school.

“When I first stepped through the doors here, I knew that it was a very special place to be – the wonderful atmosphere, dedicated staff and energetic girls, who are such a pleasure to teach.”

— South Hampstead Teacher

AIMS & ETHOS

At South Hampstead we believe that education should be a truly enriching experience. We believe in the power of knowledge as a tool for thought and creative endeavour, and a source of lifelong inspiration and curiosity.

In and out of the classroom, we want our pupils to explore the big questions; debate and discussion lie at the very heart of a South Hampstead education. We aim to create abundant opportunities for creative output and to encourage pupils to take risks. In our teaching, we do what we know works and put research and reflection at the heart of our professional development. Teaching is a noble profession and our staff are central to our success.

We aim to provide outstanding breadth of opportunity in our curricular and co-curricular programme and to open our pupils' minds to a myriad of possibilities. We believe that involvement in school life is a key factor in our pupils' happiness. But it's not just taking about taking part; we aim to instil in pupils a sense of purpose, pride and determination and the belief that they can compete on the biggest of stages.

We aim to create a warm, tolerant and kind community where girls can be themselves and make friends for life. We want them to play their part in our community and in the community beyond South Hampstead. The 21st century is a time of unique opportunities and challenges; we have a critical role to play in preparing our young women to live and thrive, work and lead in tomorrow's world.

TEACHING & LEARNING APPROACH

South Hampstead follows a curriculum that equips each girl with the means to develop her intellectual abilities as well as her personal and social values. Students are able to explore a deep and expansive body of knowledge, and to discover their strengths and interests via a broad, balanced range of academic, cultural and aesthetic subjects.

Pupils are intelligent, inquisitive, confident, energetic and talented. The programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

South Hampstead students love to learn. The store we set by the power of ideas is evident in the quality of the conversation, both inside and outside the classroom.

Our teaching is known for its rigour and its passion. In-depth subject knowledge and expertise are givens for all our teachers, but equally important is an innate ability to inspire the very best from each student, both as scholars and as individuals. With a colourful mosaic of enrichment opportunities available – academic societies, national competitions, leadership roles, independent learning projects, incredible speakers and exciting trips – every girl has the freedom to direct her learning and to flourish. Our ambition each year is that our pupils leave us as assured, adaptable, inspired individuals, ready to make their mark on the world and lead happy, successful lives.



“Throughout the school, pupils are highly motivated, articulate and have strongly developed skills for learning... they are self-aware, reflective and show initiative.”

— ISI Report

BEYOND THE CLASSROOM

We are proud to be a busy, buzzy school with a lot going on. Each week there are well over 100 co-curricular activities for the girls to get involved in, before, during and after school. Regular guest speakers, a comprehensive enrichment programme, local and international trips, leadership opportunities and charitable endeavours combine to provide an exceptional range of experiences beyond the classroom.

South Hampstead has a well-established reputation in the creative arts. We welcome writers, poets and artists in residence and put on ambitious concerts and performances. Speaking up and speaking out is encouraged from the earliest years: we have an in-house debating coach and a strong track record in a range of public speaking competitions.

In sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual – there are over 65 sporting clubs and teams to join, with state-of-the-art facilities both on site and at our nearby 4-acre sports ground. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

PASTORAL CARE

Our school is lit up by the attributes that matter most here – thoughtfulness, open-heartedness, respect, courage and honesty.

At South Hampstead we aim to encourage every girl to discover her own aspirations and to run her own race with regards to her progress and achievements. Under our unique co-tutor system, no form tutor is responsible for more than 12 pupils throughout the Senior School. They make sure every girl is thriving: supported, making good progress and feeling fully involved in school life.

Mistakes are learned from and successes are shared: each girl is encouraged to consider how she engages with feedback and to communicate her own strengths. There's plenty of experience on hand from older pupils: buddies and peer mentors provide a friendly face and practical advice, and a fun programme of intra-house activities regularly mixes the year groups, creating a real sense of togetherness and community.

Our programme of PSHE (Personal, Social and Health Education) prepares girls to go out into the world with confidence, inner strength and high self-esteem, ready to face challenges. There are also regular evening talks for parents, often reflecting the topics taught in class and as well as other issues on the minds of parents. We have a full-time nurse and counselling provision – it's completely normal for girls to sign up for sessions on any issue they like, completely free from any stigma. We understand how to educate girls, setting the feminist agenda and guiding well-rounded, well-grounded individuals to be the female leaders of the future.

THE CURRICULUM

The curriculum is designed to provide a secure and imaginative basis for academic progress at each key stage of a pupil's development. Our intention is that all our girls will develop their own enthusiasms and initiatives within a broad educational framework. The curriculum aims to provide our pupils with a rich experience in linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative education. It is designed to provide stimulation and subject matter appropriate for the ages and aptitudes of pupils. The teaching and learning environment is challenging but very fulfilling. The students are intelligent, inquisitive, confident, energetic and talented.

In Years 7, 8 and 9 the girls follow a full core curriculum, with Latin in all three years, one MFL in Year 7 and a second MFL added in Year 8. Drama, Art, Technology, ICT, PHSE and PE also form part of the programme. Maths is set by ability in Year 7 and French is set on the basis of the pupils' past experience in the language.

All girls currently study ten subjects to GCSE, including English, English Literature, Mathematics, one MFL and Science. Pupils can opt to study Classical Greek at this stage. Classical Civilisation A-level is offered at sixth form level. All students study four subjects to AS Level.

The curriculum throughout the school is such that all the girls have excellent opportunities to learn and make progress in their academic studies, their personal development. Girls also enjoy opportunities in life beyond school. Their programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

BEYOND THE CURRICULUM

We have a great tradition of high achievement in the creative arts. Whether in Music, Drama, Art or Design and Technology, our girls are successful both in school and outside. There are many opportunities for them to perform and to exhibit their creative work throughout the school.

Music is at the very heart of school life, with a variety of major events each year and a host of smaller-scale concerts involving our many choirs, bands, ensembles and orchestras. It is our aim that every girl who comes to South Hampstead High School, regardless of her experience, accomplishment and aspirations, will have the opportunity, and every encouragement, to flourish as a musician.

Drama is packed with opportunities for all students to be involved both on stage and behind the scenes. There are many productions each year in both the Junior and Senior School, in which girls are encouraged to take an active part. We also participate in the annual Shakespeare Schools Festival and offer a wide variety of House Drama events, film making opportunities and master class workshops with external practitioners.

In Art, girls are encouraged to experiment and take risks while working within a fine arts framework. Students work with a range of media including textiles and sculpture. They also acquire skills in areas such as photography, filmmaking and animation.

Design and Technology is varied and very hands-on. Our older girls are regular award-winners in a number of competitions such as Young Inventor of the Year, Young Designer of the Year and Young Engineer of the Year.

Evidence of the talent we have here is displayed all around the school – paintings, sketches, photographs, sculptures and design projects that were created by our students are always on view.

In Sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual, during regular lessons at our four-acre sports ground and in the gymnasium, or as part of our extra-curricular programme. We currently offer a total of 20 different sports and in excess of 60 sporting clubs across the Junior and Senior Schools. There are regular overseas sport and music tours and overseas expeditions, as well as the more usual school visits at home and abroad. In the Senior School, girls typically spend three hours a week in Sport; in the Junior School, at least two hours. Specialist coaches work with the girls on occasion, and there is a Going for Gold programme for our most talented sportswomen.

The 4 acres of playing fields, squash courts and dance studio are some 10 minutes' walk away. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

The Role

We are seeking to appoint an exceptional administrator and communicator to lead on the admission process at South Hampstead High School.

The Head of Admissions reports directly to the Headmistress. The post works closely with the Senior Leadership Team, the Marketing Manager, the part-time Admissions Secretary in the Senior School and the Junior School Admissions Secretary. The Head of Admissions line manages the Senior School Admissions Secretary.

This post is based at the Senior School but close liaison with the Junior School will be required.

JOB PURPOSE

- To manage the admission process for prospective pupils to ensure that all enquirers and applicants receive a positive impression of the school
- To play a key role in promoting the school and attracting new pupils
- To ensure a professional service for parents, staff and the wider public
- To run the admissions process from first enquiry through to first day of term in a professional manner

South Hampstead High School consists of a Junior School for girls in Reception to Year 6 and a Senior School for girls in Year 7 to 13. The Head of Admissions manages and executes the admissions process for key entry points 11+ and 16+. They also manage applications for occasional vacancies into other year groups. Entry points at 4+ and 7+ are managed by the Junior School.

Main Responsibilities

MARKETING AND COMMUNICATIONS

Provide an approachable and welcoming response service to enquiries concerning pupil admissions.

Ensure that all enquiries are followed up in accordance with agreed procedures and timescales.

Process all applications in accordance with required procedures, including making arrangements for interviews and school visits, and coordinating arrangements for entrance examinations, to ensure that all applicants receive a positive impression of the school.

Undertake analysis of entrance examination/test results as required.

Assist the Head with the process of making offers, maintain records of responses, regularly update the Head on responses received and initiate appropriate follow up to responses.

In consultation with the Head, process applications for bursaries, scholarships and other funding arrangements in accordance with agreed arrangements.

Keep records of conversations with parents regarding applications and offers, to assist the Head in responding to queries or complaints.

Maintain pupil records and databases as required by the Head/GDST, ensuring that information is up to date, readily accessible, managed in accordance with data protection requirements, and that changes are notified to the GDST/third parties as required; compile statistical information and pupil lists and information as required, including information for marketing purposes.

Oversee the organisation of, and participate in, open days, exhibitions etc, to ensure that prospective pupils and their parents receive appropriate information and have a positive experience.

Oversee the organisation of offer holder events and induction days, including identifying ways of improving these events and implementing agreed changes.

Work with Marketing Manager to develop and implement ideas to generate enquiries, to plan advertising and promotion activity.

Regularly review and update the website areas relating to Admissions.

With the Marketing Manager, update Prospectuses and ensure these continue to meet the needs of prospective parents and students.

Ensure that parents of new pupils receive (and return completed) relevant documentation; assist with form allocation and prepare pupil induction materials as required; and provide relevant teaching staff with the required documentation relating to new pupils and their induction.

Represent the School at a range of external events to raise the School's profile, for example events at Feeder Schools.

Contribute generally to the positive promotion and marketing of the school and the GDST in the local and wider community.

In liaison with Marketing Manager, prepare and produce advertising and publicity materials relating to admissions e.g. press advertisements for open days, issuing invitations to feeder schools.

All admissions activity is also marketing activity and the Head of Admissions has a role to ensure the Admissions department are alive to this at all times. Regular liaison and collaboration between Admissions and Marketing is crucial.

The Head of Admissions will ensure the School brand is used appropriately and that the School vision and values are incorporated in all admissions-related activities.

ADMINISTRATION

Maintain the Admissions Register in line with current legislation.

Update class lists, house lists etc on a regular basis.

Ensure that the GDST Fees Department is promptly informed of pupil leavers, new starters and any changes in financial assistance, so that fee billing is as accurate as possible.

Liaison with GDST in connection with ad-hoc reports pertaining to pupil numbers, forecasting etc.

Keep filing of new and prospective pupils up to date.

Roll-over of pupil files each September.

Maintain archive records for admissions and arrange for old records, including examination papers, to be destroyed as necessary.

Keep admissions procedures and documentation (e.g. standard letters) under review to ensure that they are meeting objectives, and make recommendations for change.

Keep up-to-date with all aspects of day-to-day school logistics in order to respond to enquiries from prospective parents, e.g., the curriculum, extra-curricular activities, uniform etc.

Follow-up parental visits and enquiries, including arranging appointments and providing advice.

Build relationships with Heads of Feeder Schools as well as prospective parents.

Request references at interview stage from all feeder schools and collate responses.

Maintain a comprehensive enquiries database/records system [SIMS] from initial application through to offer and acceptance. This includes Bursary and Scholarship data.

Understand the school's policies on bursaries and scholarships.

Plan and implement entrance examination days, interview days and ensure these run smoothly.

Communicate clearly and in a timely manner with all applicants throughout the admissions processes, including producing exam letters, invitations to interview/assessment, offer letters and contract packs, and rejection letters.

Maintain relationships with all accepted candidates, informing them of relevant events and trips, gaining confirmation of their option choices for study (at Year 9, GCSE and A Level) and confirming results of any external exams.

Ensure key Feeder Schools are aware of results in a timely manner.

Manage waiting lists such that, if required, additional offers can be made to ensure year groups remain full.

Maintain SIMS application and enquiry data and generate relevant reports to support Admissions.

Work closely with the Junior School Head and Junior School Admissions Secretary on Year 6 Transition, including Year 6 Open Mornings, Taster Days etc.

Work closely with the Director of Sixth Form on 16+ matters, including 16+ Open Events, Scholarship Examination and interview processes.

Liaise with a wide range of South Hampstead staff to ensure admission of new pupils is efficient, including gathering essential data from parents prior to admission.

Work with the IT Department to keep the Pre-Admission Parent Portal up-to-date [currently under construction]. This provides for two-way communication between the School and parents prior to girls joining South Hampstead.

Oversee the arrangements of prospective parents/guardians visits and tours, including casual vacancy applications.

For casual vacancy entrants, arrange for prospective pupils to spend the day in school and undertake assessments.

Knowledge of HMC and GSA guidelines, application and implementation.

Oversee the testing of overseas students meeting all current requirements.

In conjunction with the DFO, oversee the schools compliance with all Tier 4 visa requirements and to implement reporting oversight of the key elements.

Manage the Admissions department's adherence to all GDPR requirements.

Ensuring all admissions related policies and paperwork is updated.

In conjunction with the Data Manager oversee the ISI and DFE census information, relevant to admissions.

Provide reports for Governors' Meetings as required.

Request Safeguarding files from feeder school once place accepted.

Notify local Council of any starters or leavers within 5 days.

Adhere to all safeguarding protocols.

As part of the administrative team, contribute to the smooth running of the school office, including providing cover for colleagues as required.

TRAINING & DEVELOPMENT OF SELF AND OTHERS

Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.

SUPPORTING THE WORK OF THE GDST

Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.

All school staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- b. Contribute to the school's programme of extra-curricular activities
- c. Support and contribute to the school's responsibility for safeguarding students
- d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- g. Engage actively in the performance review process
- h. Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST circulars

APPLICATION PROCEDURE

Completed applications will comprise a letter of application addressed to the Headmistress outlining why the applicant thinks she/he is suitable for the role of Head of Admissions at South Hampstead High School; an application form; the names and full contact details of two referees who may be approached immediately.

Applications should be addressed to Mrs Bingham, Headmistress, South Hampstead High School, 3 Maresfield Gardens, NW3 5SS or by email to L.cripps@shhs.gdst.net by 12 noon on Monday 29th October 2018.

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will 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 (Deputy Head) or to the Headmistress. Candidates should be aware that they will be asked to undergo a DBS check.

SKILLS REQUIRED

Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail	Essential
Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately	Essential
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	Essential
Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel and database input	Essential
Excellent command of written and spoken English	Essential
Good telephone manner and ability to deal with callers and visitors in a calm and courteous way	Essential
Sufficient numeracy to deal with statistical data	Desirable
Accuracy and attention to detail	Desirable

KNOWLEDGE BASE

Knowledge of office management processes	Essential
Knowledge of safeguarding issues	Desirable
An understanding of the principles of marketing	Desirable

EXPERIENCE

Evidence of substantial administrative experience in a complex organisation	Essential
Previous experience of working in a complex, busy, service-driven environment	Essential
Experience of working in a school environment	Desirable
Experience of managing a database e.g. SIMS	Essential

ATTITUDE/APPROACH

A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality	Essential
An understanding of the stress felt by parents during the admissions process	Essential
Honesty, energy, stamina and enthusiasm	Essential
A willingness to give generously of their time to support school events and activities	Desirable
An enjoyment of working with and being in the company of children	Essential
Professional but friendly demeanour in relating to all members of the school community	Essential
Well-groomed, with dress standards and appearance appropriate to the role	Essential
Flexible and able to work as part of a team	Essential