



THE **Leys**  
CAMBRIDGE

A photograph of three students in school uniform walking outdoors. On the left is a young man with curly hair, wearing a dark blue suit, white shirt, and blue tie with a repeating crest pattern. In the center is a young woman with long blonde hair, wearing a dark blue blazer over a white shirt and a dark blue and white patterned skirt. On the right is another young man with dark hair, wearing a dark blue suit, white shirt, and blue tie. They are all smiling and looking at each other. The woman is holding several folders and books. The background is a blurred green landscape.

**ASSISTANT HEAD  
(TEACHING AND LEARNING)**

*candidate information*

# Head's *introduction*

Thank you for your interest in the role of Assistant Head (Teaching & Learning) here at The Leys. This is a very exciting time to be joining the School in this pivotal senior role.

The Leys is a great place to work. Our examination results place us amongst the top 100 independent schools in the country and we were named the Sunday Times 'Parent Power' East Anglian Independent School of the Year for 2024. Unsurprisingly, many colleagues choose to remain at The Leys for many years and it is perhaps particularly the strong sense of community which prevails here which accounts for this. Yet as one of the country's leading independent schools, The Leys is ambitious and places high expectations on all its staff. We seek to create a community which works together to ensure that the School remains at the forefront of educational excellence and innovation whilst capitalising on our very special position in the heart of Cambridge. Established by Methodists in 1875, The Leys values its history, yet it blends traditional values – kindness, courtesy, tolerance, respect, decency – with a forward- and outward-looking approach to education. A strong market position and reputation mean that the School is exceptionally financially robust.

The Leys benefits also from membership of a Foundation – The Leys and St Faith's Schools Foundation – alongside its sister school, St Faith's – an outstandingly successful Day prep school in close proximity to The Leys. The two schools share some facilities and governance structures, and are closely aligned in terms of ethos, even if their structures differ significantly. A majority of Fidelians move through to The Leys in Year 9 via a range of entry routes. Generous remission on fees for teaching staff is offered across both Schools within the Foundation. Governors are supportive and engaged, without overstepping the line between governance and the day-to-day management of the School. The Leys Governors ensure that the School's senior leaders and managers have every opportunity and encouragement to innovate and shape strategic change.

Dedicated staff, supportive Governors and superb facilities combine powerfully as we prepare young people for the challenges which lie ahead at university and beyond. Yet I have always believed that school is, or should be, about far more than merely "preparation for life". Indeed, my ambition is that Leysians will be able to look back on their experiences here as amongst the most intrinsically rewarding, challenging and stimulating chapters of their developing lives. This is an exciting time to be joining The Leys community as we celebrate our 150th anniversary in 2025. I will be retiring in the summer of 2025, and my successor, Dr Clare Ives, is extremely well placed to take on the reins. A comprehensive handover, with the support of governors and the senior management team, is well advanced.



*M. Priestley*

From receiving our outstandingly positive recent Inspection Report from the Independent Schools Inspectorate in 2023, to our best ever set of public examination grades in the summer of 2024, academic life at The Leys has never been stronger. Our key educational focus over the last decade has been on quality of the teaching and learning which prevails here. This year's public examination results placed the school in the top 100 Independent Schools in the Sunday Times 'Parent Power' rankings – a demonstration of rising standards of teaching and learning, and of our intent to ensure an excellent education for all our pupils. The Assistant Head (Teaching & Learning) will play a pivotal role in ensuring that this momentum continues as we enter new leadership, building on the excellent work of recent years. There is real scope for an ambitious and determined leader to have a significant and positive impact within the role as we now seek to establish our vision for teaching and learning for the coming years.

This role has a broad scope, encompassing teacher professional development, pedagogy and educational philosophy, pupil learning including digital learning, and staff management. The successful candidate would therefore need to be an outstanding team player, resilient, industrious, emotionally intelligent, highly organised and clear-thinking with sound judgment and common sense, yet also sympathetic and with good listening skills. Working alongside colleagues, particularly but not exclusively on the teaching side, works best at The Leys by winning their trust and respect by dint of personal example and strong relationship building. Thank you for your interest in this exciting post; I look forward to hearing from you and to considering your application further.

Martin Priestley  
**Head**



<b>Emploment Status</b>	Permanent
<b>Salary</b>	Competitive
<b>Closing Date for Applications</b>	09.00 am on 10 January 2025
<b>Interview Date(s)</b>	20/21/22 January 2025 and 28/29 January 2025



# Welcome to *The Leys*



*Life at The Leys*

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.



# Purpose

**The Purpose of The Leys is to play our part in changing the world for the better.**

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

# Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.



# Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys' Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.

## Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2022 ISI comment that "Inspirational and creative teaching is a significant contributory factor to pupils' positive attitudes to learning" sums up the impact of that individuality. That said, we know that aspects change within education, and we are midway through an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at A Level and close to best at GCSE. At A Level 62.2% of results were graded A or A\*, and 87% A\*-B, and at GCSE almost 50% of results were grade 9 or 8. The school uses value added as an important measure of success and we are delighted that all our 2024 public examination results demonstrate that we added significant value to our pupils' academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.





## General Teacher Expectations

The Leys is a traditional boarding school, and we have lessons running across 6 days each week. Lessons happen on a Saturday morning until 11:50am, and the afternoon is filled with sporting activity including fixtures.

Teachers at the Leys are expected to contribute to all three of the School's Pillars: Pastoral, Academic and Wider Curriculum. Pastoral contributions take the form of tutoring, house duties and teaching PHSE whilst the wider curriculum includes games, PDL, outdoor education and clubs and activities. House duties vary depending on the type of house: day house duties involve breaktime, lunchtime and afternoon/after school supervision whilst boarding house duties involve working with pupils in the evenings. Staff also support the day to day running of the School through involvement in school duties, on a rota basis.

We know that working in a boarding school is busy! Our staff feel this is undoubtedly worth it for the reward gained from the wider interactions they have with pupils, coming to know each child as an individual, not just as a pupil in the classroom. We work with our teachers to harness their strengths and passions both inside and outside of the classroom, so that there is joy for all of us in what we do. In addition, class sizes at The Leys are typically no larger than 24, and are often much smaller, particularly in Years 7 and 8 and the Sixth Form. Teaching allocations are lower than in state and day schools, to account for the involvement in the wider life of the school. Saturday lesson time is 'paid back' through shorter term lengths, and thus longer school holidays. Finally, four Leave Weekends spaced throughout the year provide the entire school community with some additional rest and relaxation.



# The Post

## **Assistant Head (Teaching & Learning)**

The Assistant Head (Teaching & Learning) is an SMT position, with responsibility for ensuring the highest quality of teaching and learning throughout the school. They will work to develop the reputation of The Leys as a centre of excellence in teaching and learning, and a centre of excellence for professional development.

The Assistant Head (Teaching & Learning) will be expected to teach a reduced timetable, although the teaching commitment will be sufficient to enable effective role modelling of their own excellent practice. Alongside their duties as a teacher, the role will include the following extra responsibilities:

### **Strategic Leadership**

- Develop the School's Vision for Teaching & Learning and embed this into the day-to-day practice of teaching staff
- Develop and drive the implementation of the school's Digital Learning strategy and, working with the Head of Digital Learning, monitor and evaluate its success
- Develop and implement the school's Professional Development strategy

### **Leadership of professional development**

Working closely with the Senior Deputy Head and Deputy Head (Academic), lead and deliver an outstanding programme of bespoke INSET for teaching staff.

Take responsibility for Teaching Staff Appraisal, ensuring it meets the needs of the School and teachers, and overseeing its implementation. Stay abreast with contemporary educational thinking regarding best practice and disseminate information/guidance to staff in regular professional updates.

Embed a culture of sharing excellent practice amongst teaching staff, ensuring regular opportunities for discussion and collaboration, and assessing the impact of initiatives.

Establish links with leading practitioners both within the school and in the wider educational environment, providing regular updates to Heads of Department and teaching staff

Chair the Teaching and Learning Committee, the Leys Artificial Intelligence Group and other informal INSET working groups

Encourage and support staff in undertaking action research projects

Manage the Teaching Staff CPD budget

### **Monitoring and reporting**

Lead the SMT in monitoring the quality of learning across the school, including by conducting regular learning walks, work scrutinies, and observations of teaching staff

Take responsibility for the quality and provision of the School's marking and feedback, coordinating work sampling and giving feedback on the actions arising

Ensure that departmental schemes of work reflect best practice and are aligned with the School's ethos and aims

Advise and report to the Headmaster, Senior Deputy Head and Deputy Head (Academic) on the quality of Teaching and Learning using information gained from lesson observation, peer review and pupil feedback

### **Supporting and developing teaching staff in becoming outstanding practitioners**

Lead the school's lesson observation and peer observation programmes, both within and between departments

Audit, develop and implement highly efficient practice amongst teachers to support them in meeting the demands on their time

Support and mentor teaching staff as appropriate to support their professional development and / or improvements in the quality of their teaching

Assist the Deputy Head (Academic) with performance management, including addressing parental complaints on teacher quality, intervening where necessary

### **Managing, supporting and developing middle leaders**

Line manage a number of middle leaders including Heads of Department, the Head of Digital Learning, and Head of ITT and ECT

Work with HODs to ensure the successful monitoring of teaching and learning within departments

With the Deputy Head (Academic), conduct Department 360° Reviews



## **Learning**

Lead the Leys Learning programme, ensuring that it equips pupils to successfully engage in all aspects of their education. Ensure staff are aware of the content of Leys Learning

Promote the importance of independent learning in the pupil body, ensuring opportunities for pupils to work independently across the year groups

Oversee the principles, and the setting and monitoring of prep as part of the pupil learning process

Work with the Deputy Head (Academic) to interpret and evaluate data, and develop and implement strategies to raise attainment and improve results (value added)

Coordinate et@I talks and public benefit educational lectures

Drive internal T&L related publications (e.g. Leys Learning Magazine)

## **Digital Learning**

Advise the IT Committee and SMT on developments in the use of ICT in teaching and learning, current research and future opportunities

Work with the Head of Digital Learning to ensure that staff have routes and appropriate support to improve their digital skills

Work with the Head of Digital Learning to ensure that pupil digital skills are embedded within the Leys curricula, and that skill development is appropriately monitored and evaluated

With the Director of IT and Head of Digital Learning, lead the school's approach to Artificial Intelligence

## **Recruitment and new staff**

Assist the Head and Senior Deputy Head in the recruitment of teaching staff

Have responsibility for the induction of all new teaching staff, including the mentoring programme

## **Other**

Work with the Senior Deputy Head and the Deputy Head (Academic) in the preparation for, and response, to ISI inspections

Contribute to the Teaching Staff Salary thresholds system, providing information on quality of teaching and learning

Attend and contribute to Governors Committee meetings as required

Attend and contribute to SMT, Heads of Departments, Academic Strategy Group, and IT Committee meetings. Chair or attend other working party groups as required.

## **Safeguarding Responsibilities**

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

## **General Tasks**

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.

# Person Specification

Criteria	Essential	Desirable
Qualifications	An excellent general level of education including an honours degree	Qualified Teacher Status Further relevant academic qualifications e.g. NPQSL
Experience	Secondary Teaching experience, including Sixth Form Experience of leading and managing staff Involvement in leading change Involvement in aspects of pedagogical development	Experience of implementing whole school change Experience leading on aspects of pedagogical development
Skills	Excellent teaching skills Excellent written and oral communication skills Excellent IT skills, broadly, and within digital learning Ability to motivate and manage staff and pupils Flexible, adaptable and able to prioritise effectively Strong team player with resilience and initiative Positive outlook, a high capacity for work	Ability to liaise effectively with and inspire all stakeholders, and contribute to organisational change Excellent working knowledge of Teams and OneNote
Knowledge	Wide knowledge of a variety of pedagogical techniques and approaches.	Understanding of the boarding sector and the independent sector Working knowledge of ISI regulations Wide and varied knowledge and understanding of a variety of digital pedagogical approaches

# Benefits

Join us and experience a fulfilling career in an inspiring environment where your growth, wellbeing, and sense of community are our top priorities.

## Fee Remission

Generous fee remission (The Leys School and St Faith's), subject to the normal admissions criteria (pro-rata for part-time staff).

## Remuneration

Competitive salaries and a choice in excellent pension schemes (including the Teachers' Pension Scheme for our Teaching colleagues) with generous employer contribution. We are proud to be a Living Wage employer.

## Meals

Three-course lunch from Monday to Saturday and an evening meal on duty evenings. Our meals are mainly homemade on site using locally sourced ingredients and served in the beautiful and newly renovated Dinning Hall.

## Location

Stunning city centre location with free parking, access to electric charging, secure bike parking and a Cycle to Work scheme.

## Cambridge University Botanic Gardens

Complimentary use of a visitors pass to the beautiful Botanic Gardens (a two-minute walk from the School).

## Wellbeing

Enjoy a complimentary hot lunch when working, prepared by our professional culinary team. Plus, benefit from membership of the Sports Complex including free staff swimming, and access to a comprehensive Employee Assistance Programme that provides a wide array of resources and support services for staff and their immediate family (terms and conditions apply).

## Community

A supportive and friendly community, with regular social events and the chance to join in extra-curricular activities. Staff can also attend internal productions in our theatre (Great Hall) or external productions hosted by visiting companies (note that external companies may charge for these events).

## Professional Development

Opportunities for staff development, including regular INSET and CPD, membership of our on-site library, and funded attendance at relevant external training events.

## Extended Holidays

There are 33 weeks of term time, plus time for INSET. This means that teaching staff benefit from extended holidays compared to state education.



Please note that colleague benefits which are non-contractual may be subject to review and change at any time.



# How to *Apply*

## How to apply:

If you are interested in applying, please submit a completed application form including one page covering letter addressed to The Head, The Recruitment Team, The Leys School, Cambridge, CB2 7AD (recruitment@theleys.net) by 09.00 am on 10 January 2025. The recruitment for this post will be a two-round process, with the first round interviews held on 20/21/22 January 2025 and the second round on 28/29 January 2025.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.





THE **Leys**  
C A M B R I D G E