



Director of Digital Learning
September 2020

Vacancy Information

Wycombe Abbey
High Wycombe
Buckinghamshire
HP11 1PE

Tel: 01494 520381



Executive Summary



Wycombe Abbey is a world-class school operating at the cutting edge of educational excellence. With its distinctive heritage, magnificent 170-acre campus and impressive resources, the School provides an outstanding education for 640 girls aged 11-18. The appointment of a Director of Digital Learning will support the School's strategic aims.

Wycombe Abbey is on the cusp of an exciting new phase in its development. It has the vision to develop as a global leader across multiple spheres from promoting wellbeing to international education.

The Headmistress, Mrs Jo Duncan, now seeks a talented leader to join the existing high-performing wider leadership team as Director of Digital Learning. The post-holder will report to the Senior Deputy Head and will liaise closely with the Deputy Head (Academic), the Director of Learning and Innovation and the Head of ICT Services.

Our aim is to provide the optimum learning environment for Wycombe Abbey pupils through the setting and implementing of our development plan for digital learning in order to prepare pupils fully for the future. The successful candidate will ensure that developments in technology are at the forefront of how we educate our pupils and that there is a coherent school-wide approach. For individuals aspiring to senior leadership, this post offers a marvellous opportunity to develop as a leader in a highly successful, ambitious organisation.

The appointed candidate will teach a reduced timetable. We seek an outstanding teacher with a passion for technology and innovation in the classroom, who possesses the vision, creativity and gravitas to inspire all members of the Wycombe Abbey community. Any academic subject relevant to our curriculum will be considered. An understanding, ideally gained through experience, of the nature of leadership in a boarding school is required, as are strong communication skills and a genuine commitment to Wycombe Abbey's aims and ethos.

WELCOME FROM THE HEADMISTRESS

Wycombe Abbey is an exceptional place; it operates as a modern full boarding school for 640 girls and we are committed to the development of each one. Built on the firm foundation of more than 120 years of educating young women, our vision is to provide a world-class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

We were delighted with this year's A level results. The UVI girls achieved 31.0% at A* and 80.6 % A*-A grades. Most importantly the vast majority of the UVI are heading off to top ranking universities to study a fantastic range of courses. four girls have met their offers to read Medicine/Veterinary Medicine, four to read Law and ten girls are to read Natural Sciences/Engineering/Mathematics. seventeen girls are heading off to Oxford and Cambridge, and six girls will start at US universities this year including Duke, Georgetown, Carnegie Mellon, Pomona, UCLA and Brown. At GCSE, we achieved 86.8% at A* and 97.6% A*-A grades. There were some superb individual performances. The vast majority of last year's UV are continuing into our Sixth Form.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The values of mutual respect, encouragement and trust underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company, all within the wonderful surroundings of 170 acres of magnificent parkland.

We offer superb modern facilities, including a leading-edge sports centre with a heated indoor 25-metre pool, a performing arts centre with its own theatre and recital hall, excellent teaching facilities and our Courtyard Café. We are constantly improving and developing our top-class estate; we are committed to refurbishing much of our boarding accommodation and we are constantly upgrading and renewing our teaching and learning areas.

Wycombe Abbey's outstanding reputation for excellence is built very much on the dedication and skills of our staff. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a variety of opportunities to develop professionally in a supportive team and wonderful working environment.

Thank you for your interest in joining the team here at Wycombe Abbey. We hope that you will find the information in this pack useful and we look forward to hearing from you if you feel that this post may suit your skills and experience.



Mrs Jo Duncan

Headmistress

TEACHING AT WYCOMBE

The pupils at Wycombe are highly motivated with a strong work ethic. They are inquisitive, creative and eager to learn. Both pupils and teachers benefit from the small classes (typically no larger than 20 in Key Stages 3-4 and no larger than 12 in the Sixth Form), as well as well-resourced classrooms, libraries, laboratories and other facilities.

There is a wide range of ages and experience amongst the 115 teaching staff. Each year a number of newly qualified, and in some cases unqualified recent graduates, join the staff body. Wycombe offers statutory induction for Newly Qualified Teachers and also offers the initial teacher training (ITT) programme to those without a PGCE. There is proactive support for all new members of staff, who are guided through their first year at Wycombe by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead.

The School prides itself on the many opportunities for continuing professional development. We organise regular whole staff in-service training and have a generous budget for training outside School. In addition, academic departments commit to sharing good practice. There are opportunities to take part in peer observation, peer coaching, learning reviews and working parties.

A Wycombe teacher typically teaches 30 35-minute periods per week. In addition, she/he is attached to a boarding house and is responsible for a tutor group of around 10 pupils from the house. Teachers give freely of their time outside timetabled lessons with many committing to co-curricular and boarding activities and helping individual pupils with their academic progress. Teachers are also expected to commit a number of hours per term to other (supervisory) duties, such as accompanying house outings.

As a boarding school, Wycombe has lessons on Saturday mornings. There is time off during the week in lieu of Saturday teaching. Teachers are expected to be in school by 8.15am on weekdays and 8.45am on a Saturday. The teaching day finishes at 5.15pm on Monday, Tuesday, Thursday and Friday, 4.15pm on Wednesday and 11.50am on Saturday. Co-curricular and enrichment activities typically extend beyond these hours.





SPECIFIC AREAS OF RESPONSIBILITY FOR THE DIRECTOR OF DIGITAL LEARNING

- Act as key advisor to the Headmistress and the Executive Leadership Team for the setting and implementation of the development plan for digital learning, in support of the strategic vision of the School
- Oversee the implementation of the agreed development plan, prioritising and ensuring key projects are delivered within the required timeframe and on budget
- Advise the Executive Leadership Team on a leading-edge approach to flexible digital learning and thinking (including e-learning) through the use of IT Systems, to prepare Wycombe Abbey students for the demands of the modern workplace
- Ensure that opportunities for the use of digital learning are optimised throughout the School and that digital innovation is valued and encouraged
- Provide academic staff with regular information updates on digital initiatives and developments
- Provide opportunities for feedback and reflection on the development plan for digital learning and consult with the wider school community
- Lead and chair the IT Strategy group.
- Promote digital learning across academic departments and lead the work of the digital champions
- Model excellence in the use of digital technologies in the classroom
- Research, plan and deliver training in digital learning for academic staff
- Teach a reduced timetable. Any subject relevant to our curriculum will be considered.

PERSON SPECIFICATION

The successful candidate will be an outstanding teacher and a dynamic leader with the potential to flourish in the Wycombe Abbey context and make a significant contribution to the School's continued development as a world-leading educational community.

More specifically, she/he will possess the following experience, skills, knowledge and personal attributes:

Experience and qualifications

- A track record of successful middle leadership experience
- A strong personal academic background with the intellect and presence to command respect in the Wycombe Abbey community.

Skills and knowledge

- The capacity to think strategically and at a whole-school level about the ways in which Wycombe Abbey can continue its development as a world-class boarding school
- An inspirational teacher who is able to motivate others to embrace digital learning
- Sound working knowledge of Firefly and Office 365
- Effective communication and interpersonal skills, with the ability to build strong relationships with staff, pupils, parents and other stakeholders
- Excellent organisational skills with the ability to prioritise work and meet deadlines
- Sound judgement and discretion in order to manage sensitive and complex situations with clarity and care.

Leadership style and personal attributes

- A naturally collaborative team player with a positive approach to change and development
- The professional and personal credibility to inspire and lead the Wycombe Abbey teachers
- Good judgement, high levels of personal and professional integrity and a genuine commitment to Wycombe Abbey's aims and ethos
- A sense of humour and a degree of humility.





THE BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a five-minute walk of the town of High Wycombe where there are many cultural amenities such as the Swan Theatre, with touring West End productions, a multiplex cinema, a range of restaurants and shops including a John Lewis and a House of Fraser. A Waitrose has opened nearby, and there is easy access to the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools for girls and boys in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a new direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

TERMS OF APPOINTMENT

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the main provisions of the agreement.

CONTRACT

This is a permanent, full-time contract. The first six months will be a probationary period.

Rental accommodation may be available.

APPOINTMENT DATE

September 2020.

SALARY

Wycombe Abbey has its own pay scale which compares favourably with other independent schools.

PENSION SCHEME

The school currently offers membership of the Teachers' Pension Scheme.

DEATH IN SERVICE COVER

Members of the Teachers' Pension Scheme have life cover at x 3 annual salary.

TRAINING & DEVELOPMENT

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

PROVISION OF MEALS

Meals and refreshments are provided free of charge during the working day.

SPORTS CENTRE

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

FEE REMISSION

Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

PARKING

Free parking is provided.

EQUAL OPPORTUNITIES

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the school's Child Protection Policy at all times.

PRE-EMPLOYMENT CHECKS

The appointment is subject to an Enhanced Disclosure and Barring check.

APPLICATIONS

The closing date for applications is 12 noon on 3 February. Interviews will be held on 26 February.

Please submit a completed application form, which you will find on our website under 'Vacancies', as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Jo Duncan, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Mrs J Wetenhall, HR Manager:

wetenhallj@wycombeabbey.com



www.wycombeabbey.com