



APPOINTMENT OF:

HEAD OF DIGITAL LEARNING

For September 2023

Full-time

Completed applications should be returned to recruitment.academic@johnlyon.org



ABOUT JOHN LYON

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon welcomed its first girls as pupils in September 2021. The School has moved from being a senior school to an all through 3-18 school, following an amalgamation with Quainton Hall in 2021.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils' academic standards and personal development were both rated the highest possible 'excellent' in our most recent ISI school inspection.

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

ISI Inspection Report, January 2020



With the opportunity to explore this broad curriculum and gain a solid grounding in all the major academic subjects, pupils work alongside dedicated teachers to develop learning skills, creativity and the ability to fully apply themselves in all areas of life. They perform well from the point they join and go on to achieve excellent results in public examinations at GCSE and A-Level. Most students are rewarded for their hard work by gaining places at leading UK universities, before progressing into the workplace in a huge and varied range of valued professions.

John Lyon pupils also gain from their time outside the classroom. The School has a strong reputation for opportunities and success in Music, Art, Drama and Sport. Add to this an exciting Co-Curricular Programme focusing on a sense of community, achievement and wellbeing, a range of more than 100 extra-curricular activities, and pastoral care that is second to none, a John Lyon education is designed to nurture high-achieving and happy children.

The John Lyon School campus is spread across six buildings at the senior school, the Quanton Hall school site, and a 28-acre mixed sporting facility a short walk away at Sudbury Fields and is part of John Lyon's Foundation which includes the Harrow Family of Schools. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.

“ 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.





“ Pupils have outstanding levels of competency in information and communication technology (ICT) and its application to other areas of learning. ”

ISI Inspection Report, January 2020

THE DEPARTMENT

Years 7, 8 and 9 are taught our Digital Learning curriculum by a range of teachers, with expertise in areas such as software development, animation and robotics.

The Digital Learning curriculum also provides scope for pupils to gain confidence in the use of their 1:1 School Managed Devices (SMDs): all pupils in Years 7, 8 and 9 complete the John Lyon Computer Driving Licence, using Microsoft apps such as OneNote, Teams, Word, Excel, Powerpoint and Sway such that they can transfer these skills across the curriculum.

In Year 10 and above pupils continue to develop their digital skills by using their SMDs throughout the curriculum and in their PSCH lessons, with regular leadership and guidance provided by the Digital Learning department. This model of digital learning, along with the continuous development of the skills of staff across all departments, has enabled John Lyon to be recognised as a Microsoft Showcase School.

Computer Science is a standalone subject in Years 10, 11 and Upper Sixth, lead by the Head of Computer Science. The Head of Digital Learning and the Head of Computer Science work closely ensuring good continuity from one subject to the other. Computer Science is an option subject in Years 10 and 11 as an examined GCSE subject. Pupils start developing their programming skills in Year 7 with Blockly, and later Python using BBC Micro:bits as well as general computing skills such as manipulating graphics, recording and editing audio, games and web design, accessing online information



“ Pupils demonstrate an excellent grasp of numeracy as they confidently apply their numerical knowledge in mathematics and in other subjects.

ISI Inspection Report, January 2020 ”

safely and making positive changes to their digital lives. Skills that pupils learn in Digital Learning such as logical thinking and problem-solving are transferred across to other subjects as part of the School's Learning Skills programme.

At GCSE, the OCR specification for Computer Science has proven popular at John Lyon with 2-3 classes per year group taking the course; uptake at this level continues to increase year after year. In Year 10 students are asked to apply the taught Python programming skills in a form of short projects. Modelling different approaches to solutions and encouraging pupils to consider alternative problem-solving methods prepares them for Component 2 of the GCSE examination. Computer Science is offered at A-Level again following the OCR specification. We have a good record of Computer Science admissions to top universities following A-Level study.

The department provides opportunities for students to learn other programming languages and develop apps for different platforms within Extra-Curricular and Co-Curricular activities. In 2022-23 we have offered stand-alone courses in app development, web development, cyber security, animation and Desktop Publishing. We enter our students into the annual Bebras Computational Thinking Competition, with several pupils placing in the top 10% enabling them to progress to the TCS Oxford challenge. Pupils have also been exploring the use of Virtual Reality (VR) in education, using our Digital Innovation Space which was designed by pupils in 2019 and teachers make use of VR across a range of subjects.

“ Pupils show a strong aptitude for reading and write effectively for a wide range of purposes.

ISI Inspection Report, January 2020 ”

RESPONSIBILITIES

The Head of Digital Learning is responsible specifically for the leadership and development of Digital Learning throughout the school, ensuring that each pupil is positively encouraged to develop their potential to the full and that they digital skills to enhance their learning across all subjects. The Head of Digital Learning will be expected to work closely with colleagues in the department and across other curriculum areas.

SPECIFIC RESPONSIBILITIES

- To develop and implement a School wide digital literacy strategy and implement its strategy for 'School Managed Devices' (SMD).
- Contributing to the development of a whole school curriculum for digital learning that will prepare pupils for the use of technology in their learning at each key stage, including skills such as digital creation, organisation and working with emerging technologies;
- Support other departments and staff to embed technology into the teaching, learning and assessment process;
- Promote the effective use of the School's digital learning ecosystem, staff devices and Office365 and support colleagues in developing and delivering lessons in which technology is an integral part, putting in place training and development plans.
- To ensure the School is well informed of latest developments and trends within IT, keeping fully abreast of digital learning enhancements.
- To take the lead on online-safety and digital awareness within the School.
- To ensure compliance with legislative and regulatory requirement in relation to online-learning.
- To act as part of the strategic planning group for the development of ICT.
- Organise student focus groups to ensure we are responsive to pupil needs.
- Ensuring that departmental classrooms present a stimulating environment.
- Research and implement Virtual Reality, Machine Learning and Artificial Intelligence programmes that enhance the learning and enjoyment of a subject.
- Support digital conferencing with other innovative schools and institutions.
- Support the School's STEAM (Science, Technology, Engineering, Art and Mathematics) projects.



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

ISI Inspection Report, January 2020



- Planning, implementing and reviewing the timetabled Digital Learning curriculum for Years 7-9, ensuring that assessment is both regular and thorough and that full records of pupils are kept;
- Leading regular departmental meetings;
- Representing the department within the school in matters relating to the curriculum and management;
- Cooperating with senior staff in developing links with feeder and partner schools;
- Liaising with senior staff in matters concerned with discipline and matters relating to the timetable;
- Provision of extension activities, such as for the Gifted and Talented cohort;
- Providing appropriate support for SEN pupils;
- Providing academic support outside of lessons, such as revision classes;
- Bidding for and running the departmental budget;
- Managing the provision of textbooks and resources;
- Ensuring Health and Safety guidelines are followed;
- Ensuring that departmental classrooms present a stimulating environment;
- Implementing all school policies;
- Contributing to the SMSC and PSCHE development of pupils;
- Within these specific responsibilities, the Head of Department is expected to foster a lively and enthusiastic atmosphere within the department for pupils.

ADDITIONAL SPECIFIC RESPONSIBILITIES

- Participating in and assisting with the organisation of trips and activities to enhance the teaching and learning of Mathematics within the School;
- To be available as a tutor to an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor;
- To stimulate and sustain extra-curricular interest in Mathematics through clubs and competitions.

GENERAL DUTIES

- To carry out a share of supervisory duties and detentions in accordance with published schedules;
- To participate in appropriate meetings with colleagues and parents relative to the above duties;
- To contribute to the PSCHE programme when required;
- To attend whole School events e.g. Open Days, Speech Day etc;
- To provide cover and examination assistance as required;
- All staff are required to contribute to the School's Extra-Curricular and Co-Curricular programmes.

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 the John Lyon School we look for the person who, at interview and by virtue of their qualifications, best demonstrates that they:

- are 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 form relationships and 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.

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and 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 pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.

This position is subject to an ENHANCED DBS certificate in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders are available from the HR department

In accordance with the Health and Safety at Work Act 1974 all employees have a duty to look after their own and others' health and safety. As a provider of employment and education, we value the diversity of our staff and pupils. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our pupils and staff.

SCHOOL BENEFITS



Membership of the competitive Harrow Coporation DC Pension Scheme - details on page 10



Competitive salary, above that of the maintained sector



Surface Book for every member of teaching staff



Use of the School's Sports Centre (including swimming pool)



Commitment to professional development



Discount membership to Harrow School's Golf Club



Fees remission for children of staff



Complimentary lunch during term-time



Cycle to Work Scheme

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



QUINTON HALL
JOHN LYON'S PREP SCHOOL



Middle Road, Harrow-on-the-Hill, HA2 0HN

020 8515 9474

recruitment.academic@johnlyon.org

www.johnlyon.org

[Twitter](#) [Instagram](#) [Facebook](#) [LinkedIn](#) @johnlyonharrow