



# Head of Digital Learning & STEM (Maternity Cover)

NEEDED FOR JANUARY 2024  
INFORMATION FOR CANDIDATES

CLOSING DATE: OPEN  
INTERVIEWS: AS REQUIRED





## About Glendower

Glendower Preparatory School, is an all-girls school, situated in superb surroundings in the heart of South Kensington, close to neighbouring Museums and historic landmarks.

As a charitable trust, Glendower is run independently and all profits are directed back into the school, making it a richly resourced educational environment and highly rewarding school to work in.

The school educates 250 girls from Reception to Year 6, with each year group running a two-form entry. Academic results are excellent, due to the focus on highly specialist and

individualised teaching and our girls go on to obtain places in the top academic day and boarding schools.

Places at Glendower are gained following an entry assessment held each January; there are waiting lists operating in all age groups across the school as places are oversubscribed.

## Record of Success

Glendower has been rated 'excellent' in every area following our ISI Inspection (March 2020); which included the quality of teaching, pupils' achievements, opportunities in sport, music, Performing Arts and Extra-curricular activities, as well as the provision and quality of Pastoral Care. Glendower has an outstanding track

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record in preparing its pupils for the top Senior Schools in the country. Schools frequently attended by our students consist of St Paul's Girls' School, City of London School, Latymer Upper Godolphin and Latymer, Wycombe Abbey, and St Mary's Ascot.

## The Glendower Approach

Founded in 1895, Glendower is a traditional, yet forward-thinking school with a strong community ethos. Glendower has a rich history of success and is very proud of its reputation as one of the leading Prep schools in the country. Due to its incomparable location Glendower has access to some of the best facilities in the UK, where daily Drama, PE and Extra-curricular clubs take place. These facilities enable every girl to flourish and unleash their talents in all aspects of school life.

## Equal Opportunities

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.

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## What we offer

- Competitive salary
- Teachers' Pension Scheme
- CPD and career progression opportunities
- Healthy school lunch provided
- Supportive Glendower Community, including colleagues, SLT, governors and parents
- An appointed Staff Liaison
- Golden Ticket Day – an additional annual day off during term time
- Lively school socials
- Provision of a 1:1 Mindset Coach available to all staff
- Small class sizes

## The Vacancy

We are seeking an inspirational and dynamic Head of Digital Learning & STEM to lead this thriving department.

We require the candidate to start with us in January 2024 on a full-time, maternity cover basis.

The successful candidate will be responsible for monitoring and delivering the ICT and Computing curriculum school wide alongside implementing a cohesive approach to STEM across the School in

collaboration with relevant Heads of Department. They will manage and promote the use of technology across the whole school, and liaise with the other IT stakeholders in the wider support and development of IT and Digital Learning.

Our Head of Digital Learning and STEM will develop a 'Digital Leaders' project for pupils to discuss how technology is used in schools and to share ideas on how we can move technology forward at Glendower.

## Main Duties

- Lead and manage the use of iPads in the School (or new devices when purchased) in collaboration with the IT Network Manager and IT Development Manager
- Manage the use of purchased software to ensure best possible value for money is achieved
- Run an ICT/STEM focused club before or after school
- Organise off-site educational visits that link to the ICT, Computing and STEM Curriculum
- E-Safety Leader, supporting E-Safety Safeguarding concerns, in conjunction with the Safeguarding Lead. Provide parent meetings to support the community's understanding of E-Safety

- to enable pupils to remain safe on-line
- Be a form teacher if required
- Work with the Deputy Head Academic to organise and administer the online assessments in the Prep School
- Plan and support the teaching of ICT, Computing and STEM across the whole school
- Develop Immersive Learning and provide necessary training for staff
- Teach Computing lessons each week to all year groups (Reception – Year Six)
- Support and train staff in their use of ICT systems, including drop-in and twilight sessions
- Manage system changes in a structured and documented way
- Ensure ICT systems can securely support Teaching, Learning and the Administration of the school
- Responsibility for all policies involving IT, for example, Acceptable User Policy – Pupils, Acceptable User Policy – Staff, Pupil-Parent iPad Agreement, Laptop use by pupils in School, The provision of school laptops/devices and ensuring that the school is compliant with the ICT licence requirements.
- Ensure appropriate “housekeeping” tasks are implemented
- Developing and progressing the school’s mobile device policy
- Continue to work and monitor search engine optimisation.
- Work alongside the IT Development Manager in driving the holistic whole school IT infrastructure, medium/ long term planning, use of IT in



the classroom, staff IT Training and support staff IT considerations.

- Provide support with electronic assessment of pupils
- Provide support in School surveys
- Ensure there is evidence of pupil ICT usage
- IT training and support to all staff and if necessary, undertake a staff skills assessment audit
- Delegated budgetary management as defined by the school
- Managing cross-curricular and curricular ICT, Computing, and STEM

## Person Specification

We are looking for an enthusiastic person with charm, wit and who is calm under pressure. They should be a team player who enjoys a mix of routine and ad hoc tasks. The successful applicant will be positive, responsive, have a flexible attitude to work and be able to communicate easily with colleagues and parents. Honesty, integrity and confidentiality are essential qualities for the role.

## Essential Experience/ Knowledge

- Experience of teaching ICT and Computing across the Pre Prep and Prep age range
- Familiarity with Apple server and end-user devices
- Strategic thinker

- Excellent communicator
- Ability to identify and set key priorities.

## Personal Attributes:

- Friendly and professional approach to staff, teachers and students in the school
- Flexibility in approach to people and working arrangements
- Ability to work independently and as part of a team
- Effective time management
- Patience and good humour
- Willingness to contribute to all aspects of a prep school

## Equal Opportunities and Commitment

Commitment to equality of opportunities for all, regardless of gender, disability, religion, and ethnic origin

- Demonstrate a commitment to, and awareness of, issues relating to:
  - safeguarding and child protection
  - equalities
  - promoting the school's vision, values and ethos
- high quality, stimulating learning environment
- relating positively to, and showing respect for, all members of the school and wider community
- ongoing relevant professional self-development



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## School Aims

Since 1895, Glendower has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Glendower aims to keep a happy balance between the two.

During their time with us, we instil the 'Six R's' in every student, resulting in confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.

- To encourage socially-aware, inclusive and responsible citizens.
- To inspire our girls to be autonomous and resourceful learners
- To promote reflective learning and intellectual curiosity
- To develop courage, perseverance, and resilience.
- To foster positive and kind relationships
- To prioritise an ethos of responsibility for learning and actions.
- To offer a broad and intellectually stimulating curriculum including sport, art, music, drama, and STEM
- To spark freedom of choice and thought so that our girls go on to become gamechangers



# The Application Process

Please complete a Glendower Application Form and return it alongside a covering letter addressed to the Headmistress.

Applications should be emailed to [pennickl@glendowerprep.org](mailto:pennickl@glendowerprep.org). This role is open with an ongoing application deadline. Successful candidates will be contacted to attend an interview on a rolling basis.

Core school hours, when all teaching staff are expected to be in work are currently 8.00am-5.00pm Monday - Friday, plus INSET Days, Saturday fixtures and other ad hoc days, as agreed with the headmistress. Periods of non-contact time for PPA are included in the weekly timetable and may differ for individual staff or in the event of cover being needed.

The salary for this position will depend upon the qualifications and relevant experience of the successful candidate. If you would like to discuss the role in more detail, or have any specific questions, please email the above email address.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. We follow safe recruitment and equal opportunities practices, and all successful applicants will be subject to an enhanced DBS check.





**GLENDOWER PREPARATORY SCHOOL  
86/87 QUEENS GATE  
LONDON  
SW7 5JX**

**020 7370 1927**

**[office@glendowerprep.org](mailto:office@glendowerprep.org)**



**[www.glendowerprep.org](http://www.glendowerprep.org)**