



# **DEPUTY HEAD ACADEMIC (PREP)**

## **Applicant Information**

# PRINCIPAL'S WELCOME

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We are very proud of our warm and vibrant community of ambitious young people, caring and talented staff and supportive alumni and parents.

St Albans High School (we call it STAHS) is one of the country's leading independent schools, offering a rich and diverse education to 1,150 girls between the ages of 4 and 18. We are selective at all points of intake, and we are consistently ranked among the best independent schools in the UK.

Renowned for both exceptional academic provision and extensive co-curricular opportunities, STAHS pupils leave school as happy, confident and well-rounded young people ready to make their mark on the world.

STAHS has two sites situated a few miles apart from each other. The Prep School is nestled in the leafy village of Wheathampstead and the Senior School is centrally located in the historic city of St Albans, just 25 minutes from King's Cross/London St Pancras. STAHS is proud to be a truly 'through school', with the majority of Year 6 pupils joining the Senior School for Year 7 and beyond.

STAHS is the flagship school in a newly-formed group of schools which, in addition to STAHS Prep and Senior Schools, also includes Stormont School, a leading independent girls' prep school in Potters Bar.

It is my privilege to lead a team of outstanding colleagues across the St Albans Education Group, all of whom are devoted to preparing the young people in our care to live lives of consequence and make a meaningful impact on the world. We work together in a warm and grounded spirit unique to the Group. Please do see the Principal's Welcome on our website to find out why STAHS is such a special place.

A handwritten signature in black ink that reads "Amber Waite". The signature is written in a cursive, flowing style.

Mrs Amber Waite, BSc Rutgers, BSc TAMU, MSc Oxon  
Principal, St Albans Education Group

# WELCOME TO STAHS

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At STAHS Prep, we are unashamedly ambitious for the girls, and we equip them with the necessary skills to embrace all of life's opportunities. They are stretched and challenged by a blend of expert class and subject-specialist teachers, and they thrive in our warm and caring community set in 18 acres of field and woodland.

Our Teach to 25 philosophy underpins all that we do at STAHS. This starts at Prep where the girls increase their resilience, develop their moral compass and ignite a love of learning that will set them on course to be successful beyond their formative years of education and on into adult life.

Academic ambition and a real sense of adventure go hand in hand at Prep. Our pupils are encouraged to challenge themselves, try new things and pursue their passions. From performing in front of packed audiences and competing in multiple fixtures, to designing, building and driving their own car, the breadth of opportunity is incredible.

We are proud to be a genuine 'through-school', with our aims, values and expertise shared across Prep and Senior. Most girls transition seamlessly to the Senior School, without the pressure (or restrictions) of 11+ examinations, meaning that we can focus on making the primary years really count.

We recognise that these are invaluable years for children. That is why ensuring that we have happy girls who have a joyful prep school experience is absolutely core to our ethos. Every girl is valued for who they are and what they bring to our school. We respect and celebrate difference, and we enjoy learning from each other. This is because we know that happy girls, who feel a strong sense of belonging, learn best!

I am incredibly proud to lead this wonderful Prep School and its exceptional staff. Thank you for showing an interest in working at STAHS. I look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'M. Bryant'.

Mr Mike Bryant, BA (Joint Hons) Nottingham, MA London, FCCT  
Head of STAHS Prep



# THE ST ALBANS EDUCATION GROUP

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St Albans High School for Girls has recently merged with Stormont School to form a new education foundation consisting of two distinct schools (STAHS, including STAHS Prep and STAHS Senior, and Stormont School) across three sites in St Albans, Wheathampstead and Potters Bar.

**St Albans High School for Girls (STAHS)** is an independent day school for girls aged 4-18, situated across two sites. STAHS Prep accommodates approximately 330 pupils in Reception through Year 6 and is located on an extensive woodland site in the leafy Hertfordshire village of Wheathampstead, about five miles away from St Albans city centre. STAHS Senior educates approximately 820 girls across Lower School (Years 7 and 8), Middle School (Years 9, 10 and 11) and Sixth Form (Years 12 and 13). STAHS Senior is a vibrant city school, located in the heart of St Albans. STAHS is academically selective and oversubscribed at all points of intake.

Most girls in Year 6 will continue their education at STAHS Senior; as a through school, we offer automatic transition from Prep to Senior without requiring STAHS Prep pupils to sit 11+ entrance assessments. The majority of girls in Year 11 will also continue their education in the STAHS Sixth Form, where a place is guaranteed for all girls meeting the Sixth Form entry requirements.

STAHS pupils achieve exceptional results: in 2023, over 70% of all A Level grades were A\*-A and 87% of all GCSE grades were 9-7. Each year, our Year 13 leavers go on to the best universities in the world, including Oxbridge, the Ivy League, Russell Group Universities, specialist institutions such as conservatoires, diploma and professional apprenticeship schemes and institutes for fine and performance arts.

**Stormont School** is a non-selective independent day school for girls aged 4-11 located in Potters Bar, Hertfordshire. Stormont educates approximately 140 girls, many of whom continue their education at STAHS from Year 7, whilst others take up places at a variety of independent and state senior schools mostly located in Hertfordshire and North London.

The St Albans Education Group is governed by trustees (the Council) and is led by an Executive Team chaired by the Principal. The Heads of STAHS Prep, STAHS Senior and Stormont Schools sit on the Executive Team along with the Director of Marketing, Admissions and Development, the Group Designated Safeguarding Lead, and the Bursar.

Each School in the Group also has its own School Leadership Team chaired by the Head of the School. In the Senior School, the SLT includes the Deputy Head Academic, Deputy Head Pastoral, Head of Sixth Form, Director of Studies, Assistant Head Cocurricular, Assistant Head Pastoral and Safeguarding, Assistant Head Academic Development and Assistant Head Teaching, Learning and Teacher Development.

The Principal, Executive Team and Senior Leadership Teams work closely and collaboratively to ensure the efficient and effective running of the schools within the Group.



# THE SCHOOL

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STAHS opened in 1889 in a converted hospital on Holywell Hill, St Albans, one of many similar schools which were being established towards the end of the 19th century. We transferred to our current site on Townsend Avenue in the heart of the city in 1908, with the Prep School subsequently moving to the village of Wheathampstead in 2003. STAHS has close links with the diocese of St Albans through the Bishop and the Dean, the latter being an ex-officio governor of the School. We are affiliated to the Church of England, and we warmly welcome pupils and staff of all faiths or none.

At STAHS we are always thinking beyond; that's why everything we do is geared towards preparing our pupils for their next steps. We call this our Teach to 25 philosophy. Our vision is for each child to become a happy, resilient young person who embraces opportunities. It's how pupils at STAHS are prepared to live lives of consequence.

From our character education programme which starts in Reception, to our super-curriculum that stretches pupils beyond the limits of exam specifications, to our formal two-year leadership programme for Sixth Formers, Teach to 25 runs through every aspect of a STAHS education. We equip pupils with the skills, independence and knowledge needed to navigate their path in the critical early years of adult life. Our staff are the beating heart of the School, and deliver our Teach to 25 strategy through the intellectually challenging and engaging lessons and co-curricular and super-curricular opportunities they lead.

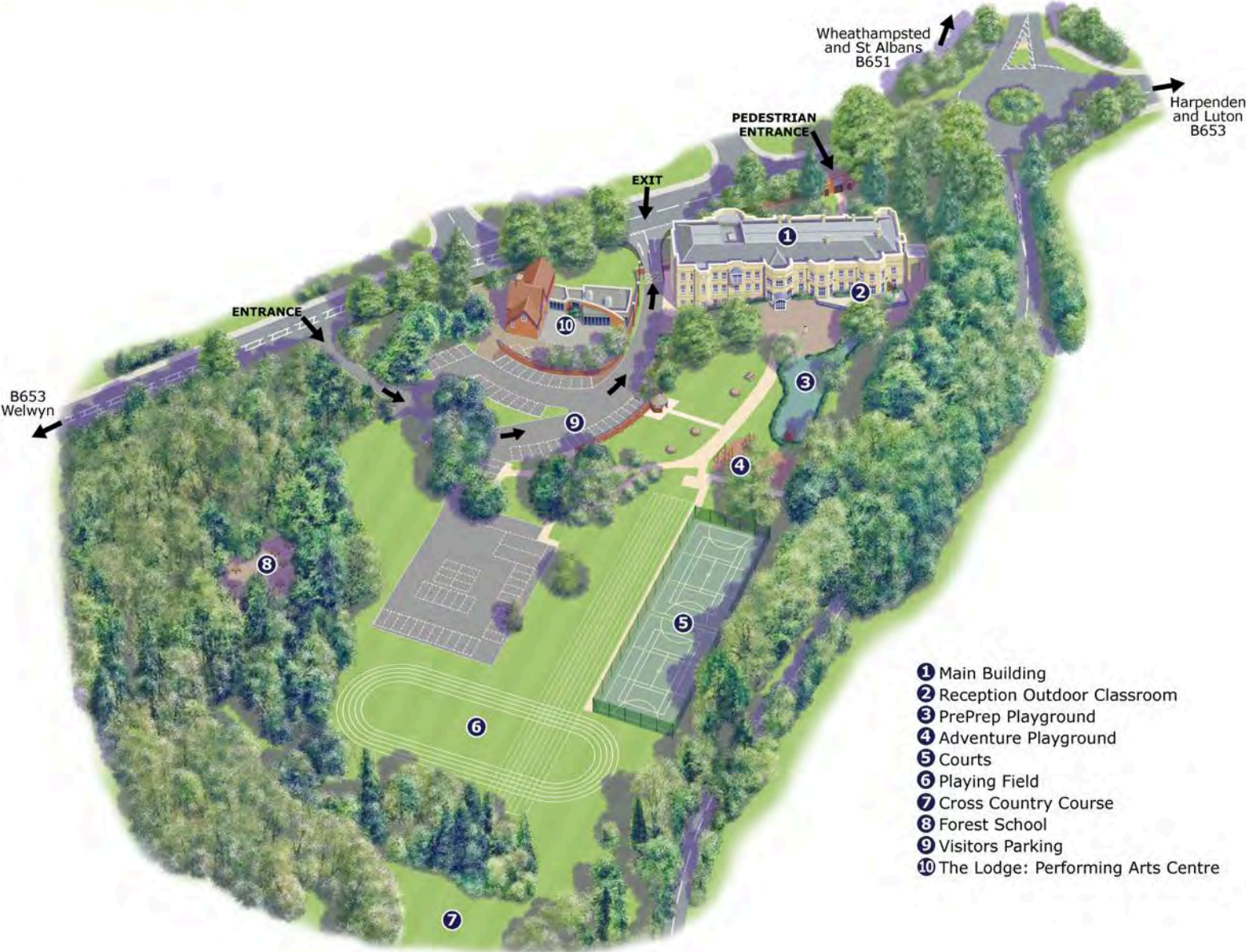
The School roll is very healthy, with most year groups at or near capacity. We are always developing our facilities to ensure that we provide an inspiring and welcoming learning environment for our entire community. Since 2020, we have opened our stunning state-of-the-art Sixth Form Centre, modern Dining Hall, new classrooms at Prep and Senior, a new Prep IT suite, a beautifully refurbished Prep Library, a Wellbeing Centre and all-weather Astro pitch and made extensive developments to our outdoor spaces at Prep.

We have ambitious plans for further development of our facilities over the next decade to provide an even more inspiring and welcoming learning environment.

As a member of staff, you will be encouraged to develop your skills and experience through our extensive professional development programme, which includes opportunities to engage in school exchanges, action research, academic partnership with local and regional schools and institutions and a variety of outreach programmes. You will be a member of a friendly and welcoming school community, and benefit from employment at a school that prioritises staff welfare.



# OUR LOCATION



- 1 Main Building
- 2 Reception Outdoor Classroom
- 3 PrePrep Playground
- 4 Adventure Playground
- 5 Courts
- 6 Playing Field
- 7 Cross Country Course
- 8 Forest School
- 9 Visitors Parking
- 10 The Lodge: Performing Arts Centre

# THE PREP SCHOOL LEADERSHIP TEAM

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The Prep School Leadership Team (PSLT) is chaired by the Head of STAHS Prep and includes the Deputy Head Academic (Prep), Deputy Head Pastoral (Prep), Head of Pre-Prep and the Assistant Head Co-Curriculum & Operations (Prep).

The Deputy Head Academic (Prep) leads on academic matters at the Prep School. They chair the Prep School Academic Leadership Team which includes the core Subject Coordinators and the Prep School SENDCO.

Each member of PSLT line manages members of the Prep School staff body. The Deputy Head Academic (Prep) line manages the English and Maths Coordinators, the Head of Science and the SENDCO, as well as other teachers as appropriate.

The Prep School Leadership Team meet weekly. There are termly 'strategy days' held off-site during which the PSLT work together to address various areas of strategic development.



# THE ROLE

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This is an exciting opportunity to take an academic lead in one of the UK's most successful independent girls' schools. The Deputy Head Academic (Prep) reports directly to the Head of STAHS Prep and is responsible for overseeing the strategic development and operational running of academic life at the Prep School. The Deputy Head Academic (Prep) is a member of the Prep School Leadership Team (PSLT) and will work closely with the Head of STAHS Prep, the Deputy Head Pastoral (Prep) and other members of PSLT in formulating school policy and overseeing the day-to-day running of the Prep School, as well as with the Deputy Head Academic (Senior) on whole school matters.

The Deputy Head Academic (Prep) will be an excellent primary practitioner with previous experience of successfully implementing academic initiatives. They will be excited by the STAHS Teach to 25 philosophy and will contribute enthusiastically to its development at the Prep School. They are expected to provide vision, leadership and a clear strategy for the academic direction of the Prep School.

They will have a warm, engaging, approachable and supportive personality, balanced against a strong work ethic, excellent organisational skills and the ability to delegate responsibility appropriately. They will have an excellent understanding of current educational and pedagogical research and the best classroom practices in the Prep School sector.

This is a full-time, permanent position and we will consider both an April 2025 and September 2025 start in order to secure the right candidate.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe in Education (KCSIE) for safeguarding children and safer recruitment.





# RESPONSIBILITIES

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The Deputy Head Academic (Prep) is appointed by the Head of STAHS Prep and is expected to:

## **Support and Deputise for the Head of STAHS Prep**

- Oversee academic operational matters in the Prep School, including, but not limited to, the creation of the timetable and delivery of the curriculum, standardised and curriculum testing, academic reporting, and quality assurance of teaching and learning
- Attend all Prep School Leadership Team Meetings
- Support with the staff recruitment and induction processes
- Visit other schools and network with their academic staff
- Keep the Head of STAHS Prep informed of any issues relating to the academic progress of the pupils at STAHS Prep
- Deputise for the Head of STAHS Prep in their absence
- Represent STAHS Prep at external, Prep and Senior School events

## **Leadership & Strategic Development**

- Play a leading role in the identification, creation and delivery of the School's academic priorities outlined in the Prep School Development Plan
- Inspire best practice in teaching by setting high professional standards and expectations, resulting in excellent pupil progress
- Oversee the creation and implementation of the Subject Development Plans formulated by the Prep School's Subject Coordinators
- Be a visible presence across the Prep School and communicate effectively with current and prospective parents
- Chair weekly Academic Team meetings, lead staff meetings and host parent seminars as and when appropriate
- Oversee academic budget expenditure
- Contribute to the development of whole school policies relating to academic matters as and when it is required

## **Curriculum**

- Design the Prep School's curriculum diagram and create the academic timetable
- Oversee the development of long- and medium-term curriculum planning by leading curriculum reviews
- Keep abreast of curriculum development nationally and within the independent sector and take a strategic lead in identifying areas where change should be implemented

## **Teaching & Learning**

- Teach at least one core academic subject to a year group
- Develop teaching and learning across the Prep School by delivering training and designing opportunities for teachers to improve their practice
- Quality assure teaching and learning across the Prep School through designing various schedules and undertaking lesson observation, book scrutiny and data analysis
- Create the Prep School's Homework Timetable

## **Assessment and Monitoring of Pupils' Academic Progress**

- Design and implement the Prep School's Assessment and Reporting Cycle
- Track the academic progress of all pupils through both standardised testing (e.g. CATs, PTEs, PTMs, NGRTs etc.) and internal curriculum assessments
- Undertake thorough academic data analysis, providing updates to the teaching staff and the Prep School Leadership Team as and when required

# RESPONSIBILITIES

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- Ensure that all pupils are making effective academic progress by ensuring that our EAL, More Able and SEND pupils are tracked, monitored and provided for effectively
- Manage the logistics of Parents' Evenings at the Prep School
- Manage the process of academic reporting to parents at the Prep School
- Lead the Prep School Assessment Days for 7+, 8+, 9+ and 10+ entry of prospective pupils

## **IT Management & Digital Learning**

- Work closely with the IT team to ensure the IT administrative systems are as effective as possible at the Prep School
- Oversee the development of digital learning across the curriculum

## **Senior School Transition**

- Support the Head of Prep with the transfer of pupils from the Prep School to the Senior School, by providing quantitative and qualitative data and analysis on pupils' academic performance
- Coordinate any 11+ references for pupils applying to other senior schools

## **Line Management and Oversight of Staff**

- Line manage the academic subject coordinators, Prep School SENDCo and other Prep School teaching staff as required
- Support the Head of Pre-Prep so that there is consistency in academic provision across EYFS, KS1 and KS2
- Support any Early Career Teachers (ECTs) as the 'Induction Lead'
- Manage daily staff absence
- Send daily briefing email to all Prep Staff

## **Inspection**

- Support the Head of STAHS Prep in preparation for ISI Inspection

## **Training**

- Remain up to date with all relevant training required for the successful execution of your responsibilities
- Design the Staff Training/Meeting Schedule
- Deliver training for staff in the areas for which you are responsible
- Manage the INSET/CPD training budget for and source any necessary training for groups and/or individuals
- Develop and lead the Prep School Parent Seminar programme and deliver sessions

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head of STAHS Prep.

The St Albans Education Group to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

# PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all duties as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

- Hold a good university degree in an appropriate field of study and have at least five years' experience teaching in a primary, prep or junior school.
- Experience of leading change and improvement in schools.
- Be an outstanding primary practitioner.
- Demonstrate a detailed understanding of the operation of a school.
- Show a passion for education as both a skilled vocation and as a transformational factor in children's lives.
- Value through-school education
- Be aligned with the values and ethos of the School and the Group.
- Have a demonstrable ability to build rapport and interact with people at all levels.
- Have excellent written and oral communication skills, with the ability to adapt language and tone to suit a variety of different audiences and media, both internal and external.
- Display creativity, problem-solving skills and the ability to adapt to new situations and address problems from new perspectives.
- Have a clear vision for the ongoing development of ambitious, creative, challenging and engaging academic curriculum, alongside a pragmatic approach to the implementation of new initiatives.
- Have a positive attitude, the willingness to engage fully where required and persistence in following through multiple projects over long periods.
- Be organised and self-motivated, with a proven track record for meeting targets and deadlines.
- Have the conviction and authority to make your high expectations clear to those around you, and to hold them accountable for maintaining high standards.
- Demonstrate evidence of diplomacy, discretion, professionalism, and an ability to keep one's counsel as required.
- Have an understanding of and belief in the aims and ethos of the independent education in general and STAHS in particular and a willingness to engage fully in school life.



Applicant Information



Deputy Head Academic (Prep)

# OUR STAFF BENEFITS



## COMMITMENT TO DEVELOPMENT\*

a strong commitment to professional development, including whole school training and support with personal development projects



## FREE LUNCH\*

free daily hot lunch and beverages during term time



## TUITION FEE REMISSION\*

for children of STAHS employees



## LEISURE FACILITIES\*

free use of STAHS fitness suite, swimming pool, pitches and courts



## PENSION

generous pension scheme



## FREE COACH TRAVEL AND CAR PARKING\*



## CYCLE TO WORK

subsidised cycle to work scheme



## ANNUAL FLU IMMUNISATION

reimbursement scheme provided for annual flu vaccines



## PRIVATE HEALTH INSURANCE\*

subsidised private medical insurance

\*conditions apply

# APPLICATION PROCESS

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**STAHS is a vibrant school supported by a diverse and enthusiastic community of governors, staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientations, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities. We recognise the importance of recruiting high calibre staff in order to provide the highest quality of education for our students.**

STAHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

STAHS recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

To apply for this position, please complete the application via My New Term on the Vacancies page of our website:

[www.stahs.org.uk/vacancies](http://www.stahs.org.uk/vacancies)

Please note CVs alone will not be accepted.

**Deadline for applications: Monday 13 January (09:00)**

**Interview Days: Tuesday 21 and Wednesday 22 January**

All questions regarding the STAHS application and recruitment process must be directed to the School's Human Resources Department on [recruitment@stahs.org.uk](mailto:recruitment@stahs.org.uk).

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.



Applicant Information



Deputy Head Academic (Prep)



St Albans High School for Girls - Prep  
Codicote Road  
Wheathampstead  
Hertfordshire  
AL4 8DJ

01582 839270

<https://www.stahs.org.uk/vacancies/>