

For September 2025



CANDIDATE INFORMATION

# Head of Computing (Part Time)





**Our mission is to develop academically successful, community minded, self-confident and well rounded individuals who are well prepared for their futures.**

Westbrook Hay is a thriving co-educational independent day school. Pupils enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed.

The school roll is currently at a record high of around 380 pupils and in September 2023 announced that it is growing its Senior Section of the school from Year 8 to Year 11 and will begin offering GCSEs.

**Our ethos is to be a welcoming, inclusive community that provides the best for, and expects the best from us all.**

The school is well known locally for its warm and welcoming atmosphere. This is something we cherish and, even though we are potentially going to grow slightly in size, we do not want to lose this ethos.

We believe our ethos separates us from larger competitor schools in our locality. This ethos is generated by the staff and their relationships with the pupils and parents. It has been regularly described as 'friendly and professional'.

**We are seeking a new Head of Computing who can assist us with achieving our mission and thrive under this ethos, helping to lead the Computing provision and first GCSE cohort through this exciting phase of development.**





# Our History



Westbrook Hay School, founded in 1892 by Augustus Orlebar in Bedford, has evolved over 130 years, relocating and renaming itself multiple times. Originally a small establishment with just two pupils, it grew under successive leaderships and moved to its current location at Westbrook Hay in 1963. It transitioned from a boarding school for boys to accepting day pupils and girls in the late 1970s.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley. For example, the school has a purpose-built Pre-Prep and is planning a new specialist STEAM (Science, Technology, Engineering, Art and Mathematics) building to cater for GCSEs. The Performing Arts Centre was added in 2016 and boasts impressive facilities for dance, drama and music. Specialist facilities also include a Science Laboratory, DT Workshop, Sports Hall, Swimming Pool, an ICT Suite and an Art Studio.

Under various heads the school has expanded and modernised, while continuing to prepare students for prestigious senior schools such as Bedford, Berkhamsted, Haileybury, Millfield, Stowe and St Albans. The school now moves into a new phase of development becoming an all-through school to 16.





A photograph of five students in red school uniforms walking up a wooden staircase. The students are of various ethnicities and are smiling. The wall behind them is decorated with four framed artworks: a sailboat, a tree, a colorful abstract design, and a winter landscape. A green 'Fire exit' sign is visible above a door at the top of the stairs.

# Long Term School Strategy

In September 2023, Westbrook Hay announced that it is growing its Senior Section from Year 8 to Year 11 to begin offering GCSEs.

The decision was made in reaction to the changing local market, from a position of financial strength and due to demand from current and prospective parents.

This process has started extremely well with record numbers of pupils joining into Year 7 and new starters into Year 8. The first Year 9 cohort will be in place for September 2025.



# School Structure

The school is growing to form three main sections

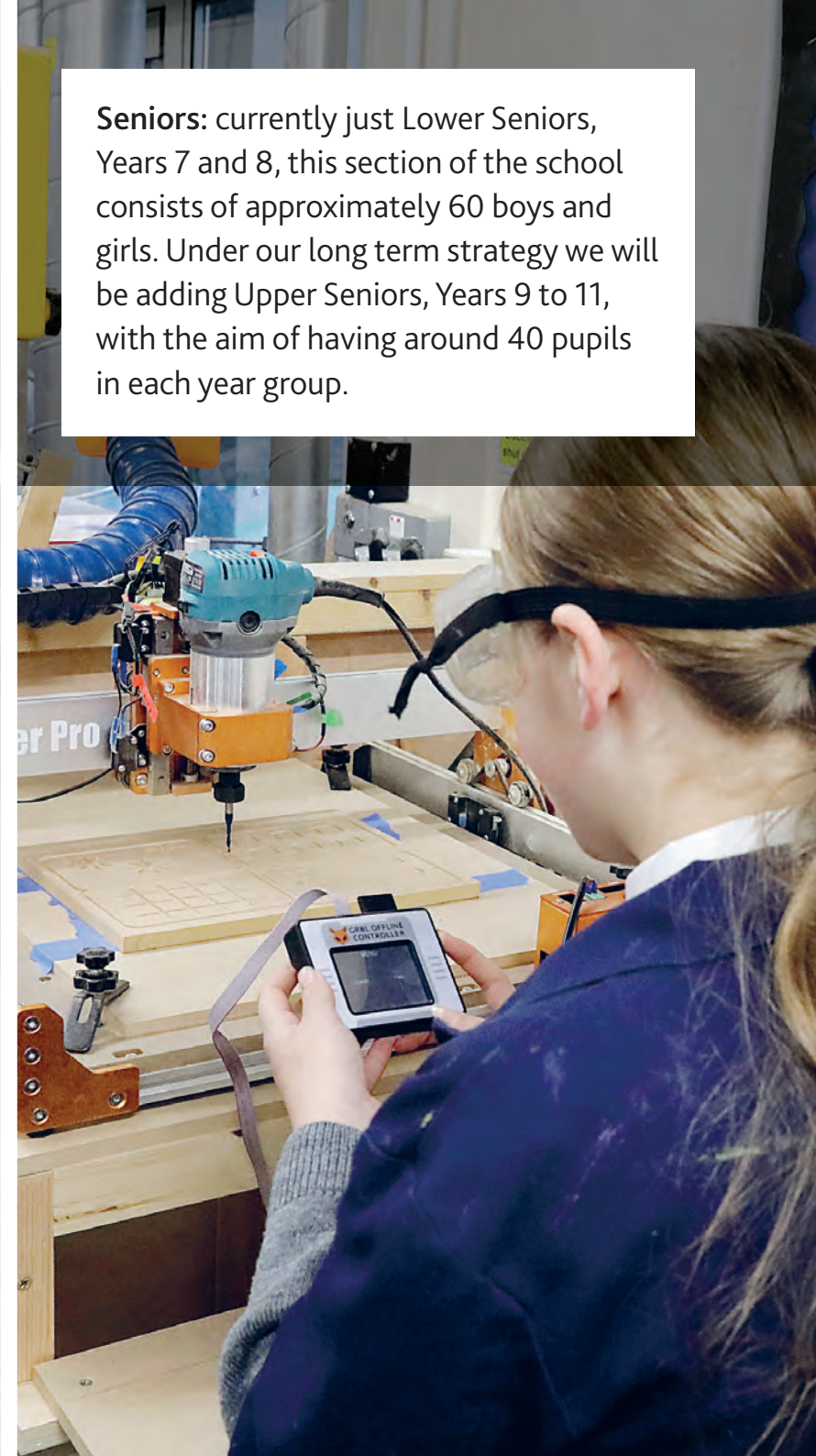


**Pre-Prep:** for pupils from Nursery to Year 2, this section of the school is two form entry and consists of approximately 140 boys and girls.



**Prep:** for pupils from Year 3 to Year 6, this section of the school is two or three form entry and consists of approximately 190 boys and girls.

**Seniors:** currently just Lower Seniors, Years 7 and 8, this section of the school consists of approximately 60 boys and girls. Under our long term strategy we will be adding Upper Seniors, Years 9 to 11, with the aim of having around 40 pupils in each year group.





# Academics at Westbrook Hay

At Westbrook Hay we are dedicated to nurturing each pupil's uniqueness. This spans from their formative years and continues into their GCSE years where we take pride in providing an environment where well-rounded individuals can flourish and succeed.

Academic life at Westbrook Hay encourages effective, life-long learning habits, through a broad and engaging curriculum. Key to our academic success is the fact that every pupil is well-known in our close-knit community. Classes are small and our teachers ensure that they do all they can to support pupils with their learning on an individual basis.

## GCSE Programme

In their time at Westbrook Hay, pupils are given the opportunity to fully explore a wide curriculum, which promotes academic rigour and curiosity. Within our GCSE Programme, our goal is to offer a diverse array of options that allows each pupil to leverage their strengths, while enjoying a broad range of experiences. English, Maths, Science and the Humanities (Geography, History and RS) form the core of our GCSE curriculum, with each pupil

encouraged to take a total of nine GCSEs.

While GCSE results are important, we understand that academic success holds different meanings for different people. In a world where external pressures on young minds are prevalent, Westbrook Hay provides a supportive and nurturing atmosphere in which to take GCSEs.

## Pre-Senior Baccaalaureate

In Years 7 and 8 our pupils undertake their Pre-Senior Baccaalaureate (PSB). As a PSB school, Westbrook Hay pupils follow an assessment model that has at its heart the development of the right attitudes, behaviours, skills and values required for children to flourish in an ever-changing world.

The six core skills of collaboration, communication, independence, leadership, reviewing & improving and thinking & learning are developed through termly enrichment days. These new world skills will equip the children for the future. As they develop and eventually go to the workplace, they will be able to think critically and communicate effectively with people from a range of different cultures.

## Learning Support

Our flourishing Learning Support Department monitors and puts in place support for pupils who have an identified learning difficulty or specific need. Within the department, pupils will gain on-going and practical support which will vary and change as they grow through their time at the school.

The Head of Learning Support monitors the progress of pupils, ensuring that lessons are appropriately differentiated and that the pupils' needs are met within the classroom. A continuous cycle of monitoring and feedback means that pupils with a range of learning needs are fully supported and make excellent progress at Westbrook Hay.



# Overview of the Role

We are seeking a candidate who has the dedication, enthusiasm and passion to lead the Computing Department into the next phase of development. This is a part time role, the successful candidate will work 0.8 of a full time contract and this can be discussed further at interview. The first Year 9 will be in place for September 2025. In subsequent years the school will continue to grow to Year 11 for September 2027. We are looking for someone who can plan for and develop with this exciting expansion.



## Computing Department

The Head of Computing will lead the Computing Department across all sections of the school. The successful candidate will initially teach in the Upper Prep (Years 5-6) and Senior (Years 7-9) sections. The exact commitment will be based on timetable demands each year, as the school develops towards offering GCSEs. They will also be responsible for supporting teachers delivering Computing in other sections of the school. In Year 1 and Year 2 Computing is taught on a carousel with Design Technology. From Year 3 it forms a core part of the curriculum and with pupils having one computing lesson per week. Pupils in the Prep (Years 3-6) and Lower Seniors (Years 7-8) broadly follow the national curriculum but there is the freedom to explore other topics that may be beneficial to their learning.

Computing is an integral part of Westbrook Hay's curriculum, equipping pupils with the tools they need to thrive in an increasingly digital world. The ideal candidate will be forward-thinking with a passion for technology and a deep understanding of modern computing. From Year 5 pupils are required to bring Chromebooks to school, which

are used both in Computing lessons and across the wider curriculum. The school is also equipped with iPads and a new Computing Suite is planned as part of our expansion to GCSEs. Computer Science will be an optional subject at GCSE with pupils making their options choices during the spring term of each academic year.

## Academic Leadership Team

The Head of Computing will be a member of the wider Academic Leadership Team (ALT). This body is in charge of monitoring academic life at Westbrook Hay. This includes the progress of pupils across the school, reviewing the curriculum, undertaking learning walks, leading initiatives in staff teaching and learning and setting the assessment and reporting schedules. Led by the Deputy Head Academic, this team includes the Senior Deputy Head, Director of Studies, Head of Learning Support, Prep Academic Lead and Pre-Prep Academic Lead. The Head of Computing will be an important part of the wider ALT and will be expected to attend around three meetings each term.



# Job Description



## Key Responsibilities

The purpose of this job description is to outline the main responsibilities of the Head of Computing. It is not restrictive and includes any other reasonable requests that may arise.

The safety and well-being of the children in School is paramount at all times. The Head of Computing is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. The Head of Computing will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the Head of Computing becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.

The Head of Computing will be line-managed by the Deputy Head (Academic).





## Leadership and Management of Computing

- Lead Computing across all sections the school: Pre-Prep (Nursery to Year 2), Prep (Year 3 to 6) and Senior (Year 7 to 11)
- Chair and organise all aspects of the Computing Department meetings, at least once a term
- Ensure that any required INSET is provided for Computing Teachers
- Hold and manage a budget for Computing, ensuring that teachers have the resources they reasonably require
- Actively promote Computing to parents and prospective parents

## GCSE Computing

- Have a deep understanding and knowledge of the Computing National Curriculum and GCSE Computer Science
- Oversee the coordination of part-time or peripatetic staff within Computing
- Plan and structure exciting and imaginative schemes of work to ensure that pupils are appropriately challenged, make strong progress and are enthused and inspired by their lessons

## Relationship with Executive Group Members and Key Staff

- Advise the Deputy Head (Academic) on timetable requirements and staffing of Computing
- Advise the Senior Deputy Head on the provision and organisation of any events, clubs, competitions and trips linked to Computing
- Attend and contribute positively to all wider Academic Leadership Team (ALT) meetings
- Organise all internal assessments and examinations with appropriate colleagues including the Exams Officer, Director of Studies and the Deputy Head (Academic)
- Work in collaboration with the Heads of Pre-Prep (Nursery to Year 2), Prep (Year 3 to 6) and Seniors (Year 7 to 11) regarding the delivery and development of the subject in their sections
- Work with the Director of Marketing & Admissions to promote and publicise, both internally and externally, the work and achievements of the pupils in Computing

## Other Responsibilities

- Be prepared to teach other subjects if required
- Complete all policies relevant to the role
- Complete all risk assessments relevant to the role
- Potentially combine the role with other responsibilities from different tiers of the school's leadership and management structure



# Person Specification



## Personal Qualities

The successful candidate will have the personal qualities for leadership and will lead by example, commanding the respect of pupils, parents and colleagues. Most important perhaps is the ability to work, not just as a leader, but also as a team member.

The new Head of Computing will join a school where staff development is important and ambition is encouraged. Applicants will be expected to show that they have relevant educational experience as per the person specification. A good understanding of and a commitment to the ethos of a co-educational independent school will be important but it is not essential to have worked in an independent school in the past.

Computing is an important part of Westbrook Hay's curriculum and fundamental in preparing pupils for their future. Whilst taking the subject at GCSE is not compulsory, it is hoped that through the postholder's excellent teaching and engaging lessons, our pupils will be inspired to take Computer Science at GCSE. They may then move onto A Level Computer Science or further after leaving the school.



# Skills, Experience, Qualifications, Knowledge and Personal Attributes

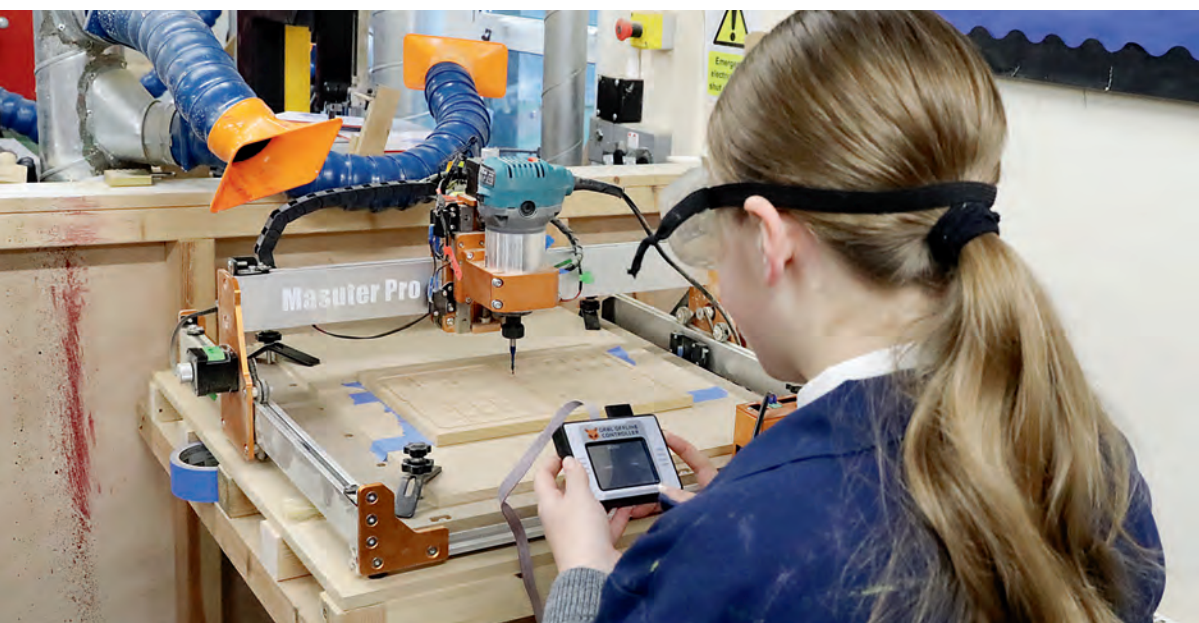
All staff at Westbrook Hay are expected to embrace and demonstrate in their professional lives the School's values of courage, independence, integrity, reflective learner, responsibility and togetherness.

## Qualifications and Knowledge

Educated to degree or equivalent level in Computer Science or other related subject	Essential
Evidence of ongoing professional development	Essential
Knowledge of current best practice in Computing learning and teaching	Essential
Knowledge of safeguarding requirements within a school	Essential
Proven track record of delivering academic success in Computer Science at GCSE	Essential
QTS or PGCE	Essential

## Skills and Experience

Ability to teach Year 7 to Year 11 Computing	Essential
Ability to teach Year 3 to Year 6 Computing	Desirable
Ability and enthusiasm to teach both boys and girls	Essential
Ability to make accurate and productive use of assessment	Essential
Ability to nurture and develop an ethos of high standards, personal fulfilment and academic success	Essential
Ability to plan time effectively and meet deadlines	Essential
Ability to problem solve and offer solutions	Essential
Ability to work within a dedicated and hardworking team	Essential
Effective management of pupil behaviour	Essential
Excellent administrative and organisational skills	Essential
Excellent communication skills to a range of audiences	Essential
Experience of leading initiatives and measuring impact	Desirable
Experience of working in an 'all-through' school	Desirable
Experience of working in the independent sector	Desirable
Experience, or being willing, to teach a second curriculum subject	Essential
Experience, or being willing, to coach sport	Desirable
Line management of teaching colleagues over a significant period	Desirable
Planning and managing budgets	Desirable





## Personal Attributes

A leader with the ability to collaborate with colleagues and contribute positively to the goals and team spirit of the Computing Department and the wider staff team	Essential
Commitment to equality, diversity and inclusion, and how this applies to the role	Essential
Commitment to inspiring all pupils to develop a life-long passion for Computing	Essential
Commitment to ongoing professional development	Essential
Commitment to safeguarding and promoting the welfare of young people	Essential
Commitment to the benefits of coeducation	Essential
Commitment to providing excellent opportunities for all pupils in the school	Essential
Excellent and inspirational leader	Essential
Excellent IT skills	Essential
High levels of emotional intelligence and interpersonal skills	Essential
Passionate about the wellbeing of all pupils, inspiring others through their care, enthusiasm and expertise	Essential
Positive role model	Essential





# The Head of Computing is expected to be:

## Personal

- Able to demonstrate high levels of interpersonal skills and emotional intelligence;
- Patient and kind, yet determined;
- Able to demonstrate integrity at all times;
- Loyal to the school and an embodiment of Westbrook Hay's values and mission its vision, mission and ethos;
- A lover of learning who is always willing to learn themselves;
- Empathetic to the plight/work of others and flexible enough to adapt their expectations to support others' needs and challenges whilst delivering the highest quality of education;
- Understanding of the impact of their own behaviours on others, being a personal and professional role model for the community.

## Professional

- Committed to putting our children first;
- A champion of the Westbrook Way Charter;
- A leader and a manager;
- Passionate about their subject, inspiring others through their expertise and enthusiasm;
- An outstanding teacher of their subject who is keen to coach other teachers to reach the highest standards;
- Courteous, professional and respectful to all, at all times;
- Discreet and professionally sensitive;
- Able to be at the forefront of educational thinking in their subject;
- Organised, meticulous and a first-rate administrator who has excellent IT literacy;
- Resilient and able to recover quickly from professional setbacks;
- Proactive and creative when problem solving;
- Able to lead others with a flexible approach;

- Able to meet deadlines;
- Confident, articulate and willing to offer ideas;
- Hard working but able and willing to delegate effectively;
- Able to manage differences of opinion and bring disagreement to an effective, respectful conclusion, being accepting when in the minority;
- Competent in monitoring and evaluating the performance of individual teachers in their subject.

## Leadership

- Committed to making Westbrook Hay a first-choice school;
- Open minded to change, new ideas and shifts in strategy;
- Able to play their part in the completion of a strategic plan;
- Able to motivate and energise others to achieve the school's mission;
- Able to identify operational weaknesses and opportunities and suggest actions for improvement;
- Be able to lead change and develop a culture of reflection, evaluation and improvement.





# Salary and Benefits

This is a leadership position, the salary will be competitive and dependent on experience.

## What can we offer you?

- A fantastic team of staff to work with and be a part of
- A post currently pensionable under the Teachers' Pension Scheme (under consultation)
- A school that is rated 'Excellent' by ISI with waiting lists in operation in a number of year groups
- Commitment to continuing professional development
- Enhanced Family Leave
- Free cooked lunches and refreshments throughout the day
- Membership of the Employee Assistance Programme
- Opportunities to attend events organised by the Staff Social Committee
- Receipt of a 'Golden Ticket' for assisting with an overnight event, which enables staff to apply for a half day either in the morning or afternoon
- Small class sizes, a beautiful rural location and excellent facilities
- 50% fee remission is offered for children of school staff, subject to availability of places





# Application and Recruitment Process



**The deadline for the receipt of applications is 12:00 on Thursday 27th February.**

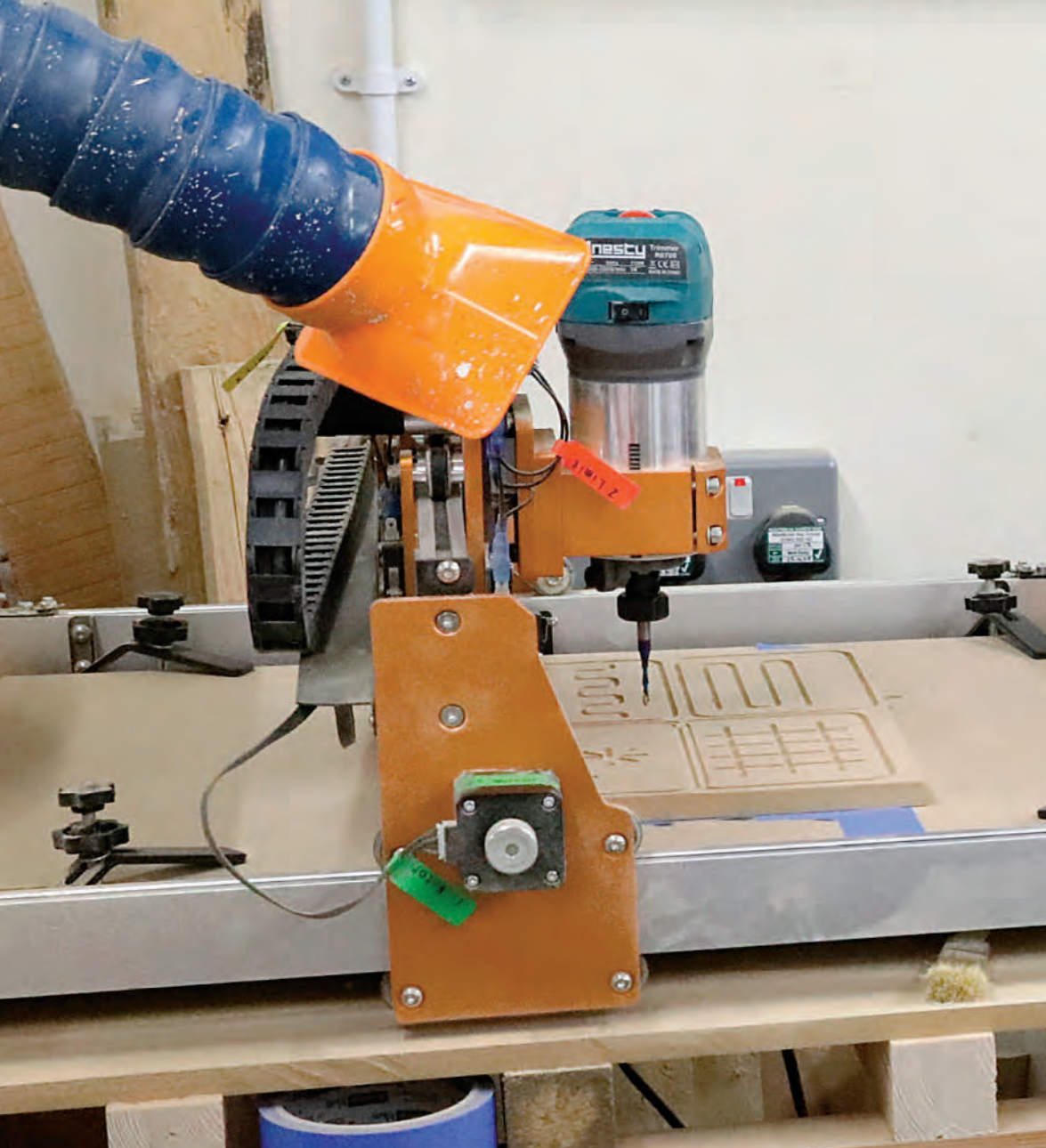
To apply for this position, please complete an application via the TES website. Further information or any enquiries can be requested from our HR Officer, Mrs Rachel Franklin ([rachel\\_franklin@westbrookhay.co.uk](mailto:rachel_franklin@westbrookhay.co.uk)).

**It is anticipated that interviews will be held on the week beginning Monday 10th March.**

Although the programme is yet to be confirmed it will include an interview, the teaching of a lesson and other tasks. Candidates will be offered a tour of the school and lunch, if the timing is appropriate. Overnight accommodation is available on request. **This appointment is for September 2025.**



# Compliance Requirements



The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report. Westbrook Hay is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.







Westbrook Hay  
London Road  
Hemel Hempstead  
Hertfordshire  
HP1 2RF  
Telephone 01442 256143  
Email [rachel\\_franklin@westbrookhay.co.uk](mailto:rachel_franklin@westbrookhay.co.uk)