

For September 2026



CANDIDATE INFORMATION

Head of Seniors

Westbrook Hay



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. From September 2026 we will welcome our first Year 10 cohort.

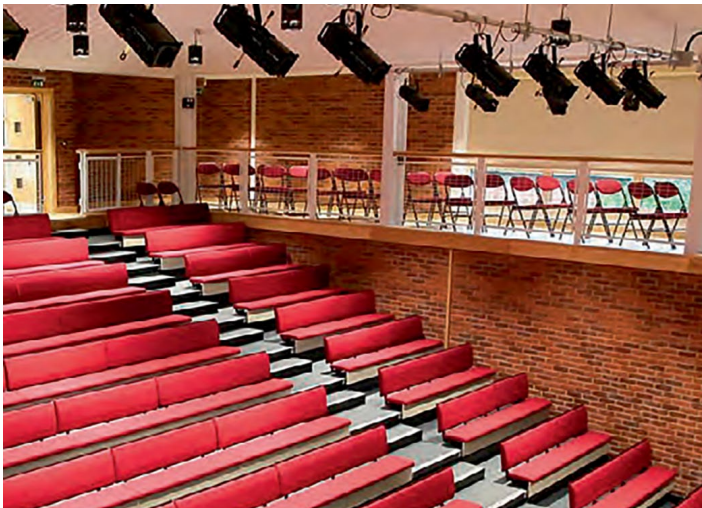
Our ethos is to be a welcoming, inclusive community that provides the best for, and expects the best from us all.

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 Seniors who can assist us with achieving our mission, thrive under this ethos and help lead the school through the next 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 has very recently upgraded many of its specialist facilities. The Performing Arts Centre, added in 2016, offers

impressive provision for dance, drama and music. Our new specialist facilities include two Science Laboratories with a prep room, a refurbished and modernised DT Workshop, a new ICT suite, an extended and upgraded Art Centre, six new changing rooms, and a state-of-the-art Food Technology room. These are in addition to our Sports Hall, Swimming Pool and modern, spacious classrooms.

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.

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. Our First Year 9 cohort are now in place and thriving.



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 Years 7, 8 and 9 this section of the school consists of approximately 85 boys and girls. Under our long term strategy we will add Years 10 and 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.

All senior pupils enjoy a large programme of weekly sport. Alongside weekly sessions in PE, where pupils also have the opportunity to swim in the outdoor pool, pupils spend three afternoons a week playing sport. Our core sports of Cricket, Football, Netball and Rugby are the focus of Games sessions, which include fixtures against other schools.

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.

Enrichment

Pupils enjoy a wide variety of enrichment activities and go on regular trips to enhance their learning in a variety of subjects. Recent visits include Shakespeare's House, Harry Potter Studios, Hertfordshire Zoo and Hazard Alley. In Year 9 all pupils will take their Bronze Duke of Edinburgh Award, with many choosing to go on and work towards Silver in Year 10. We also offer an exciting programme of residential trips that will develop pupils' courage, independence and curiosity. These become progressively more adventurous as they move through the school. Year 3 start with 'Cosy Camping' under canvas on the school site and Year 6 finish with four nights away on a cultural trip to France. Pupils in Years 7 - 9 are offered the opportunity to go on a ski trip, a sports tour and an international trip, rotating on a yearly basis. Recent trips have included visiting Iceland, Rome and a football tour to Barcelona.

Additional to curriculum Drama and Music, Senior pupils choose to audition for one of our choirs, musical ensembles or dramatic productions. Many take part in the 'Performance Pathway', from playing to their peers to performing in an end of term concert. The Westbrook+ after school programme offers clubs such as athletics, dance team, LAMDA, cricket nets and art. By giving our pupils plenty of choice, we know that we are providing them with opportunities to try something new, find their niche and to thrive.

Scholarships

For those entering Year 7 and Year 9, we offer scholarships to the top performing candidates who demonstrate outstanding ability in Academics, Art, Drama, Music, Performing Arts and Sport. Once awarded, Year 7 and Year 9 scholarships are carried forward until the end of Year 11.

Overview of the Role

We are seeking a candidate who has confidence to lead the Senior Section (Years 7 to 11) of the school. Applicants are likely to have had extensive academic and pastoral experience with pupils up to the age of 16.

The first Year 10 cohort will be in place for September 2026, coinciding with this appointment. 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 position.

Executive Group

The Head of Seniors will be welcomed into the Executive Group. The Group consists of the Head, Deputy Head (Academic), Deputy Head (Pastoral), Head of Pre-Prep, Head of Prep, DSL, Director of Marketing and Admissions and Head of Learning Support. The Executive Group is energetic, highly motivated and incredibly hardworking. The successful candidate will be expected to show the same qualities.

Senior Section

The Head of Seniors leads the Senior Section. Currently, Years 7, 8 and 9, this section consists of approximately 80 boys and girls. Under our long term strategy we will be adding Years 10 and 11, with the aim of having around 40 pupils in each year group. The Head of Seniors will be assisted in leading this section of the school by the Deputy Head (Academic) and Deputy Head (Pastoral).

Teaching

This role will carry a greatly reduced teaching responsibility that will be based on timetable demands and the strengths of the successful candidate. There is no specific subject specialism required from the applicants, finding the right leader is the priority, but having experience to teach up to Year 11 is essential.



Job Description

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

The safety and well-being of the pupils in School is paramount at all times. The Head of Seniors is responsible for promoting and safeguarding the welfare of pupils for whom they are responsible, or with whom they come into contact. The Head of Seniors 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 Seniors becomes aware of any actual or potential risks to the safety or welfare of pupils in the School, it is their responsibility to report any concerns to the school's Designated Safeguarding Lead for Child Protection or the Head.

The Head of Seniors is a member of the Executive Group, reporting to the Head and Deputy Heads. For purposes of clarity, the Senior Section constitutes Year 7 to Year 11 inclusive.



KEY RESPONSIBILITIES

Leadership and Management Responsibilities

- Be a Head of Section and a member of the Executive Group (EG)
- Lead and manage the Senior Section (Years 7 to 11), under the guidance of the Head and the Deputy Heads, working in liaison with other Heads of Sections
- Have academic and pastoral oversight for all Senior pupils, reporting into the Executive Group (EG), the Pastoral Leadership Team (PLT) and the Academic Leadership Team (ALT)
- Line manage the Form Tutors and Heads of Houses
- Chair and organise weekly Senior Section meetings
- Ensure that each member of staff in the Senior Section has a clear understanding of their role and duties
- Support all staff in the Senior Section in fulfilling the requirements of the Westbrook Hay Charter, ensuring excellent communication with parents and guiding staff in their handling of challenging situations with parents
- Support all staff in the Senior Section, to ensure that each pupil achieves his/her potential

Academic Responsibilities

- Ensure that the section is represented at the ALT meetings, either via the Senior Academic Lead or themselves
- Have a good understanding and knowledge of the Key Stage Three and Four Curriculum
- Have experience, or being willing to gain necessary knowledge, of the Pre-Senior Baccalaureate
- Advise parents on post 16 options providing information that may match their child's needs for the next stage of their lives, including local sixth forms and colleges

- Liaise with the Deputy Head (Academic), the Exams Officer and the Head of Learning
- Support to ensure that all assessments and exams are organised efficiently
- Take responsibility for the Careers' Programme and Work Experience for Senior pupils
- Under the guidance of the Deputy Head (Academic) work collaboratively with the Head of Learning Support to ensure that the academic needs of senior children on the learning support register are met
- Work under the guidance of the Deputy Head (Academic), and with the Senior Academic Lead, to monitor the standards of learning through tracking pupils' progress data ensuring that standardised data is used judiciously but productively

Pastoral Responsibilities

- Ensure that the section is presented at PLT meetings by the Seniors Pastoral Lead
- Under the guidance of the Deputy Head (Pastoral), work collaboratively with the PLT to monitor the wellbeing of pupils across the Senior Section. Collaborate with the Head of Prep to ensure a smooth and thorough transition of pupils from one to section to the next
- Ensure that the expectations of the behaviour and uniform policies of the school are followed by pupils in the Senior Section



Organisational Responsibilities

- Be a member of the Senior Management Team (SMT)
- Work alongside the other Heads of Section to devise a suitably challenging, engaging and innovative Co-curricular Programme (Westbrook+) for the Senior Section to help each pupil to learn important life skills and have fun
- Under the guidance of the Head, have responsibility for planning and managing events/visiting speakers for the Senior Section ensuring that all forms are completed and shared with the Head's PA in a timely manner

Administrative Responsibilities

- Keep rigorous records of significant conversations (SCFs) with parents, behaviour investigations, bullying logs and safeguarding concerns
- Assist with efficient running of the school's Performance Management System (Appraisal)
- Be responsible for the upkeep of Senior pupil records and the parent information on My School Portal
- Knowledge of the ISI regulations for inspection
- Manage, with care, any relevant budgets allocating expenditure appropriately, ensuring at all times that expenditure is within the agreed budget
- Monitor, develop and review policies for the Senior School in conjunction with the Deputy Heads and Head's PA
- Ensure that all school policies are followed ensuring compliance but also consistency in approach in areas such as, but not limited to, behaviour management and uniform in the Senior Section

School Development

- Oversee the successful development and growth of the Senior Section in consultation with the EG, reporting to the Head and in keeping with the School Improvement Plan
- Be the public face of the Senior Section, being a visible presence for pupils, parents and staff at key times of the school day, leading prospective parent tours if required and hosting events for parents
- Actively promote the Pre-Prep and Prep sections to parents to maximise recruitment
- Actively promote the Senior Section to Prep parents and external prospective parents
- Assist with the creation and editing of all marketing material pertinent to the Senior Section
- Support the marketing strategy for the Senior Section by attendance at school events, occasionally outside normal working hours, as well as assisting with the general recruitment and retention of Senior pupils

Safeguarding

- Ensure that the section is represented at Designated Safeguarding Team meetings, either via the Seniors Safeguarding Lead or themselves
- Creating and maintaining an open safeguarding culture of 'it could happen here'
- Promote a school wide culture of safeguarding, keeping the DSL and Head informed of safeguarding issues
- Use RecordMy to log and triage all safeguarding and child protection concerns
- Where appropriate, prepare risk assessments for pupils who are vulnerable and in need of careful monitoring or a change in their educational arrangements

Other Responsibilities

- Teach a reduced timetable of lessons, predominantly in the Senior Section
- Possibly fulfil the responsibility of being a Form Tutor and/or Head of an Academic Subject (Department)
- Assist in the recruitment of new staff, as required
- Attend and support events involving Senior pupils, when time permits
- Attend GCSE results day in the summer holiday and personally expedite all students' future pathway to sixth form or alternative provision
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Head or the Deputy Heads

No job description can cover all aspects of a role and consequently responsibilities are likely to evolve and change overtime.



Person Specification

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.

Essential: the attributes, skills, qualifications and experience that a candidate **must have** in order to be considered for the role.

Desirable: those that would **strengthen an application** but are not strictly necessary.

Advantageous: nice to have, but not a key requirement of the role.

Qualifications and Knowledge

Educated to degree or equivalent level	Essential
QTS or PGCE	Essential
Evidence of ongoing professional development	Essential
Knowledge of safeguarding requirements within a school	Essential
Knowledge of the ISI regulations for inspection	Desirable
Significant knowledge and experience of academic and pastoral leadership	Desirable

Skills and Experience

Ability to problem solve and offer solutions	Essential
Ability to work within a dedicated and hard-working 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 curriculum subject up to Year 11	Essential
Line management of teaching colleagues over a significant period	Desirable
Planning and managing budgets	Desirable
Held a significant middle or senior management role in a school	Desirable

Personal Attributes

Commitment to ongoing professional development	Essential
Commitment to safeguarding and promoting the welfare of children	Essential
Commitment to the benefits of coeducation	Essential
Commitment to equality, diversity and inclusion, and how this applies to the role	Essential
Excellent and inspirational leader	Essential
Excellent IT skills	Essential
High levels of emotional intelligence and interpersonal skills	Essential
Passionate about the wellbeing of pupils, inspiring others through their care, enthusiasm and expertise	Essential
Positive role model	Essential



Qualities of a member of the Executive Group

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 Head, the Executive Group and the school

A lover of learning who is always willing to listen and make time for others

The embodiment of Westbrook Hay's values, ethos and mission

In possession of a sense of humour, keeping professional challenges in perspective

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 Hay Charter

Completely committed to the benefits of coeducation

Courteous, respectful and professional at all times

Discreet and professionally sensitive

Able to be at the forefront of educational thinking in their area of responsibility, being a leading practitioner, modelling effective methodology and practice to inspire team members

Passionate about the well-being of pupils, inspiring others through their expertise, care and enthusiasm

An outstanding leader who is keen to coach other teachers to reach the highest standards

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 chair and organise a meeting with clear agendas that result in effective action

Able to remain calm and courteous when under pressure, maintaining perspective and still make balanced judgements

Confident, articulate and willing to offer ideas

Hard working but able and willing to delegate effectively

Able to manage differences of opinion and bring disagreements to an effective, respectful conclusion, being accepting when in the minority

Able to hold and initiate difficult conversations with parents or staff

Leadership

Committed to making Westbrook Hay a first-choice school

Open minded to change, new ideas and shifts in strategy

Able to generate and enact a vision and clear strategic plan

Able to motivate and energise others to achieve the school's mission

Able to offer challenge and debate to strategic and operational issues

Able to find a balance between ambition and fiscal reality

Able to identify operational weaknesses and opportunities and suggest actions for improvement

Aware of the opportunities and threats posed by the marketplace, government, economics and the political environment

Able to lead change and develop a culture of reflection, evaluation and improvement

Able to tackle underperformance or negativity plateauing

Tenacious, yet tactful, when seeking the highest standards



Salary and Benefits

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
- Commitment to continuing professional development
- Enhanced Family Leave
- Cooked lunches and refreshments throughout the day provided
- 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 of leave 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 place
- The security and opportunity that comes from working in a school that is part of a charitable group of school (Mill Hill Foundation)



Application and Recruitment Process

The appointment is for September 2026, although the school may wait until the following term for the right candidate.

Key Dates

Application Deadline: Tuesday 12 May 2026

Interviews will be held w/c 17th May 2026

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our team, please click the button to complete your Application Form.

APPLY

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 charlotte_hearne@westbrookhay.co.uk