



NORTHWOOD  
COLLEGE  
FOR GIRLS

GDST

From The Head  
Mrs Zara Hubble BEd (Hons)

Dear Applicant

## JOB TITLE

Thank you so much for applying for the above position at Northwood College for Girls (NWC). I am delighted that you are interested in it and hope, in this letter, to give you some idea of why we are so proud of this school and girls in it, and why we think it a such a wonderful place to be. The school aims on our website [www.northwoodcollege.gdst.net](http://www.northwoodcollege.gdst.net) will also give you a real sense of what we are seeking to achieve here.

## Why work at NWC

NWC is a through-school. We are all on one site and share many of our facilities. We love the fact that we have the opportunity to educate our young women from 3-18 as this enables a continuous curriculum. We are eager to construct a curriculum that enhances pupil participation; increases the meaningfulness of learning; and enables every pupil to feel successful in their academic and social-emotional learning. We are extremely proud of both our GCSE and A Level results. They reflect the hard work of both pupils and staff.

When I started my headship, I spoke of my **4 Non-Negotiables**. They are:

- 1. Be kind**
- 2. Work hard**
- 3. Do your best**
- 4. Make good decisions**

These “non-negotiables” remind all that we value character skills alongside academic rigour. We want our alumnae to be best placed to live successful lives beyond education. We recognise that in addition to exam results, resilience, grit and collaboration (and of course kindness) are essential and equally as important. Our curriculum supports our girls to have productive systems and practices in place to allow real success. I am passionate about instilling a strong moral compass in young people. I want our young women to act with compassion and integrity, with respect for others and the environment. Our girls are thoughtful about different approaches to social and spiritual issues and appreciative of culture, context and community.

## INDEPENDENT DAY SCHOOL FOR GIRLS

Maxwell Road, Northwood, Middlesex HA6 2YE | Tel: 01923 825446 | [office@nwc.gdst.net](mailto:office@nwc.gdst.net) | [www.northwoodcollege.gdst.net](http://www.northwoodcollege.gdst.net)  
Part of GDST network for schools | Tel: 020 7393 6666 | [www.gdst.net](http://www.gdst.net)

The Girls' Day School Trust is a limited company registered in England whose registered number is 6400 and whose registered office is 10 Bressenden Place, London, SW1E 5DH

GDST

Positive staff well-being is essential. We want everyone who works with us to enjoy their time in school. We start our year with a fun staff team-building activity day. This year it was The Crystal Maze – which was a great opportunity for staff to work in mixed departmental groups to earn crystals to gain time in the dome! Enjoying work is crucial to professional motivation and satisfaction. I want staff at NWC to see their time with us as happy but also as a time when they will be able to further their careers. We encourage staff to continue their own learning and have opportunities to discuss their practices and views on education. We run “Teach Meets” where we debate issues centred around education; in the senior school our “Friday Showcase” gives an opportunity for teachers to share their innovations, research and good practices; and we welcome staff feedback and input to the whole school’s strategic plan.

I am incredibly proud of our school. I am lucky that my office is in the centre of the site which allows me to enjoy the constant chatter and peals of laughter from the girls as they walk to and from lessons. From the Nursery girls on their way to ballet, the Junior girls on their way to music lesson to the Sixth Formers on their way to deliver impassioned speeches on subjects such as the psychology of art, or the role that music plays in films at their Bluestockings Society, the buzz around the school delights me.

## **Rewards and Benefits**

The GDST is recognised by Best Companies as one of the top 100 not-for-profit organisations to work for and proud to be accredited as a Living Wage employer.

We offer:

- Competitive salaries
- Generous benefits for example:
  - ✪ Pensions – access to the Teacher’s Pension Scheme for our teaching staff or access to the GDST defined contribution pension school with Standard Life for non-teaching staff
  - ✪ Holidays
  - ✪ Free access to the BUPA employee assistance programme
  - ✪ Discounted fees at GDST Schools
  - ✪ Free school lunches during term time; coffee and biscuits at break times.
  - ✪ Use of the school swimming pool and gym facilities
- Access to an extensive training programme and development opportunities and to grants for individual courses of study
- Networking opportunities with other teachers across the Trust to share best practice and develop initiatives that benefit all our school
- Rewarding roles beyond teaching in areas such as Finance, IT, Estates, HR, Communications and Development

These are some of the benefits, but there are others. NWC is a community full of fabulous people who are all proud of the work that we do to offer a truly wonderful education for a wide range of girls. No matter what your role is you will be playing a major part in the highly regarded education we offer.

## **Location**

The school is located in Northwood, Middlesex. It is a 5-minute walk from Northwood Underground Station (Metropolitan Line). There is limited parking on site, but other parking options are close by. Our transport links, and coach service, enable girls to travel from surrounding areas with ease. Girls travel from Wembley, Harrow, Pinner, Ruislip, Stanmore and other north/north-west London areas.

## **Applications**

This letter and the Recruitment Brief, together with your research of our website, form the basis of the information available to you. We offer a tour of the school to those short-listed for interview.

Applications should be made on the GDST application form (CVs alone will not be considered). Please include a covering letter addressed to me explaining why you are interested in this post and this school. Your completed form and letter should be emailed to Kim Forbes Mitten, Head's PA, at [k.forbes-mitten@nwc.gdst.net](mailto:k.forbes-mitten@nwc.gdst.net). The closing date is XXXXXXXXXXXX.

## **Conditions of Employment**

This is a "regulated position" under the Criminal Justice and Courts Act, 2000 and the new post-holder will be required to undergo a criminal background check. All new staff in the GDST are subject to a probationary period as specified in their contract of employment (normally 6 months) during which time their work performance, conduct and attendance will be reviewed.

I do hope that this letter has given you a flavour of the school and that the possibility of working with us excites you! If you have any remaining questions, please do not hesitate to call Kim on 01923 845002 and in the meantime, I wish you all the very best of luck with your application.

Best wishes



**Mrs Zara Hubble**  
**Head**