



HEYWOOD PREP

CORSHAM

HEAD OF LOWER PREP Candidate Pack





INTRODUCTION

We are seeking to appoint an inspirational leader to join a supportive, caring and professional team.

The retirement of the current postholder after 20 years at Heywood Prep has created the opportunity for a dynamic and ambitious leader to join the Leadership Team of this highly regarded co-ed prep school, located in the heart of Corsham.

The new Head of Lower Prep will work with the Head, Deputy Head and Director of Studies to develop this role further and to further enhance the experience of the Lower Prep (Year 3 and Year 4) children. Central to the role is the pastoral responsibility for the children in the Lower Prep, along with the drive and expertise to develop new and exciting opportunities that will develop the children's academic, social and leadership skills.

The successful candidate will be experienced in teaching KS2 children, and ideally will be experienced in preparing children for selective senior school entry. The role will involve teaching English and Maths to the successful candidate's Form, along with other subjects which play to the candidate's strengths and interests.

A warm manner, initiative and excellent organisation and communication skills are crucial for this role, as is the ability to think creatively and build a strong rapport with pupils, colleagues and parents.

A full job description and person specification can be found below.

THE SCHOOL

Located in the heart of Corsham, Wiltshire, the school is housed in a beautiful Grade II listed Georgian building constructed in 1776. Heywood Prep educates boys and girls from age 2 to 11. At the end of Year 6, the majority of children leave for independent senior schools in Bath and Wiltshire, many winning awards and scholarships. At present, we have approximately 240 children on roll.

Heywood Prep is a happy school which produces caring, thoughtful children. The staff place great emphasis on nurturing and developing the talents of each pupil, encouraging them to have open and enquiring minds which will equip them to thrive in the next stage of their education. Academic standards are high and there is a strong commitment to encouraging all pupils to experience a range of extra-curricular activities. Personal development is encouraged through excellent pastoral care. Socially, numerous activities are enjoyed by the children including sport, music and drama.

WISHFORD SCHOOLS

Wishford Schools is a small, friendly group of nine schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.



As a family-run group, the group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care. In addition, Heads work closely with an Advisory Board of experienced school leaders, and with each other, meaning that someone is always available to offer advice and support.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

HOURS

This is a full-time post. The role is a Leadership Team position and as such the Head of Lower Prep is expected to work the hours required to fulfil the duties of the post over and above the normal working week, which for the avoidance of doubt may include evenings and weekends. A formal contract detailing the terms and conditions will be drawn up on appointment.

REMUNERATION

An attractive salary and benefits package will be provided. A staff fee remission will be offered to the children of the successful candidate, subject to the school's usual admissions criteria being met.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit this by email to Mrs Nicky Bartholomew, School Business Manager (sbm@heywoodprep.com).

We only accept applications on the Heywood application form and the application should be accompanied by a covering letter, addressed to the Head, of no more than one page. Please do not send a CV.

The closing date for applications is noon on Monday, 2nd March 2020.

Interviews will be held in the week beginning 9th March 2020.

Start Date: September 2020

We would welcome candidates to visit the school before application. An appointment can be arranged by contacting the Head's PA, Mrs Lauren Harmon (hmpa@heywoodprep.com / 01249 713379).

Heywood Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Head of Lower Prep (HLP) JOB DESCRIPTION

Responsible to:	The post holder is responsible to the Head in all matters and to the Deputy Head as the line manager.
Purpose of the job:	To provide effective and inspirational leadership, and ensure the effective day-to-day management, of the Lower Prep Department. To lead colleagues to develop their practice to ensure an excellent and highly successful Lower Prep Department. To promote the School's performance management process to deliver the School's strategic vision. The HLP will performance manage all Teachers in Years 3 and 4, along with specialist subject teachers as required.
Relationships:	In addition to working closely with all members of the Senior Leadership Team, the Head of Lower Prep will be expected to liaise with the following in terms of the leadership and management of the Lower Prep: <ul style="list-style-type: none"> • The School Business Manager • The Head's PA in their role as Registrar • The Head of Learning Enhancement
Particular Responsibilities:	<p><u>Responsibilities as Head of Lower Prep:</u></p> <ul style="list-style-type: none"> • To liaise and communicate with parents, form teachers and other staff as required over pastoral, welfare and behavioural matters relating to pupils in the Lower Prep Department. To oversee the operation in Lower Prep of the school's Behaviour and Anti-Bullying policies together with related systems for rewards and sanctions. • To ensure effective use of available personnel, accommodation, materials and equipment to ensure learning is optimised in Lower Prep. • To place termly orders for Lower Prep stationery. • To co-ordinate and oversee events in Lower Prep events and to liaise with other staff with regard to whole-school events. Specific events that will be organized and overseen by the Head of Lower Prep include the Year 3/4 play and the introduction of a short residential trip for Lower Prep children. • To coordinate liaison with other educational phases both within Heywood and with other schools. • To lead the Lower Prep Form Tutors and to organise and lead regular Lower Prep team meetings. • To initiate and coordinate projects within the Lower Prep Department. • To act as line manager to Teachers in the Lower Prep Department • Have general concern for and overview of the welfare of all staff, especially in the Lower Prep Department. <p><u>Responsibilities as a member of the Senior Leadership Team:</u></p> <ul style="list-style-type: none"> • To assist and advise the Head and Deputy Head in all aspects of the running of the school. • To be an effective, loyal and active member of the school's leadership team, contributing to school self-evaluation and improvement planning with particular regard to Lower Prep. • To take whole-school and Prep Department Celebration Assembly as required. • To foster and maintain good relationships with all staff, parents, Wishford Board and outside agencies. • To performance manage all Teachers in Years 3 and 4, along with specialist subject teachers as required.

	<ul style="list-style-type: none"> • To develop and maintain professional expertise and share this with others. • To help foster team spirit, positive attitudes and commitment to the school's aims amongst all staff. <p><u>Responsibilities as a Teacher:</u></p> <ul style="list-style-type: none"> • To provide a model of excellent practice as a classroom practitioner, demonstrating adherence to whole school policies, guidelines and expectations. <p>In addition to the above specific duties, to take on any other responsibilities in consultation with the Head, that are deemed necessary for the smooth running of the school and which are commensurate with the grading of the post.</p>
Hours	Full Time
Annual Review:	This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Head of Lower Prep (HLP)
PERSON SPECIFICATION**

QUALIFICATIONS	<ul style="list-style-type: none"> - Degree level qualification - QTS
EXPERIENCE	<ul style="list-style-type: none"> - Experience of leading and inspiring others - Strong track record in teaching in a primary or independent prep school - Experience in leading on pastoral issues - Understanding of best practice in a variety of settings
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> - Awareness of curriculum development - Awareness of appropriate learning and teaching strategies - A good knowledge of safeguarding and pastoral issues - Appreciation of the ethos of an independent prep school
SKILLS AND APTITUDE	<ul style="list-style-type: none"> - Demonstrate an enthusiastic and imaginative approach to learning and teaching - Ability to lead and also be a part of a team - Ability to prioritise and be well organised - A good level of IT skills - Excellent listening skills and excellent communication skills to a wide range of audiences both orally and in writing - Excellent interpersonal skills - Emotional resilience and ability to work under pressure
OTHER	<ul style="list-style-type: none"> - Flexible, adaptable and persuasive - Commitment to professional development - Calmness under pressure - Resilience, commitment and confidence - Both independent and happy within a team - Able to act as ambassador and professional advocate for the school, with strong personal credibility and the capacity to build relationships - A positive and child-centred approach - Appropriate levels of personal presentation