



BEECHWOOD

Sacred Heart School

Appointment of

Head of Preparatory School

January 2019 or April 2019



12 Pembury Road, Royal Tunbridge Wells, Kent, TN2 3QD

The Governors of Beechwood Sacred Heart School invite applications for the post of the Head of Preparatory School.



The School

Beechwood Sacred Heart School is a forward thinking, inclusive and caring Catholic co-educational, independent, day, weekly and boarding school with 360 pupils on roll (between 3 years and 18 years). Beechwood is justifiably proud of its Catholic ethos, it is an international school and welcomes all faiths. Its tradition of 'bringing out the very best' in each and every pupil, setting standards in all round achievement and genuinely being a 'happy place to be' has endured and ensured generational support. Beechwood became co-educational in 2008 and now provides an outstanding education for boys and girls, both boarding and day. With its integral preparatory school, it provides continuous education for the whole age range from 3 to 18 years with pupils joining the senior school at age 11. Our boarding community is 70 strong and draws pupils from 14 different nationalities.

Beechwood takes pride in an unusually broad curriculum, one that is geared to the needs of individual pupils, allowing a flexibility and breadth that differentiates the school and engenders an excitement and diversity that makes it a special place to learn and grow. In addition, its strength in creative and cultural subjects adds a dynamism and energy that is infectious.

Significant investment has taken place in recent years to modernise boarding and redevelop parts of the site. The School has an ambitious estates development plan which will see further investment in the next three years. There is an ambitious Development Plan driving the School forward. Outstanding teaching and learning, a major capital development project, together with a keen eye on the continual attention and improvement of those essential elements that make Beechwood

unique and successful. The School prides itself on the close relationship between staff and pupils, which flourishes in a family-like atmosphere. Drama, Music, Art and Sports are valued highly as part of the curriculum and are also offered in a comprehensive and carefully balanced programme of after-school activities.

Although the Prep School does not select its pupils on academic ability, there is an expectation that every pupil will achieve to the limit of their ability. Consequently, public examination results and A-levels, are consistently very good and well above the national average for comparable schools. The School can prepare children for the 11+ and has a successful record in doing this. A significant proportion of Year 6 do however stay on into the Senior School.

The successful candidate will play a pivotal role in developing all of the above.

The school is located in a stunning 23 acre setting on the outskirts of Royal Tunbridge Wells, Kent and was founded in 1915. Full details of the school, including curriculum and public exam results, are available at www.beechwood.org.uk. Excellent ISI report 2018.

Mission statement

- To be a vibrant, caring school, providing an education rooted in our Catholic Christian faith and in the Sacred Heart tradition where each person is known and loved.
- To enable all who study here to discover their strengths and make the most of their talents within a nurturing and supportive community.
- To foster spiritual and personal development and a sense of social responsibility.
- To create an educational environment that nurtures creativity, encourages flexibility and embraces independence of thought.
- To equip our pupils with the values, skills, and habits of mind that will help shape their future in the wider world.

The post holder will have a central role in the life of the School and will have sympathy with the Sacred Heart values and ethos of the School, if not a practising Catholic. The successful candidate will join a strong, energetic and collaborative senior leadership team who are committed to continuous whole school improvement. Supportive, imaginative and enthusiastic team work is a cornerstone of Beechwood's way of working and the Bursar and Business Manager will play a pivotal part in building on this relationship.

The Appointment

The Head of Preparatory School will be a member of the Leadership Team and, as such, will be expected to contribute to the strategic planning and management of the whole School and integrate whole school initiatives in the Prep school. He or she will be a graduate teacher (any subject discipline) and should have whole Prep school management experience of pastoral and academic responsibilities. A figurehead for staff and pupils alike in the Prep School, the individual must have a presence and command respect across all areas of the School. He or she will be responsible for the day to day management of the Prep School.

Application Procedure

You should apply using the School's application form, which must be accompanied by a detailed letter of application explaining how you would address the key duties and responsibilities of Head of Preparatory School at Beechwood Sacred Heart School. Where appropriate, please give examples of relevant experience against the key elements of the job summary and your understanding of the nature of the school. We welcome applications from both the **maintained** and **independent** primary/prep sectors.

The post is available from January 2019 or alternatively from April 2019. Please specify on your application when you would be able to take up the post.

The closing date for applications is **Monday 20 August 2018 at midday**. Initial interviews will take place **on 22nd and 23rd August 2018** and, if necessary, final interviews will follow as soon as possible thereafter.

Applications should be marked **Private and Confidential** and be sent to Miss E Milner, Beechwood Sacred Heart School, Pembury Road, Royal Tunbridge Wells, Kent, TN2 3QD or emailed for the attention of Miss Liz Milner bsh@beechwood.org.uk.

Summary of the Role

To ensure that Beechwood Sacred Heart Preparatory School is well led, with a unified community that forms a coherent part of the **whole school**, and that children's well-being, both pastoral and academic, and their behaviour and achievements, continually reflect the school values and mission statement. Our whole school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title: Head of Preparatory School

Job Purpose: Provide the leadership and management of Beechwood Sacred Heart Preparatory School

Reporting Line: The Head, Beechwood Sacred Heart School

Salary: Subject to experience

Line management responsibility for: Take responsibility for the teaching and support staff of the Prep School.

Main duties and responsibilities: Promoting and safeguarding the welfare of children and staff whilst driving the school into a bright future.

1. Policy/ Strategic Direction

- a. Work collaboratively with the Head, Bursar, Deputy Head (Senior) and Director of Studies (Senior), translating the vision for the school into agreed objectives, operational and business plans and take lead responsibility for delivering the curriculum, teaching and learning in the Prep School.
- b. Be responsible for overseeing the implementation of new and agreed curricular initiatives.

- c. Identify innovative teaching and learning practices to inform changes that may need to be made to the curriculum to maximise learning opportunities.
- d. Play a leading role in delivering the school's ICT strategy to ensure ICT is used in an innovative way in empowering and engaging children to help improve their educational outcomes.
- e. Devise development plans to ensure the school is forward thinking.
- f. Be responsible for the extra-curricular activities / clubs ensuring a rich variety of activities is provided for the children at Beechwood Prep School.
- g. Work with all staff to ensure the smooth and effective day-to-day running of the Prep School.
- h. Regularly review, co-ordinate and evaluate school policies in the light of regulatory changes.

2. Teaching and Learning

- a. Review schemes of work to support the learning within Beechwood and ensure that staff have high expectations, focus on academic rigour and are able to challenge and engage all the children to their individual ability level.
- b. Implement a system of regular review - monitoring schemes of work, scrutiny of work, classroom observations and analysis of data to ensure that high standards of teaching and learning are maintained.
- c. Ensure that curriculum planning provides continuity and progression between year groups to facilitate the effective year-by year transition of children (including transition to the Senior School) and to maximise their learning.
- d. Work with staff to ensure the special needs of the children are supported and met.
- e. Ensure the appropriate welfare and well-being of the children and contribute to an ethos in the school where each child is valued, encouraged and able to thrive both educationally and personally.
- f. Lead the promotion of high standards of behaviour in relation to attendance, conduct, punctuality and appearance and supporting teachers in developing strategies for improving areas that may hinder the children's achievements.
- g. Provide a professional model for others, clearly demonstrating effective teaching, monitoring classroom organisation and displaying high standards of achievement, behaviour and discipline.
- h. Review the balance and quality of the curriculum on an annual basis.

3. Leadership and Management of Others

- a. Lead by example, providing inspiration and motivation, and embody for the children, staff, the Head, parents and wider community the vision, purpose and leadership of Beechwood.
- b. Develop positive working relationships with and between all staff, maintaining confidentiality as appropriate.
- c. Work with the Head in the recruitment, deployment and motivation of Prep staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- d. Provide effective leadership for all staff to ensure they are appropriately briefed, motivated and supported in undertaking their roles and responsibilities.

- e. Be responsible for the health and safety and child welfare matters within the Prep School including the safeguarding of the children.
- f. Lead Prep staff meetings, briefings and INSET days as required.

4. Monitoring, Evaluation and Assessment

- a. Monitor teaching to ensure that teachers are employing appropriate, engaging teaching strategies to secure effective learning across the breadth of the curriculum.
- b. Evaluate innovative teaching and learning practices to keep the school curriculum up-to-date and maximise children's' learning developments.
- c. Be responsible for the performance of staff and children, to ensure the effective use of assessment data, formative ('active') marking to inform teaching and learning.

5. Communications, Marketing and External Links

- a. Work with the Head, Marketing Manager and Registrar to ensure that the school's marketing strategies are developed and implemented successfully.
- b. Work with the Marketing Manager to ensure the website is up to date and encourage good press relations to celebrate the success of Beechwood Preparatory Division.
- c. Working with the Registrar, monitor and evaluate pupil recruitment to ensure Beechwood Preparatory School remains a popular choice amongst prospective parents.
- d. Take responsibility for events and activities, which contribute to the marketing of the school, such as Open Days and Assessment Days.
- e. Develop links with feeder schools and look for ways of raising the growing profile and reputation of Beechwood Preparatory School.
- f. Develop and maintain relationships with Heads of other local schools and professional bodies (e.g. Society of Heads, CISC, Sacred Heart Network) to maintain best practice and ideas.
- g. Support the work of the Friends of Beechwood and attend their functions.
- h. Work closely with the parent body addressing their concerns and ensure effective communication between parents and school.
- i. Take assemblies that help foster the spiritual, moral, social and cultural development of the children and support and integrate the Catholic ethos of the school.

6. Management of Resources

- a. Work with the Head and Bursar in establishing priorities for expenditure and manage the Prep School budget.

7. Training and Development of Self and Others

- a. Lead the school's NQT / GTP / New Prep Staff Induction programmes to ensure that all new staff feel welcomed and appropriately briefed to undertake their responsibilities and make a significant contribution to the success of the school.
- b. Develop and maintain a culture of high expectations of self and others.
- c. Regularly review own practice, set personal targets and take responsibility for own professional development.

You may also be required to occasionally undertake such other comparable duties as the Head requires.

Person Specification			
	Essential <i>These are qualities without which the Applicant could not be appointed</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i>	Method of assessment
Qualifications	An ambitious and well-qualified graduate with QTS	Postgraduate qualification(s)	Production of the Applicant's Certificates
Experience	Successful teaching experience of Junior School pupils with a track record of consistently enabling pupils to achieve high standards. Some experience of strategic planning and curriculum evaluation Experience of curriculum and pastoral leadership and management		Application Form Interview Professional references
Skills	Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate. To be comfortable in a representational role for the Prep school. Ability to work effectively as a leader and be part of the senior leadership team, to show initiative and imagination, to have vision and the ability to inspire others. First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities. Strong analytical and problem solving skills, combined with a proactive and positive approach to change management. Effective and energetic in instigating and implementing change. Able to see through complex strategies from concept to conclusion Able to maintain a high work rate and to juggle a range of tasks and issues at the same time.	Evidence of financial awareness, e.g., ability to work to a budget	Application Form Interview Professional references

	<p>High level of classroom teaching skills.</p> <p>Excellent written and spoken English and the ability to articulate and communicate clearly and listen effectively.</p> <p>A high level of competency in numeracy to interpret statistical data, and manage budgets.</p>		
Knowledge	<p>An awareness of recent important national educational developments.</p> <p>A clear understanding of recent developments in teaching and learning.</p> <p>Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.</p> <p>Experience of change management</p> <p>Experience of staff appraisal.</p> <p>Experience of lesson observation and feedback.</p> <p>Experience with, involvement in, and support for, co-curricular life of a school.</p>	<p>Understanding of regulatory requirements of ISI Inspection</p> <p>Formal Training in Child Protection and Safer Recruitment procedures</p> <p>Experience of implementing whole school initiatives and contribution to whole school development at a strategic & operational level</p>	<p>Application Form</p> <p>Interview</p> <p>Professional References</p>
Personal competencies and qualities	<p>Being a positive, visible, energetic and charismatic role model in approach, conduct and standards of expectation.</p> <p>A personal faith consistent with the values, traditions and worship life of the School. He or she should be mindful of the traditions and the Catholic ethos of the school.</p> <p>A sensitivity to the needs of young people. Enjoyment of working with and liking of young people.</p> <p>Personal integrity, honesty, energy, stamina, enthusiasm.</p> <p>A willingness to give generously of their time to support school events and activities.</p> <p>Commitment to personal development and</p>		<p>Application Form</p> <p>Interview</p> <p>Professional references</p>

	<p>lifelong learning.</p> <p>An ability to empathise.</p> <p>To remain professional under pressure. Humble enough to accept criticism</p> <p>An ability to foster and sustain positive and mutually affirming relationships.</p> <p>Patience, resolve, and introspection/reflexivity. Dedication, loyalty and commitment.</p>		
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In making the appointment the Governor's will have to regard to the experience and potential specifically exhibited by candidates. The exact delineation of responsibilities will be determined by the strengths and interests of the appointee. This Job Description may be altered to meet changing educational context at the discretion of the School. Salary will be paid according to the Beechwood Leadership Scale, at a starting point appropriate to the qualifications and experience of the successful candidate.

