



**Cranmore School**  
Independent Preparatory School  
for girls and boys 2½ - 13

Appointment of

## Head of Junior Department

From September 2017

## Information for Applicants



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# About Cranmore



## INTRODUCTION

Cranmore School is an independent Catholic school founded in 1968 and is one of Surrey's leading prep schools. Cranmore welcomes girls and boys from 2½ to 13 years. At present there are 480+ pupils on roll. It is located in a rural setting in the Surrey village of West Horsley, equidistant from Guildford and Leatherhead.

The school comprises a traditional Preparatory School (Senior Department), fed internally by a Pre-Prep (Junior Department) and a Nursery (Bright Stars at Cranmore). Children from Bright Stars progress to the Junior Department.

The Junior and Senior Departments share modern teaching facilities with 35 classrooms. The self-contained Nursery is divided into four zones each with its own wet area. It has a dedicated outdoor learning area with a fenced-off safety-mat for adventure play equipment. In addition, the Nursery has full access to the main school facilities such as the Music School, swimming pool, sports hall, woodland area and sensory garden.

A wide curriculum including music and the creative arts is followed. In addition, more than 40 extra-curricular clubs operate and include many options which are unusual in a prep school e.g. rowing and skiing. Although the school is non-selective, academic, art, music and sporting results are all excellent.



Pupils are prepared for a range of senior schools which in a typical year include the Royal Grammar School Guildford, City of London Freeman's School, Epsom College, St George's College, St John's School, Hampton School, KCS Wimbledon, Charterhouse, Cranleigh School, Tonbridge School, Wellington College, Winchester College and Worth School.

Cranmore has an impressive track record in both Common Entrance and Scholarships to senior schools.

## GUIDING VISION & VALUES

The School's mission is to be a Catholic School whose aim is to help all pupils fulfil their potential, to foster their individual talents and to provide for their needs within its caring Christian community, committed to the teachings of the Gospel.

We welcome children from all faiths and from all walks of life – each is valued equally and we work hard to ensure we discover their individual talents and passions during their time as part of the Cranmore community.



# About Cranmore

## LOCATION AND FACILITIES

Cranmore comprises outstanding teaching and sporting facilities which are contained within a single attractive 25-acre site on either side of the A246, the Leatherhead to Guildford road.

There is a private wooden bridge for safe access between the main school site and 12 acres of playing fields. The school has three modern science laboratories, two air-conditioned ICT laboratories, a chapel and a Music School. The Music School contains a large auditorium, specialist teaching and practice rooms where a wide range of musical instruments are available for use by both juniors and seniors.

All classrooms and offices are linked by the school's internet and all teaching staff have voicemail. All classrooms have interactive screens. There are also Surface Tablets and iPads available as a teaching resource. External doors are coded and the site is monitored by CCTV.

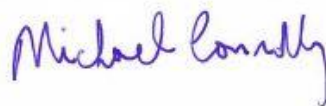
Within the main school building we have a sprung-floored gymnasium, including an adventure boulder wall, and a Half-Olympic size indoor heated swimming pool. In addition, in a large separate building we have a sports hall marked out for badminton, basketball, cricket nets and volleyball. On its upper level there are sports staff offices, changing rooms and showers, three high quality glass backed squash courts and, for older pupils, a Fitness Room with a suite of low impact cardiovascular equipment. These facilities are also available to staff.

With the exceptions of rowing at nearby Walton-on-Thames and skiing at Sandown, all our sporting facilities are on site. The Henderson Playing Fields, Paddock and Main Square provide a mixture of football and rugby pitches in winter and running tracks, cricket pitches, outdoor cricket nets and a nine hole pitch-and-chip golf course in the summer. There is a pavilion between the cricket pitches with changing facilities for visiting teams. We are also fortunate to have two fenced all weather pitches. One is principally used as four tennis courts and is also equipped with goals to use for football and hockey. The other is set up for football and hockey and is mainly used by pupils in Years 7 and 8.

A 1,500 square metre playground with rubberised safety surface is available for the use of all children during their break times. Adjoining the playground are a fenced and rubberised adventure play area for younger children and a 750 square metre quiet area with benches for reading and playing board games.

A wooded area owned by the school adjacent to the main pitches on the Henderson Playing Fields is used for 'Forest School' as well as collecting data for geography and science projects. The pond is used for supervised science lessons.

A fleet of six minibuses is used during the week for bringing some children to school from outlying areas and transporting them to matches against local schools.



Michael Connolly  
Headmaster



# About the Head of Junior Department Post



The Head of the Junior Department will enjoy considerable autonomy for leading, managing and developing the Junior Department and will report directly to the Headmaster on all matters concerning the Junior Department.

This post has a high profile with pupils, parents and colleagues and therefore is, in effect, the 'public face' of the Junior Department. It is essential that the post holder has the personal and professional qualities for the role which will include effective skills in both leadership and communication (oral & written). It is not essential to be a practising Catholic. However, a clear commitment to our Catholic ethos is required.

## COEDUCATION

The most recent major change at Cranmore is the introduction of girls to the main school. This has been so successful that by September 2017 there will be girls in each year group in the Junior Department which includes Year 3. The Head of the Junior Department will play a leading role in the continued success of the Co-ed initiative at Cranmore School.

## MANAGEMENT ROLES

- Member of the Senior Management Team with particular responsibility for the Junior Department.
- Contribute to devising appropriate strategies to develop the school and support their successful implementation.
- Member of the Governors' Academic, Pastoral and Staffing Committee.
- Deputy Designated Safeguarding Lead.



# Head of Junior Department - Responsibilities

*(unless stated otherwise, the responsibilities identified relate to the Junior Department)*

## DEPUTY DESIGNATED SAFEGUARDING LEAD

The role and responsibilities for the Deputy DSL are, for all intents and purposes, identical to those of the DSL. However, in the context of Cranmore School, the Deputy DSL will have a particular interest in the welfare of children within the Junior Department including Bright Stars Nursery. The Nursery Manager and her Assistant are also trained DSLs.

## Managing Referrals

- Referring a child if there are concerns about possible abuse, to the Children's Social Care Team. (This referral should be immediate if a child is at risk of serious harm.)
  - The Local Authority Designated Officer (LADO) for child protection concerns (all cases which concern a staff member)
  - Disclosure & Barring Service (cases where a person is dismissed or left due to risk/harm to a child)
  - Police (cases where a crime may have been committed)
  - Children deemed to be in need of additional support but who have not suffered or are likely to suffer significant harm to have interagency assessment using CAF (Common Assessment Framework) or TAC (Team around the child) approach.
    - Liaise with the Headmaster to inform him of issues especially on-going enquiries under section 47 of the Children Act 1989 and police investigations.
  - Acting as a source of support, advice and expertise to staff on matters of safety & safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
  - Ensuring that a referral is made within 24 hours of any allegation being made using the multi-agency referral form following a telephone call.
  - Keeping written records of concerns about a child even if there is no need to make an immediate referral. Ensure any action/ outcome is recorded against each concern.
- Ensuring that all such child protection records are kept confidentially and securely, separate from pupil records, until the child's 25th birthday, and are copied and forwarded to the DSL at the child's next school.(separately from any other school records for the child) Request verification that records forwarded have been received by the appropriate person.
  - Ensuring that an indication of further record keeping is marked on the pupil records.
  - Liaising with other agencies and professionals.
  - Ensuring that either they or their deputy attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.
  - Ensuring that any pupil currently with a child protection plan who is absent without explanation for two days is referred without delay to their key worker's Social Care Team.
  - Organising child protection induction / training following SSCB guidelines for schools and update training every 2 years, for all school staff. Make staff aware of training opportunities and latest local policies on safeguarding.





# Head of Junior Department - Responsibilities

## Training

The Deputy DSL should receive appropriate training every two years in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared processes such as early help assessments. (EHA) formerly CAF.
- Have a working knowledge of how the local authority conducts a child protection case conference and a child protection review and be able to attend and contribute effectively if required to do so.
- Ensure each member of staff has access to & understands the school's child protection procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures Cranmore School may put in place to protect them.

## CURRICULUM & WELFARE

- Visit all classes on a regular basis (i.e. several times each term) in order to get to know the children and to gain some understanding of their relative progress and teach some lessons on an ad hoc basis.
- Lead and manage the development of the curriculum, and work to maintain the school's reputation for achieving academic excellence.
- Provide a balanced curriculum which meets the needs of each pupil.
- Liaise with colleagues to develop a programme which ensures continuity and progression for pupils' learning.
- Evaluate and monitor the syllabuses, schemes of work, development plans, staffing and In-Service Training records.
- Advise the Headmaster, Deputy Head, SMT and subject coordinators about relevant developments and future changes.
- Propose curriculum and timetable initiatives for discussion with the SMT and subject coordinators.
- Chair regular meetings of subject co-ordinators and be responsible for the Agenda and Minutes of these meetings.
- Chair regular meetings for all staff - teachers and teaching assistants - and be responsible for the Agenda and Minutes of these meetings.
- Create the timetable and liaise with the Assistant Head who prepares the timetable for the Senior Department to ensure its smooth implementation.
- Liaise with the Senior Department and disseminate appropriate information to ensure a smooth transition between the Junior Department and Senior Department.
- Liaise with Bright Stars and disseminate appropriate information to ensure a smooth transition between Bright Stars and Junior Department.
- Maintain a sound knowledge of developments in the national curriculum, as well as recommendations from IAPS and other appropriate bodies.
- Monitor and evaluate the progress of each child by appropriate types of assessment.
- Maintain accurate, relevant and up to date records on each child's progress.
- Ensure there is an appropriate programme of assemblies.
- Ensure there are satisfactory arrangements for pupils' lunch, recreation time, pre/after- school care and any other non-classroom supervision.
- Assess for 7+ Academic Scholarships and manage 7+ Music and Sport Scholarships.
- Oversee and check for the quality and content of the VLE.
- Make decisions with the Head of Progress about the provision for pupils who are identified as needing additional learning support.
- Liaise with external educational and health agencies, including those who perform statutory functions, in appropriate cases.
- Assume the role of Designated Safeguarding Lead for the Junior Department.
- Advise the Headmaster or Deputy Head of any urgent matter which warrants their attention.

# Head of Junior Department - Responsibilities

## STAFFING & RESOURCES

- Assist the Headmaster in the appointment and effective deployment of staff which includes making provision for absentees and creating duty rotas whenever necessary.
- Oversee procedures to induct new staff, including NQTs, to ensure their smooth introduction to the school.
- Assume a leading role in organising INSET and initiatives for staff development (including appraisal).
- Approve or seek approval from the SMT for individual staff or departmental requests to attend In-Service training courses and conferences.
- Ensure there are regular departmental meetings, including those under the direction of subject co-ordinators.
- Organise the resources available to enhance the learning experience of pupils.
- Maintain an overview of the department's educational resources and budgets.
- Play an active part in the development of the School Information Management System.
- Be responsible for the appraisal of staff.

## MARKETING

- Assist the Headmaster in promoting the school through various means including promotional literature, open mornings and advertising.
- Organise various promotional events to help increase uptake of places.
- Develop links with local feeder nursery schools and pre-prep schools.
- Assist the Headmaster in hosting appropriate meetings/events for current parents as part of the 'internal marketing' programme.
- Be the 'public face' of the Junior Department, especially in handling parental concerns in appropriate cases.
- Provide written reports for parents at regular intervals as directed by the Headmaster.
- Ensure that the Junior Department sections of the school web site are both vibrant and current.
- Attend all Headmaster's Reception / Parents' Information Evenings in the Junior Department.

## ADMISSIONS

- Liaise with the Registrar and Headmaster's secretary on all matters related to the admission of new pupils.
- Undertake the testing and interview of prospective pupils, where appropriate, and recommend offer(s) of place(s) to the Headmaster for approval.
- Meet prospective parents and advise on Junior Department.
- Ensure the *Parents' Handbook* has all the relevant information for new parents.

## BRIGHT STARS AT CRANMORE NURSERY

- Whilst the Headmaster has the ultimate responsibility for the Nursery, the Head of the Junior Department must take a keen interest in all aspects of its operations including approving all policy decisions.
- It is understood that the day-to-day running of the Nursery and most of the administrative tasks will be delegated to the Nursery Manager.
- The Head of the Junior Department is responsible for the recruitment of staff for Bright Stars with the exception of the Nursery Manager.
- Have regular meetings with the Nursery Manager to discuss any issues relating to the children, staffing, development, numbers of children and organisational aspects.



# How to Apply

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will not be put forward for consideration. Curriculum vitae will not be accepted in place of the completed application form. **The application form should be accompanied by a Letter of Application addressed to the Headmaster.**

The applicant may be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. Candidates selected for interview will also be observed teaching a lesson. The interview panel will consist of at least one person trained in Safer Recruitment who will ask the appropriate questions. All applicants who are invited to interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications.

If it is decided to make an appointment following the formal interviews, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; **Please note that references will be taken up on long listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

## Key dates

**Closing Date for Applications: Friday 13 January 2017**

**Interviews to be held on: Long List: w/c 23 January 2017**

**Short List: w/c 30 January 2017**