

DEPUTY HEAD (RESPONSIBLE FOR PRE-SCHOOL & PRE-PREP)

CANDIDATE BRIEF



Welcome



Welcome to Rowan Preparatory School. I am honoured to be leading the school as only the sixth Headmistress since 1936. I believe that the traditions and values of the school help us to move forward, creating an exciting and innovative learning environment for the girls. We never lose sight of what makes Rowan truly special.

Hic Feliciter Laboramus— Here We Work Happily.

Rowan is a dynamic, happy school which prepares girls for the challenges they will face in life, helping them to develop compassion, respect and a lifelong love of learning. We value all our girls as individuals and attach great importance to the quality of teaching and learning that is at the very heart of our philosophy on education. We encourage individuality in an environment which supports every girl and provides opportunities for children to thrive. Our Year 6 girls move on to a wide range of outstanding senior schools as highly motivated and confident young ladies. When talking to the girls they are abuzz with memories of their first sleepover at school, playing in the Spinney and wonderful experiences such as the annual Carol Service or the re-creation of a Viking longboat from traditional material! It is experiences like these that enhance the outstanding academic environment at Rowan.

Our happy and successful school is testament to the hard work and determination of the girls, who develop skills and knowledge for the future, inspiring them to learn and enquire. Rowan nurtures curious minds where the girls have the opportunity to try something new, hone their passion for sport or show an appreciation of the arts. They are well prepared to take on life's challenges whilst relishing the joys of childhood.

If you would like the opportunity to be part of our successful school please read on.....

School Overview



The role of Deputy Head within Rowan Preparatory School will be to maintain a high profile throughout the school and wider community, ensuring the smooth day to day running of the school, fostering key strategies to promote excellence in the quality of the education delivered. You will work with the Headmistress and be part of the Senior Leadership Team, ensuring that the school is able to meeting both strategic and operational goals. You will be required to build strong, professional relationships with all staff and pupils to sustain and enhance the reputation of the school.

In the capacity of joint Deputy Head, you will work collaboratively within the areas of curriculum, assessment, pastoral support, well-being, community and governance. Within this role, the leadership and management aspects of the school will be site specific. It is imperative that within the role of joint Deputy Head you have thorough knowledge and understanding of whole school operations. You will teach across both sites and work collaboratively with all staff members.

Job Description

Job Position: Deputy Head (Responsible For Pre-School & Pre-Prep)

Reports to: Headmistress

Line Manages: Early Years Phase Leader, Key Stage 1 Phase Leader & all other teachers and TA's at Rowan Brae



- Actively promote and develop the ethos and vision of the school and attend all major school events and those within the wider community.
- Display a high standard of professional behaviour and integrity at all times.
- Actively establish excellent relations and build a professional rapport with parents and visitors to the school.
- Demonstrate excellent organisational skills.
- Foster the development of a positive and supportive ethos for learning including social responsibility amongst the girls.
- Work alongside the Headmistress and other members of SLT in maintaining a vibrant and thriving school.



Leadership & Management

- Chair weekly meetings including SLT/Governor meetings in the Head's absence.
- Keep up to date with changes in educational theory and subject requirements; the National Curriculum, Common Entrance and Scholarship expectations. Stay abreast of initiatives at group and national level.
- Liaise with Headmistress, School Business Manager and Senior Leadership Team in prioritising budgets, ensuring good value for money.
- Attend full meetings of the Local Governing Board as a visitor and any relevant committees, where appropriate. Represent the Headmistress at group and feeder school events when required.
- Contribute to management decisions on all aspects of policy, development and organisation.
- Lead staff appraisal and mentoring across the school.
- Deputise for the Headmistress in her absence.
- Oversee all aspects of the key-stage organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
- Liaise with Phase Leaders/Directors, Heads of Departments, Subject Coordinators and the Inclusion Manager regularly reporting back to the Headmistress.
- To manage and co-ordinate the charities supported by the school.
- To manage the school calendar, including term dates liaising closely with the Headmistress and Senior Leadership Team.
- Publish summaries and handbooks to be used within the school and wider communities.
- Ensure that administrative tasks are carried out smoothly, liaising with the office manager for school events.
- Oversee the induction process of new members of staff within the key stage, this may include NQTs.
- Co-ordinate and oversee the organisation of school visits and extra-curricular activities within the key stage.
- Annually review contents of the prep-planners, liaising with publishers (Hill Only).



Pastoral Care & Well Being

- Oversee the pastoral care, personal development and general behaviour of the school.
- Establish school links with the community.
- Produce an annual timetable for assemblies incorporating faith, community, charity, pastoral themes.
- Lead assemblies as appropriate.
- Support staff when dealing with pupils and parents as necessary.
- Monitor the standards of behaviour across the school reinforcing policy and best practice.
- Set an agreed system of positive reinforcement.
- To act as the DSL for the Pre-Prep, working alongside the Deputy at the Hill.
- Attend training, liaise with governors and ensure that all policies reflect the regulations.

Curriculum & Assessment - Whole School Focus



- Support the development of academic aims and standards across the whole school, with specific awareness to the Early Years and KS1.
- Support and contribute to the school's system for the review and evaluation of teaching and learning.
- Monitor the raising of pupils' standards of achievement and attainment.
- Evaluate pupils' progress, achievement and attainment, and report to the SLT and LGB.
- Lead and support staff in the management and development of their curricular responsibilities to promote high quality teaching and learning.
- Promote strong academic tracking via new IT packages.
- Produce records and systems on behalf of the Headmistress.
- Involve the staff in projects which promote their personal effectiveness.
- Co-ordinate staff and/or staff events, e.g. INSET arrangements and CPD.
- Create the school (Rowan Hill/Brae) timetables.



Recruitment & Teaching Commitments

- To contribute towards the recruitment and selection of new members of teaching staff.
- To support the Headmistress in mentoring/coaching new staff.
- Teach approximately 20% of the timetable (Brae and Hill).
- Undertake duties, lesson cover and/or activities as required of all staff.



Person Specification	Essential	Desirable	Evidence
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	✓		Interview Application form
Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others	✓		Interview Application form
Strong analytical and problem solving skills, combined with a proactive and positive approach to change management	✓		Written task Interview
Promote the school's aims positively and use effective strategies to monitor pupil progress and social development	✓		Interview Application form
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities	✓		Interview, Task Application
Effective and energetic in instigating and implementing change	✓		Interview Presentation at Interview
Able to maintain a high work rate with the ability to prioritise effectively.	✓		Interview
High level classroom teaching skills	✓		Lesson Observation
Excellent written and spoken English	✓		Application form Presentation at Interview
Sufficient numeracy to interpret statistical data and manage budgets	✓		Application form Written Task

Knowledge			
An awareness of recent important national educational developments and an interest in keeping abreast of change	✓		Interview and application
To have a clear understanding of the Early Years and KS1 curriculum. Teaching experience within the Early Years.	✓		Interview and application
A clear understanding of recent developments in teaching and learning across all phases of learning.	✓		Interview
Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling innovative and effective approaches to learning, teaching and school organisation	✓		Lesson observation Interview
A clear understanding of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection and DSL	✓		Interview and application
Qualifications/Attainment			
A well-qualified graduate with QTS	✓		Application form
Evidence of continuous INSET and continual professional development e.g. MA/ NPQSL		✓	Application form



Experience			
Successful teaching experience across the age range Early Years and KS1	✓		Application form Lesson Observation
Experience or knowledge of Key Stage 2 teaching and learning		✓	Application form Lesson Observation
Successful experience of curriculum leadership and management gained as a Head of Department, Phase Leader or Subject Co-ordinator	✓		Application form Interview
Some experience of pastoral care and pupil management, for example as a Form Teacher	✓		Application form Interview
Attitude/Approach			
A sensitivity to the needs of young people and the colleagues you work with.	✓		Interview
Personal integrity, honesty, energy, stamina, enthusiasm, creativity	✓		Interview
A willingness to give generously of your time to support school events and activities	✓		Interview Application form
Commitment to personal development and life-long learning	✓		Interview Application form



Candidates should ensure that they address all of the above criteria in their application form, referring, where appropriate to actual experience. In addition the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Behaviour management strategies which respect children's needs

Rowan Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.