

BELLEVUE | EDUCATION  
A group of exceptional schools

**Headteacher**

**Edenhurst Preparatory School**

**Job Application Pack**

**Private and Confidential**

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## About Edenhurst Prep School

Edenhurst Prep School is situated in a leafy residential suburb of Newcastle-under-Lyme, a vibrant university town in North Staffordshire.

Edenhurst is conveniently placed between two major routes from the town out towards pleasant commuter villages. The area enjoys excellent cultural attractions, beautiful gardens and parks and the countryside is never far away.

The local economy is prospering with major ceramics manufacturers, such as Wedgwood, Churchill and Emma Bridgwater, along with multinational companies, such as JCB, Michelin and Bet365, taking advantage of the excellent road and rail links. Manchester and Birmingham are each an hour's drive away, while London is just 90 minutes by train, and the School is within close proximity of Keele University and the Royal Stoke University Hospital.

The School is fully coeducational with around 170 pupils including a thriving Nursery which is open all year-round. The School's buildings and facilities have developed steadily throughout its history and recent developments include a new Astroturf multi sports surface. There are dedicated rooms for IT, Art, French, Music, Science, and a Library. The School runs its own Holiday Club and wraparound care from 8am - 6pm.

Academic standards at the school are high, and for many years pupils have achieved scholarships and exam passes to a range of senior independent schools. The School prides itself on developing well rounded young people through delivery of its core values of **Nurture, Inspire, Achieve**. The most recent ISI Inspection (March 2017) rated the School as 'Excellent' and the Early Years provision as 'Outstanding'.

Through being part of the Bellevue group, Edenhurst benefits from shared best practice and focused training programmes covering all aspects of education. The school also receives specialist support in the areas of educational advice, finance, human resources and marketing, enabling the Headteacher to focus on the most important aspects of their work: delivering an education which enables every child to reach their full potential.

**Further information about the school may be found on our website at [www.edenhurst.co.uk](http://www.edenhurst.co.uk) and for further information about Bellevue please visit [www.blvue.com](http://www.blvue.com)**

## Person Specification

### Qualifications and Professional Development

An appropriate DfE registered teaching qualification, a further professional qualification e.g. NPQH or education focussed MA is considered desirable.

### Experience

- The candidate will have substantial experience and record of success as an effective Head, Deputy, or equivalent Senior Leadership role
- A track record of effective and successful teaching, with relevant experience in EYFS, KS1 and KS2, preferably with specific experience of preparing children for 11+ examinations to state grammar and independent secondary schools
- A proven ability to lead and develop themselves and teams, being adept at identifying personal areas for development and recognising the potential and development needs of others
- Experience of overseeing the daily operation of a nursery is desirable

### Promoting Excellence and Achievement

- A commitment to celebrating the depth of diversity of achievement in school and nursery, through leading the recognition of groups or individuals
- The ability to recognise and acknowledge excellence and challenge poor performance
- A thorough understanding of the issues which affect the quality of educational achievement, including teaching standards, learning environment, target setting, assessment, diversity and inclusion strategies - identifying and disseminating best practice within the staff
- A commitment to achieving excellence and a track record of delivering strategies to raise standards in all areas of school operation
- Rigour in leadership, showing a commitment to evidence based leadership together with creativity in developing the school SEF, and deriving SDP priorities based on effective use of school performance data, collating, evaluating, reviewing and taking appropriate action
- Managing effective communication strategies between all areas of the school community, including the Nursery

### Teaching and Learning

- The capability and commitment to develop a creative and collaborative learning culture, including experience of creating an effective and motivational learning environment
- A secure understanding of the national curriculum and an interest and awareness of trends in curriculum innovation
- Knowledge and experience of a range of successful teaching and learning strategies in order to meet the needs of pupils across the ability range, together with experience of introducing teaching innovation in a previous post

- A thorough understanding of the key aspects of successful learning and successful learners, as well as the key elements of effective behaviour management including the development of appropriate policies and practice relating to behaviour management
- A clear understanding of the role of effective feedback in the learning process.

## Skills/Personal Capabilities

The candidate:

- Demonstrates natural ability and leadership qualities, leading by example showing personal strength of character through transparency, integrity and fairness and commanding the respect of pupils, staff and parents
- Displays energy and imagination with the courage to innovate; display unwavering commitment to the continued development of the school combined with a commitment to raising standards
- The capability to show respect and attention to the views of others, with the willingness to act decisively and independently according to their own values
- The enthusiasm, initiative and commitment to ensure good practice is embedded throughout the school and nursery
- Excellent communication skills, including the ability to empathise with pupils, staff and parents
- The ability to address difficult issues, deal sensitively with conflict and take difficult decisions, together with the clarity of purpose and capability to communicate the rationale for decisions sensitively and clearly
- Have appropriate self-confidence and inspire confidence while remaining considerate to the needs of other
- Possess a sense of humour, particularly in relation to their own mores, strengths and weaknesses!

## Strategic Leadership

- The ability and experience to identify areas where change is necessary and to manage those changes effectively, minimising their impact on the daily routines of the school
- A clear vision for education, together with the ability to communicate this to the staff, parents and children at the school and nursery, together with the wider community together with the capability to translate the vision into coherent, achievable and challenging plans
- Secure the confidence and loyalty of the school community, creating an environment that allows all sections of the school community to contribute to the strategic aims of the school
- Build a united and successful management team, instilling in each member the desire and drive to lead in their given areas with independence and initiative
- The ability to think strategically, developing plans for the long term future of the school and nursery

## **Job Description and Role and Responsibilities**

The Head is responsible to the Director of Schools for the overall leadership and management of the school and nursery.

The Head will keep Bellevue Education's Director of Schools informed at all times about the work of the school and nursery and consult them wherever and whenever appropriate, for example over the formulation of the strategic and school development plans, marketing strategies, or significant curriculum or organisational change. The Head's good working relationship with the Bursar will be essential to the smooth running and development of the school and nursery.

The Head has a pivotal role of leadership in the school and nursery. The Head's vision, inspiration, initiative and management are fundamental in creating a climate which enables every member of the school and nursery community to flourish.

The Head will be expected to engage in continuing professional development in order to meet the present and future challenges of the role, and to undertake the process of performance management.

The Head will be an advocate for the school both in public and in private.

### **Key Managerial and Leadership responsibilities**

The Head is responsible for ensuring that pupils are safe at all times, and that outcomes of the Every Child Matters agenda are delivered.

### **Learning and Teaching**

- to encourage learning to be at the core of all activities related to the school and nursery
- to determine, implement and monitor appropriate academic, pastoral, moral and spiritual curricula for the school
- to monitor and evaluate the quality of learning and teaching in the school and nursery, and to put in place appropriate initiatives developments
- to ensure that the progress of individual pupils is assessed, recorded, reported and supported
- to encourage all staff to engage in continued professional development to benefit their own learning and to support pupils' development

### **People**

- to promote the development of an adventurous, supportive and forward looking organisation and to maintain and develop the strong sense of community within the school
- to act as a role model for pupils, appreciating their efforts and supporting their extracurricular activities such as clubs, plays, concerts and matches

- to inspire, motivate, counsel and, where necessary, to discipline pupils and staff as appropriate
- to appoint staff who will enrich the pupils' experience through inspirational teaching and a commitment to extracurricular activity
- to ensure that proper standards of professional performance are established and maintained
- to promote, supervise, monitor and review arrangements for the professional development of academic and pastoral staff, including performance management
- to ensure the pastoral care for pupils is of the highest quality through a focus on the well-being of every child
- to ensure the maintenance of good order and conduct at all times when pupils are in the care of the school and nursery

### **Policies/Procedures**

- in co-operation with the Bellevue's Director of Schools, to formulate, develop and review the overall aims and values of the school and to implement and then monitor the effectiveness of policies and procedures intended to achieve these aims and values
- to ensure that there is an agreed strategic plan and an agreed school development plan in place at all times
- to ensure that the school and nursery comply with all statutory and regulatory requirements

### **School Development and Promotion**

- to promote a clear sense of vision, direction and intended outcomes in leading and managing the process of both strategic and school development planning
- to establish effective structures for the smooth running of the school and nursery, ensuring that responsibilities are clear but not exclusive
- to work with the Bellevue Marketing Director to establish, implement and review procedures for the promotion and marketing of the school and nursery, encouraging the involvement of the whole staff
- to recruit, select, admit and retain children for nursery and school, seeking to maintain and develop the academic standing of the school, and to increase and sustain a strong pupil base
- to develop and sustain good relationships with other feeder nurseries and senior schools, and to explore positively further co-operation for mutual benefit

## Communications

- To establish and maintain excellent communication throughout the school and nursery community, internally and externally
- to build relationships with parents and to ensure excellent communication between the school / nursery and the parent body, both individually and collectively
- to maintain and further develop good relationships and communication within and beyond the school / nursery community in order to promote an understanding of and support for the aims, values and performance of the school
- to develop appropriate links with the media, local business and other relevant networks to enhance the reputation of the school
- to develop and maintain contacts with other Heads and their schools, professional associations and other appropriate bodies, for the benefit of the school

## Resources

- to plan, manage, allocate and account for the human, financial and material resources of the school and nursery
- to ensure jointly with the Bursar that there are clearly understood procedures for setting and controlling financial budgets and deciding which it is appropriate to delegate
- to make arrangements jointly with the Bursar to ensure that school property, buildings, grounds and equipment are used properly, safely, efficiently and effectively

## Health and Safety

- to ensure jointly with the Director of Schools and Bursar that the School Health and Safety Policy is promulgated and properly administered
- to ensure the School's Child Protection Policy is promulgated and properly administered, including Safer Recruitment and other staff training, and that safeguarding arrangements are subject to constant review and evaluation.



*Edenhurst School is committed to the protection and safety of its pupils  
and follows safer recruitment practice.*

|  |                                     |                   |
|--|-------------------------------------|-------------------|
| Application for the post of:                         |                                     | Closing Date:     |
| <b>SECTION A - PERSONAL DETAILS</b>                  |                                     |                   |
| Surname:   | Forenames:                          |                   |
| Home Address:  | Telephone (Home):                   |                   |
|  | Telephone (Mobile):                 |                   |
|  | Email:                              |                   |
| <b>SECTION B - PRESENT OR MOST RECENT EMPLOYMENT</b> |                                     |                   |
| Job Title:   | Present Salary:                     | Period of Notice: |
| Date Joined:   | Date Left ( <i>if applicable</i> ): |                   |
| Name and Address of Employer:                        |                                     |                   |
| Main Duties:   |                                     |                   |

### SECTION C - REFERENCES

Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer or school. Please note if you are shortlisted, we will contact one of your referees prior to interview.

Name and Address:

Occupation:

Years Known:

Contact Details:

Tel:

Email:

Name and Address:

Occupation:

Years Known:

Contact Details:

Tel:

Email:

### SECTION D - PREVIOUS EMPLOYMENT *(please continue a separate sheet if necessary)*

| Dates: |     | Position Held | Employer <i>(Name and Town of Employer):</i> | Reason for Leaving: |
|--------|-----|---------------|--|---------------------|
| From:  | To: |               |  |                     |
|        |     |               |  |                     |
|        |     |               |  |                     |

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|  |  |  |  |  |

Please explain any gaps in your Education and Employment history:

**SECTION E - EDUCATION, QUALIFICATIONS, AND TRAINING**  
 relevant to the position you are applying for *(please continue a separate sheet if necessary)*

| From: | To: | School/College/University/Training Establishment | Qualification Obtained<br><i>(if applicable)</i> |
|-------|-----|--|--|
|       |     |  |  |
|       |     |  |  |
|       |     |  |  |
|       |     |  |  |

**SECTION F - SKILLS, EXPERIENCE AND KNOWLEDGE**

Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application.

## **SECTION G - REHABILITATION OF OFFENDERS ACT 1974**

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

**Have you ever been convicted of a criminal offence which is not 'protected'?**

**YES / NO**

If you have answered yes, supply details of all convictions in a sealed envelope marked 'confidential' and attach to this form. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

**SECTION H - DECLARATION**

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to

- a) references which are satisfactory to the school,
- b) a satisfactory DBS certificate and check of the Barred List,
- c) the entries on this form proving to be complete and accurate and
- d) a satisfactory medical report, if appropriate.

I confirm that I have not been disqualified from working with children, cautioned, or sanctioned in this regard by the Childcare (Disqualification) Regulations 2009.

I confirm that I am not disqualified *by association* because I live in the same household as someone who is disqualified.

Signature:

Date:

**Please return completed form by email to [office@edenhurst.co.uk](mailto:office@edenhurst.co.uk) or post to:**

School Office,  
Edenhurst Preparatory School,  
Westlands Avenue,  
Newcastle under Lyme,  
Staffordshire,  
ST5 2PU

*Edenhurst School is committed to the protection and safety of its pupils  
and follows safer recruitment practice.*

