



**CRICKLADE**  
**MANOR PREP**

Formerly  
**PRIOR PARK**  
**PREP SCHOOL**

# DEPUTY HEAD

## Candidate Pack





## Introduction

<b>Key dates:</b>	Apply by 1 February 2018
<b>Job start:</b>	September 2018
<b>Location:</b>	Cricklade, Wiltshire (SN6 6BB)
<b>Contract type:</b>	Full Time
<b>Contract term:</b>	Permanent

### The Setting

Cricklade Manor Prep (formerly Prior Park Prep) is a long established Independent Prep School located in the heart of Cricklade, Wiltshire. Cricklade is a short drive from the M4 and A419, making it easily accessible from Cirencester, Swindon, Malmesbury and surrounding areas.

The school is housed on an 8-acre site within the town, including a handsome Grade II listed manor house, a separate pre-prep department housed within a walled garden, a number of purpose-built classroom blocks and extensive sports facilities including astroturf and grass pitches, a sports hall and swimming pool.

### The Experience

Cricklade Manor Prep educates boys and girls from age 3 to 13. At the end of their time at the school, pupils move on to a wide range of independent, grammar and maintained schools.

The school aims to:

- Develop the academic, musical, creative, sporting and other talents of each boy and girl.
- Provide outstanding pastoral care in a secure, happy, nurturing environment, underpinned by principles of tolerance, kindness and respect.
- Create an outward-looking ethos, building links with parents and the local community.
- Prepare leavers for entry to senior schools at 11+ and 13+.
- Enable leavers to be confident, capable, caring and independent minded.

To find out more about the school visit: [www.cricklademanor.com](http://www.cricklademanor.com)

### The Future

In September 2017, Prior Park Prep joined the Wishford Schools group and Guy Barrett was appointed as Headmaster to lead the school through an exciting period of investment, modernisation and development. The school was relaunched as Cricklade Manor Prep in January 2018.

Guy was previously Head of Heywood Prep, a fellow member of the Wishford Schools group. Heywood Prep is a thriving day prep school with 250 pupils located in Corsham. Wishford Schools and Guy worked closely

together to make the school into a huge success, investing in the staff, facilities and resources required to deliver a first class education within a caring, nurturing environment. Key to that success was Guy's ability to build a fantastic team of teachers and get the very best out of them. You can read more about his time at Heywood Prep here: <http://www.wishford.co.uk/News/Moving-on-five-years-at-Heywood-Prep/>

### **Wishford Schools**

Wishford Schools is a small, friendly group of seven prep 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.

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](http://www.wishford.co.uk)

### **The Opportunity**

The Headmaster invites applications for the role of Deputy Head for September 2018.

Candidates are sought who can demonstrate a track record of successful leadership and particular aptitude for:

- Communication and relationship-building;
- Planning, implementing and managing change; and
- Teamwork and attention to detail.

The successful candidate will join the Wishford Schools Leadership Development Programme, and can expect to be aiming for headship within three years.

Full job descriptions and person specification can be found below.

### **Remuneration**

An excellent salary and benefits package will be provided including access to the Teachers' Pension scheme and school fees remission.

The school has some accommodation which can be made available to staff on attractive terms.

### **Application Process & Important Dates**

Applicants should obtain an application form from [www.wishford.co.uk/jobs](http://www.wishford.co.uk/jobs) and submit this by email to Jacky Barratt, Head's PA, at [Jacky.Barratt@crickladedemanor.com](mailto:Jacky.Barratt@crickladedemanor.com).

The application form may be accompanied by a covering letter of no more than one page.

Visits to the school can be arranged; please contact the Head's PA to make an appointment.

The closing date for applications is noon on Thursday, 1st February 2018.

Interviews will be held on Monday, 19<sup>th</sup> February 2018.

### **Contact Details**

If you have any queries or would like further information, please do not hesitate to contact Jacky Barratt, PA to the Headmaster, on 01793 750275 or [Jacky.Barratt@crickladedemanor.com](mailto:Jacky.Barratt@crickladedemanor.com)





## Job Description

### Deputy Head

The Deputy Head will:

- Play a key role in the school's growth and development, working flexibly to support the Headmaster.
- Deputise for the Headmaster in his absence.
- Act as one of the school's Deputy Designated Safeguarding Leads (DSL) and meet and liaise with all relevant external agencies as required to ensure the safety of all pupils.
- Take a key role in preparing for inspections.

### Main Responsibilities and Tasks

#### Strategic Planning

- To support the School Development Plan.
- To work with the Headmaster, Director of Teaching & Learning, Director of Pastoral Care and Head of Pre-Prep to ensure the smooth transition of pupils through the school.

#### Operational Management

- To be responsible to the Headmaster for the day-to-day running and organisation of the school.
- Lead the weekly staff briefing, communicating changes to staff.
- To create and monitor the daily duties list, ensuring an equitable balance for all staff.
- To manage all school cover, planning for known staff absences and responding to last minute changes.
- To co-ordinate the identification of staff professional development needs and appropriate training through organising relevant INSET at the start of terms.
- To manage and keep records of the Continued Professional Development of staff.
- To coordinate the termly calendar.
- To support extra-curricular activities, events and sporting development and the school's spiritual ethos.
- To organise Speech Day and other whole school events.
- To support the Charities Coordinator in coordinating school charity events.
- To ensure Pupil Planners are updated annually.
- To update and maintain the Staff Handbook in conjunction with the School Business Manager.
- To chair meetings of the Senior Management Team, which has responsibility for the day-to-day operations of the school.

#### Pastoral Leadership

- To be available to parents, pupils and staff with problems, referring serious issues to the Director of Pastoral Care and/or Headmaster as necessary.
- To oversee the implementation of the school's rewards and sanctions policy, supporting form teachers in monitoring trends.
- To maintain and update the serious sanctions register and bullying log.

- To oversee the updating of the overall school policies such as Behaviour, Code of Conduct, Safeguarding and Anti-Bullying ensuring that these are compliant with the Independent Schools Statutory Requirements (ISSRs).
- To act as advisor and confidant in support of the staff and be responsible for maintaining standards of discipline, punctuality, dress and public relations, and general professional standards.
- To ensure that the Code of Conduct and school Rules are updated and fully implemented.
- To oversee the running of School Council, ensuring that minutes are taken and feedback is provided to the Leadership Team.
- To oversee the Buddy system, ensuring buddies are used effectively to support new pupils joining the school.

#### Safeguarding

- To act as one of the school's Deputy DSLs, taking responsibility for all matters pertaining to Safeguarding within the school and reporting to the Headmaster and Proprietor as required. *[see job description for Deputy Designated Safeguarding Lead below]*

#### Teaching and Learning

- To assist teachers with pupils who are causing concern.
- To feed back observation findings relating to classroom teaching issues to the Headmaster for consideration as part of the staff performance management process.
- To co-ordinate the identification of staff professional development needs and appropriate training through organising relevant INSET at the start of terms.
- To articulate a culture of high expectations and standards by setting targets and putting in place effective systems for school evaluation and school improvement planning.

#### Staffing and Allocations

- To lead the induction of new teaching staff, including NQTs, co-ordinating with the Headmaster and Director of Teaching & Learning and Director of Pastoral Care.
- To work with the school SENCO on the identification and provision of Learning Support.
- To construct the whole school timetable, reviewed in a timely fashion annually in conjunction with the Headmaster and Senior Leadership Team.
- To appraise colleagues as part of the school performance management system.
- To coordinate the staff performance management system.

#### Key Events and Academic Calendar

- To take responsibility for planning, oversight and management of parents' evenings, information evenings, future schools fairs, and other key events.
- To liaise with the Headmaster about dates and timings for all academic events, such as academic meetings, parents' evenings, future school meetings, etc.
- To attend school and parents' association events as required.

#### Continuing Professional Development

- To ensure up-to-date knowledge of educational issues and trends.
- To ensure a good working knowledge of the regulatory framework within which the school operates, including a detailed knowledge of the Independent School Standards.
- To attend relevant professional training courses and independent school sector conferences.
- To train as an ISI Team Inspector or Compliance Team Inspector.

#### Parents

- To ensure good, timely and appropriate communication is maintained with parents of pupils.
- To keep the Headmaster and Director of Pastoral Care informed of issues arising from parental concerns.
- To maintain and review the complaints log and incident file.

#### General Duties

- To deputise for the Headmaster in his absence.
- To promote and market the school locally, nationally and internationally.
- To contribute to the recruitment of academic staff.
- To maintain all required logs (complaints, serious misbehaviour, bullying, etc.).
- To actively contribute to the activities of the school and support colleagues.
- To be aware of and comply with Health and Safety policies, legislation and best practice.
- To work within school procedures and codes of practice.
- To undertake such other duties as are required by the Headmaster.



## Person Specification

### Deputy Head

The successful candidate will have the following skills, experience and qualities:

#### Skills

- Be an outstanding classroom practitioner.
- Excellent communication skills and ability to build relationships with pupils, parents and colleagues
- Excellent planning, administration, time management skills.
- The ability to work to deadlines.

#### Experience

- Educated to degree level with qualified teacher status and a track record of success.
- Leadership experience in a similar setting.
- Evidence of a commitment to continuing professional development.

#### Personal Qualities

- Leading by example in honesty and integrity.
- A 'can do' attitude and the willingness to work hard to get things done.
- A strong entrepreneurial spirit.
- Ambition, energy, enthusiasm and commitment.
- Drive and determination.
- Interest in and drive to enhance the extra-curricular life of the school: music, sport, drama, etc.
- Ability to play a significant role in the local community, raising the school's profile
- Leadership qualities including authority and empathy to connect with and inspire teaching and support staff.
- A confident and outgoing personality that will be able to maintain the support of colleagues, parents and pupils.
- Be able to take the initiative and able to take an idea and develop it through to completion.
- Be observant, have an eye for detail, spot problems and develop solutions.
- Have a good sense of humour and be flexible and adaptable.



## Job Description

### Deputy Designated Safeguarding Lead

The areas of responsibility for the Deputy Designated Safeguarding Lead are to support the Designated Safeguarding Lead in carrying out the following tasks, and to deputise for the DSL in their absence:

#### Managing Referrals

- Refer cases of suspected abuse to the local authority children's social care;
- Work with the case manager and designated officer for child protection concerns in respect of cases which concern a staff member;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service;
- Refers cases where a crime may have been committed to the Police;
- Liaise with the Headmaster to inform him of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations; and
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

#### Training

The designated safeguarding lead should undergo training (at least annually) to provide them with the knowledge and skills required to carry out the role.

In addition, their knowledge and skills should be refreshed at regular intervals, as appropriate to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's safeguarding and child protection policy and procedures, especially new and part time staff.
- Are alert to the specific needs of children in need, those with special educational needs and young carers.
- Are able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

#### Raising Awareness

The Designated Safeguarding Lead should ensure the school's safeguarding and child protection policies are known, understood and used appropriately:



- Ensure the school's safeguarding policy and child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the safeguarding and child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school ensure their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.