

APPLICATION PACK FOR THE POST OF

HEAD

THE GRANVILLE SCHOOL

SEVENOAKS, KENT

Girls 3-11 years, Boys 3-4 years | Day | 195 pupils | IAPS



For September 2018



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Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence. The School is set in five acres of gardens and woodland and is centred on a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities. The School benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks.

The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. An educational trust administered by an extremely supportive Board of Governors, this is an exceptional school which combines the very best of Prep school tradition with a vibrant, forward looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning enjoyable, develop enquiring minds and raise levels of expectation. Every year, pupils participate in uniquely Granville festivals known as 'Spring', 'Autumn', 'Birds' and 'Stirring the Christmas Pudding'. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff.

While the School is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art. Many girls gain scholarships to a wide range of excellent senior schools, (including Caterham, Kent College, Sevenoaks, Walthamstow Hall and Woldingham) as well as places at Kent Grammar Schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the School is inspected by ISI. The most recent ISI inspection took place this year and the school was proud to be rated 'excellent' in all areas. The full Inspection report can be read on the School's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly aiming to improve the standard of teaching and learning, and helping pupils achieve their personal best. There is also a major building and development project on the horizon, to further improve the school's facilities.

Following nine distinguished years of service to the School, Jane Scott, Headmistress, will be retiring in August 2018. The Board of Governors is currently seeking to appoint her successor, to lead The Granville School from September 2018 in the next phase of its growth and development.

The successful candidate will be a suitably qualified educational leader, with experience and demonstrable success in school leadership at prep/primary level. She/ he will be passionate about achieving excellence throughout the school and will have the ability to win the hearts and minds of the school community and beyond to achieve that vision. He/she will have the charisma and gravitas to inspire, engage and motivate an outstanding staff team, while also recognising his/her own accountability to the School's various stakeholders. Importantly, he/she will have a deep love of learning, a desire to uphold the traditions of the School whilst adopting an open attitude to change, boundless energy and commitment to the School's future success.

For an informal discussion about this opportunity, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616, or email at edward@lsceducation.com. To apply for the post, please visit www.lsceducation.com

Key dates:

Closing date:	25 September 2017
Shortlist interviews:	9, 10 October 2017 (at The Granville School)
Final interviews:	30, 31 October 2017 (at The Granville School)

The Granville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo relevant background checks.



Job Description

The core purpose of the role is to provide professional leadership and management of the School that will promote a secure foundation from which to achieve high standards in the following areas in particular:

Leadership

- Provide inspiration and strong leadership to the whole teaching team to ensure that the school delivers the highest standards of teaching.
- Ensure the School's vision is clearly articulated, understood and acted upon effectively by all.
- Lead by example and in so doing earn the respect of pupils, staff, Governors and parents of the school.
- Create a safe and productive learning environment that is engaging and fulfilling for all pupils.
- Keep staff, parents, Governors and the wider community informed of progress and key developments.
- As Head, and in cooperation with governors, develop a strategic plan, underpinned by sound financial planning, that identifies priorities and targets to ensure pupils achieve high standards and make progress.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and of the local community.

Management of Teaching and Learning

- Monitor and evaluate teaching standards through observation and appraisal in order to maintain the highest quality of teaching and ensure a successful learning culture.
- Maintain a consistent and continuous school-wide focus on pupils' achievement in all areas of endeavour.
- Use data, benchmarks and feedback to monitor progress in every child's learning.
- Create a culture of challenge for the most able and support for those who find school work difficult so that all pupils can achieve success and become engaged in their own learning.
- Assess and review where necessary delivery of the curriculum across the board in order to build on success and identify areas requiring improvement.
- Support and promote the joy of learning in all areas of school life.

Staff management and development

- Appoint, retain and develop staff as appropriate, ensuring effective processes and opportunities are in place for their performance management and continued professional development.
- Ensure effective planning, allocation, support and evaluation of work, ensuring clear delegation of tasks and devolution of responsibilities.
- Provide opportunities for growth and continuing professional development of the teaching team by creating an inspiring, professional working environment, modelling behaviour consistent with the School's values and aspirations.
- Put in place effective team communication mechanisms to ensure that all staff are involved in the school development plan and kept informed of key priorities and developments.
- Work with Governors to retain a high-quality leadership and teaching team and deploy staff effectively in order to improve the quality of education.

Pastoral Care including Safeguarding

- Establish and maintain an ethos in which the pastoral care and welfare of pupils are given the highest priority.
- Ensure that the Health and Safety of pupils and staff are given paramount importance.
- Keep parents informed of their children's progress and deal with any problems sympathetically.
- Act as Designated Safeguarding Lead with overall responsibility for all aspects of safeguarding.



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Managing systems and resources

- Provide effective organisation and management of the School and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
- With the Bursar, agree and set appropriate priorities for expenditure, allocate funds and ensure systems are in place for the effective administration and control of school budgets.
- Manage the school's human resources effectively and efficiently to achieve the School's educational goals and priorities.
- Use and integrate a range of technologies effectively and efficiently to manage the School.

Marketing & PR

- Be responsible for pupil recruitment and retention, developing an effective marketing strategy to attract new pupils and retain existing pupils.
- Maintain strong and successful relationships with feeder Nursery Schools and destination Senior Schools.
- Effectively promote the School, both in the local and wider communities, through the design and implementation of a public relations strategy.
- Develop a successful working relationship with the Parents' Association, known as FOG: Friends of Granville.



Accountability

- Advise the Board and keep Governors informed on the discharge of their duties in establishing an effective institution which complies with all its legal and regulatory obligations as a school.
- Present a coherent and accurate account of the School's performance in a form appropriate to a range of audiences, including Governors, parents and the wider community.
- Ensure that parents and pupils are well informed about the School's direction, priorities, curriculum and pupils' attainment and progress.
- Liaise and provide accurate, timely information to outside agencies including Safeguarding and Inspection authorities amongst others.

These job details are guides to the duties, professional responsibilities and core competences. They do not form part of the contract of employment.



Person Specification

To carry out the above duties, the Board of Governors is seeking to appoint a highly committed professional to lead the continuing success of the school, as follows:

Qualifications and experience

- A graduate with Qualified Teacher Status.
- Relevant educational leadership experience at prep or primary school level.
- Relevant professional development that prepares the applicant for this post.

Leadership

- A person of integrity, who demonstrates good judgment, commitment and reliability.
- Track record of providing inspiration and strong leadership to teaching and support staff.
- Ability to lead by example to promote the School's vision and values for the pupils, staff, Governors and parents of the School.
- Ability to articulate a clear personal vision for the School and its development.
- Commitment to a collaborative style in leadership and management and successful delivery against an agreed strategic plan.
- A creative individual with foresight and imagination to anticipate and solve problems.

Management of Teaching and Learning

- Sound understanding of how children learn and effective teaching methods.
- Track record of monitoring, assessing and evaluating the quality of teaching standards and the delivery of the curriculum across the board.
- Evidence of using data, benchmarks and feedback to monitor progress in children's learning.

Staff management and development

- Ability to build and motivate a strong team that enables all staff to carry out their respective roles to the highest standards and to work effectively together to deliver school improvement.
- Experience of recruiting, managing and developing teaching staff, and a sound understanding of effective recruitment processes including safer recruitment procedures for safeguarding children.
- Supportive of continuing professional development and capable of providing opportunities for growth and development of the teaching team.
- Experience of carrying out staff performance reviews and acting on any issues that arise from the reviews.

Pastoral Care including Safeguarding

- A total commitment to the happiness and well-being of children.
- Personal commitment to a zero tolerance of bullying.
- Willingness to listen to parents' views while retaining independence and integrity of judgement.
- High level of emotional intelligence, showing self-awareness, empathy and social skills.

Managing systems and resources

- Experience of setting and/ or managing budgets, including setting priorities for expenditure, allocating funds and cost control.
- Ability to demonstrate effective previous use and integration of a range of technologies to promote learning.
- Success in implementing an agreed School Development Plan.



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Marketing & PR

- A professional leader, with personal impact and presence in representing the school.
- An effective and diplomatic communicator with ability to create and implement a successful marketing and public relations strategy.
- Strong interpersonal skills with the ability to develop positive relationships with prospective parents and other stakeholders, including representatives from other schools and the media.
- Approachable and sincere, with a genuine liking for children.
- Adaptable, flexible and resilient to changing circumstances and new ideas.

Accountability

- Thorough understanding of the statutory framework for education and the legal framework that underpins school management.
- Ability to put in place effective communication mechanisms to ensure that Governors are provided with the information they need to meet their responsibilities.

Remuneration Package

This post is offered with a highly competitive basic salary, pension contributions, private medical insurance, remission on school fees (where applicable) and an appropriate relocation package.



APPLYING FOR THIS POST

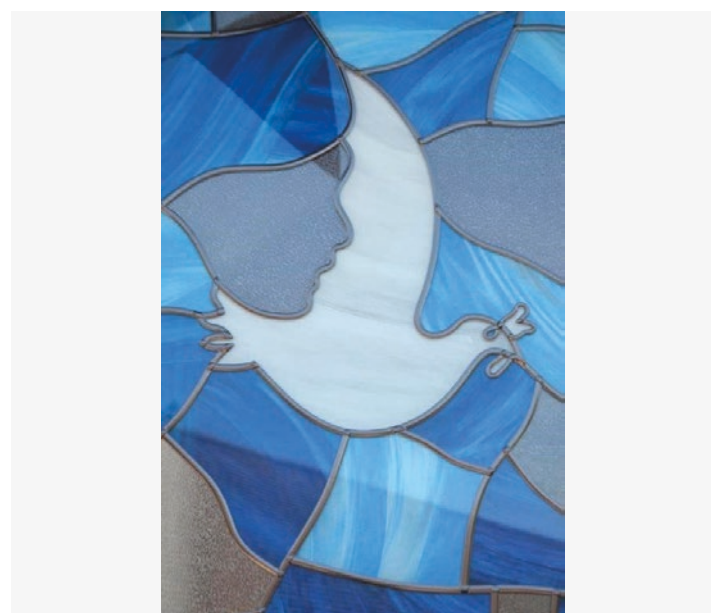
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If you are keen to apply for the post:

- Visit the LSC Education website at www.lsceducation.com.
- Click in the Vacancies section.
- Click into the posting relevant to this job.
- At the bottom of the page click on 'Apply Now'
- Complete the brief Job Application Form and attach your CV (with contact details of Referees) and Letter of Application quoting code TGS.
- Click on 'Submit'.
- We will be in contact with you shortly after your application has been reviewed.
- If you encounter any problems with this process, please contact edward@lsceducation.com.



References

Please include within your application (in your CV) the names, job titles, work email addresses and telephone numbers of a minimum of three professional referees. These need to include your current and all past employers/line managers that you have worked for within at least the past 6 years.

We will need to collect full references before shortlist interviews but if you have a specific preference that we do not contact one or more of your referees, please notify us of this. Please rest assured that no referees will be contacted until LSC Education has received your specific consent to do so.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications as part of LSC Education's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the organisation's recruitment and safeguarding procedures.

Safer Recruitment Practice

LSC Education is committed to safeguarding and promoting the welfare of children and young people. We ask all our candidates and clients to share this commitment. Further details of our recommended safe recruitment practices can be found at www.lsceducation.com.

LSC Education

LSC Education supports schools and education organisations, globally, to attract and recruit outstanding leaders. Our search and selection service includes complete creation and management of the recruitment process and we aim to provide an excellent service to our clients and candidates.

For further information about LSC Education, please visit our website at www.lsceducation.com