



Candidate Brief

**For the position of Head Teacher
Oakfield Preparatory School**

September 2019



125th Anniversary

Care, Challenge, Inspire

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Welcome from Valerie Dunsford

Head of UK Independent Schools, Education Development Trust

Dear candidate,

Thank you for your interest in the role of Head Teacher of Oakfield Preparatory School, part of Education Development Trust. We are looking to appoint a dynamic and inspirational head teacher, passionate about education, to further develop an already very successful school. I am delighted that you are considering making an application for this exciting, challenging and ultimately, incredibly rewarding role.

Oakfield is a very special environment to work in. Everyone at Oakfield works to create an atmosphere in which every pupil is valued and actively encouraged to progress both academically and socially. The school's strengths lie in its diversity and inclusivity and in its traditional family values which permeate throughout the whole school.

As one of our family of preparatory schools in the UK, Oakfield is supported by Education Development Trust – a not-for-profit organisation whose mission is transforming lives by improving education around the world.

I hope the opportunity to lead Oakfield Preparatory School appeals to you and I very much look forward to hearing from you. If you have any questions about the role, the school or Education Development Trust I am very happy for you to contact me by email vdunsford@educationdevelopmenttrust.com

With best wishes,

Valerie Dunsford MBE
Head of UK Independent Schools
Education Development Trust

About Oakfield Preparatory School

Established in 1887, and a member of the leading global education provider, Education Development Trust, Oakfield Preparatory School, aims to give its pupils a caring, challenging and inspiring environment where they can develop during their formative years. At Oakfield we strive to ensure each child develops to be the best that they can be and learns to appreciate and value their own strengths. We encourage every pupil to be inquisitive and forward-thinking, to best equip them with the wide range of personal qualities essential for them to thrive in tomorrow's world, while instilling traditional principles of discipline, courtesy and respect.

Oakfield is a non-selective, co-educational independent day school, situated in green and leafy West Dulwich. We currently have 360 children on roll and hope to increase to 390 over the next 3 years. Children join us either in the Nursery at age 2, in Reception, or at the start of Year 3, leaving at the age of 11 to go on to their senior school of choice. Oakfield boasts very strong links with all its prestigious neighbouring senior schools and many children win scholarships, at the end of Year 6.

Our range of Extra-Curricular Activities is extensive and a great strength of the school: from Karate to Reasoning, from Chess to the Orchestra, and many more in between. We encourage our children to discover their talents, and then we support them to make the most of their gifts.

All our children learn a modern foreign language, with a host of other subjects taught by specialist teachers, such as Sport, Music, Mathematics, English, Science and Art. We believe there should be no ceiling to the achievements of our children. The pastoral care here at Oakfield is of the highest quality and staff have the highest expectations of our children. Oakfield is staffed by a highly dedicated and committed team of academic and support staff who give over and above in their support of the children.

You can find out more about our school at www.oakfield.dulwich.sch.uk



About Education Development Trust

Education Development Trust is a leading not-for-profit international education organisation committed to transforming lives around the world by improving education and school systems.

Education Development Trust believes in the power of education to help individuals to fulfil their potential and benefit society. As well as owning a family of three independent schools in the UK and one international school in South Africa, the Trust is the lead sponsor of a multi-academy trust of primary and secondary schools.

Established in 1968 originally as The Centre for British Teachers, Education Development Trust has worked in more than 80 countries around the world on projects that range from reforming national level education to improving the performance of an individual school.

As a leading authority on school improvement and school inspection, Education Development Trust applies its expertise in the UK and across the world. A respected leader in reforming national level education both domestically and worldwide, the Trust's rich heritage in English language teaching provides expertise in supporting the teaching of English and other languages.

Education Development Trust has worked successfully to implement reform programmes for governments throughout the world. Government clients in the UK include the Department for Education, Ofsted, the UK Department for International Development (DFID) and local authorities. Internationally, Education Development Trust works with educational ministries in Dubai, Abu Dhabi and Sub-Saharan Africa among many others. Education Development Trust does not raise funds via the public, instead its revenue is generated by winning education-related contracts from governments and public or private bodies. What sets Education Development Trust apart is that any surpluses are reinvested into educational research and development. Education Development Trust's research programme is freely available and aims to improve educational practice on the ground while widening access to research in the UK and overseas.

For further information on Education Development Trust please visit:

www.educationdevelopmenttrust.com

Appointment context

Our Head of Pre-Prep Moyra Thompson is currently in the role of Acting Head Teacher following the resignation of our previous Head Teacher in August 2019. We are therefore looking to appoint a permanent Head Teacher as soon as possible and preferably no later than April 2020.

Role description

The role holder will provide the overall educational vision, leadership and direction of the school, leading and managing teaching and learning to secure the highest possible levels of progress and attainment for all pupils, promoting excellence, equality and high expectations. Responsibilities also include identifying priorities for whole school improvement, meeting and exceeding all Independent School Standards and Regulations and ensuring the on-going commercial viability of the school.

Key responsibilities:

- Identify and agree the overall aims of the school and provide strategic whole school direction through the senior management team to include curriculum, pastoral care and the development of a range of extra curriculum activities.
- Be accountable for continuous improvement in the quality of education provided and oversee the establishment of stretching pupil targets and a continuous focus on pupils' achievements using appropriate data and external benchmarking.
- Design and implement effective strategies to ensure that teaching is consistently of the highest quality, holding staff to account for pupil performance and promoting a culture of continuous professional development and learning throughout the teaching community.
- Oversee the financial performance of the school, maximising commercial success whilst maintaining high standards of educational excellence including developing a coherent approach to marketing in order to achieve full sustainable pupil capacity and raise the profile of the school with relevant stakeholders.
- Devise and implement a school development plan that maximises the use of resources and offers a range of services to pupils, their parents/carers and members of the local community.

Responsibilities (continued):

- Responsible for the overall leadership and management of all teaching and non-teaching staff ensuring recruitment and retention of high calibre staff, embedding a robust performance management culture throughout the school.
- Maintain a strategic overview of safeguarding within the school, promoting a safeguarding culture whilst also ensuring compliance with ISI regulatory requirements and corporate safeguarding policies in the UK.
- Accountable for the strategic oversight of all IT, property, facilities, health & safety and HR, working closely with relevant professional leads within Education Development Trust whilst also ensuring regulatory compliance in line with ISI and other relevant statutory legislation.
- Ensure the governance structures within the school are fit for purpose, comply with 'best practice' guidelines and criteria and that they are ultimately working in the best interests of both the school and the wider Education Development Trust (Proprietor).
- Identify, develop and maintain strong partnerships and relationships with other local schools, relevant external regulatory bodies and agencies in order to strengthen the school's market position and maximise pupil potential in the local area.
- Play an active part in the Principals' Strategy Group, supporting other Principals in the group both individually and collectively; contributing to a collegiate ethos, best practice and shared ways of working.
- Work closely with the Head of UK Independent Schools in order to realise the Trust's ambitions and strategic aims



Person specification

Knowledge

Essential:

- Good degree level qualification or equivalent
- Qualified Teacher Status
- Excellent knowledge of current teaching and learning pedagogy, school improvement and policy
- Knowledge of, and commitment to, all aspects of safeguarding and inclusion and promoting the welfare of children and young people

Desirable:

- NPQH or other advanced leadership training
- Other recent and relevant professional short course experience
- Knowledge and understanding of strategic financial planning and budgetary management

Experience

Essential:

- Proven leadership experience within a primary education setting
- Excellent understanding and experience in using a range of evidence, including performance data, to support, monitor, evaluate and improve all aspects of school life and challenge poor performance
- Experience of school self-evaluation and development planning at whole school level
- Experience of developing staff and building effective teams
- Experience of leading successful change within an education environment
- Experience of managing a diverse pupil base including special educational needs and disabilities (SEND)
- Experience of working with Governors, stakeholders and external agencies

Person specification (continued)

Desirable:

- Understanding of the independent education sector
- Experience of responsibility in both curriculum and pastoral roles
- Experience of financial and budget management within a school setting
- Experience as a Designated (or Deputy) Safeguarding Lead

Skills

Essential:

- Positive role model for staff and pupils, leading from the front by example and with the ability to adapt their leadership style to the situation as required
- Strong organisational skills and the ability to work calmly, patiently and sensitively under pressure and to delegate, plan and manage time effectively
- Excellent communication skills both written and verbal with the ability to influence and persuade a diverse range of internal and external stakeholders
- Values diversity and the unique contribution that every individual makes to the learning community
- Ability to formulate a vision for innovation and continuous improvement
- Ability to effectively manage change, think creatively and be innovative in order to meet challenges successfully
- Excellent observation and listening skills and the ability to provide constructive feedback



Terms and conditions

- Highly attractive and competitive salary
- Personal pension plan with Legal and General with up to 6% matched employer's contribution.
- Death in Service cover at 2x annual salary.

Application process

All applications should be made via the Education Development Trust website, you will be asked to submit your CV including the contact details for two references (one of which must be your current or last employer), and a covering letter (maximum 2 pages) addressed to Head of UK Independent Schools. The closing date for applications is 24 September 2019

To arrange a visit or discussion, please contact Valerie Dunsford, Head of UK Independent Schools vdunsford@educationdevelopmenttrust.com

Key dates

24 September 2019

Closing date for applications

8 October 2019

Assessment Day at Oakfield

18 October 2019

Final Interview at Highbridge House, Reading



