



# Eton End

Co-educational Independent Preparatory Day School  
and Nursery for children from rising 3 – 11

## Appointment of Head

For September 2022 / January 2023

## Briefing for candidates



 @EtonEndSchool

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## Key Dates

January 10th at 10 am

Closing date

January 12th

Long list candidates notified

Long list interviews will be carried out on Zoom on mutually agreed dates in January

February 1st-4th

Candidates visit the School for one day on dates to be individually agreed

February 5th

Final interviews – in person or online

In the event of new Covid restrictions, the final stages will move online

Start date:

September 2022 (preferred) or January 2023





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## Welcome

Eton End is everything a prep school should be. We are a genuine community where everyone knows one another extremely well, where children can still enjoy being children, and where parents can still enjoy being parents.

Everyone works hard here and everyone plays hard too. There is plenty of laughter – in the staff room as well as in the classroom – and the children achieve amazing things in our friendly, stimulating and energetic environment.

In 2017 we began the journey from being a girls' prep school to becoming fully co-educational, and our first cohort of Year 6 boys left us last summer, gaining places at excellent senior schools, including nearby Eton College, with whom we have long-established ties. Co-education has increased our pupil numbers to record levels, and we have exciting plans for further expansion.

Our present Head, Sophie Banks, is moving to a central London school next summer, so we are now looking for her successor. If you join us you will find we are probably the sort of school you dreamed of when you went into teaching. As our next Head, your challenge will be to keep it that way, in a world that is ever more stressful and ever more demanding. To help you do this, you will enjoy the full support of a dedicated and hard-working staff team, an appreciative parental body, and a "can-do" board of governors who will give you every encouragement.

If all this excites you, do please apply, and I very much look forward to hearing from you.

*James Clark*

Chair of Governors





## Background briefing

### Overview

Eton End is a small but growing day prep school with just under 250 children aged 2 to 11, situated on the banks of the River Thames between Datchet and Eton. With Windsor just across the river, we are in the middle of a large and broadly affluent catchment area and one where good education is much prized. Ours is among the best.

The school was founded in 1936 for the children of Eton College masters and quickly broadened its reach into the wider community. The school still has strong links with Eton College and makes use of many of their facilities, including their swimming pool. As a result Eton End is able to enhance its educational offer in some remarkable ways, just part of why the school is so special to its pupils and their parents.

Eton End has two forms in each year group, normally with a class maximum of 19 due to classroom size. At the time of writing there are 244 children in the school, just short of full capacity which is 250.

### Ethos

From the outset, Eton End was associated with the Parents' National Educational Union (PNEU) and has tried to retain the best elements of that movement's educational philosophy, adapting them to present-day conditions. The roots of the school's ethos are embedded in the philosophy of the Victorian educationalist Charlotte Mason and we still live by the PNEU motto; "I am, I can, I ought, I will".

In practical terms this ethos means that the school and its governors are always open to new ideas. As just one example, until 2017 Eton End took boys to the age of 7 and girls to 11. Since then the school has been fully co-educational, with the first cohorts of older boys moving upwards towards Year 6. While this was perhaps an obvious move and in line with market trends, it was a big change and the smoothness with which it has been implemented shows how good the school is at embracing new ideas and practices.





## The education

Eton End offers a rich and stimulating education from Nursery (ages 3-4) to Year 6, with fully integrated teaching and smooth progression for children as they move up the school.

Divided into two year groups, the Nursery is very much part of the school. It has its own bright, colourful and interesting indoor and outdoor space on the ground floor of the original building, and also makes full use of the school's major facilities. Pupils join 'Fledglings' at age 3 and 'Skylarks' at age 4, with morning-only and full day options.

Pre-Prep begins with the Reception class and includes Years 1 and 2. The curriculum extends considerably beyond the National Curriculum, with a focus on developing communication and creative thinking skills. Lessons are mainly class-based, with specialist teaching for languages (French and Spanish), Art, DT, Science, Gym and Games.

As children progress through the Prep years (3-6) they become increasingly self-propelled and they are encouraged to explore topics for themselves. The formal curriculum broadens and there is a wide range of extra-curricular activities to cater for individual interests and abilities. Teaching makes full use of technology, and the school offers additional support for those who struggle as well as for the able and very able.

Children leave Eton End for a number of leading senior schools, mostly in the independent sector and usually local day schools. Two of the first cohort of boy leavers have been offered places at Eton College when they are 13.

Pastoral care is an area of great strength. The school's size, ethos and style encourages a warm, friendly, family atmosphere, while policies and practices are comprehensive and well planned and managed. From the first day, every child is known by all and nurtured and supported at every stage of the Eton End journey. The school places great importance on traditional values of good manners, courtesy and respect and instils a strong sense of personal responsibility and citizenship in the pupils.

There are strong links with the local and the wider community and the pupils engage enthusiastically in fundraising activities and events in order to help others.

The school website gives much more information about all of the above.





## Buildings, grounds and facilities

The original School House fronts Eton Road, with the large Nursery on the ground floor. It provides extensive facilities and gives easy access to the large and secure gardens, where there is modern play equipment. The rest of the House is used for specialist teaching, with Humanities and Modern Languages on the lower floor and Maths and English on the first floor. The Head's study and other offices are on the top floor.

The Jubilee Building, completed in 1997, houses a library, specialist science lab and art and design studio, as well as a well-equipped ICT suite, offering touchscreen computers, iPads and Lego Wedo. This and the three other main buildings are grouped around the Hall, which is equipped for gymnastics and is adapted easily for theatrical and musical productions with the use of flexible, portable staging.

The classrooms are all purpose-built, including a four-room block for the Reception and Year 1 classes. The staff room block contains facilities for staff as well as two Year 2 classrooms on the ground floor. The first floor of this block houses two Year 3 classrooms and an inclusion room known as The Den. There is a separate music room and a modern dining room and kitchen, also incorporating a newly-installed food technology facility.

In all, there are six acres of extensive grounds which include two outdoor classrooms, tennis/netball courts, a games field of two and a half acres plus extensive play areas, including an adventure trail, a wonderful woodland 'den' area, a digging area, woodland trails and the school greenhouse.

As mentioned, Eton End also makes use of facilities at Eton College, including their swimming pool and their Lower Chapel.





## Staffing and Leadership

There are currently fourteen full-time and eleven part-time teaching staff, supported by a total of ten assistants. In addition there are part-time swimming, dance and sport teachers as well as peripatetic music teachers and lunch-time play supervisors.

The SLT consists of the Head, the Deputy Head, the Director of Studies, the Head of Nursery and Pre-Prep, the Head of Inclusion, and the Bursar. The team works well together, with scheduled weekly meetings and a lot of ad hoc communication at other times.

The Bursar, Lee Taylor, joined the school in October 2020, bringing a range of strong general management abilities as well as financial skills. He manages the school's infrastructure as well as its business and finances, and is also Clerk to the Governors. The Bursar manages the Catering contract, which is outsourced to Sodexo, and also the site maintenance and grounds team.

The school Office is staffed by a registrar/marketing manager, a finance officer and an administration secretary.





## Governors, the Charity, and the School as a business

The school is a registered charity and a company limited by guarantee, which means there are no shareholders taking dividends so any annual surpluses can be re-invested in the school.

Overall responsibility lies with the Board of Governors, who are the trustees of the charity as well as non-executive directors of the company. They are unpaid volunteers and there are currently eight governors, offering skills and expertise spanning business, the professions, and education. The Chairman, James Clark, is a past parent of the school, as are many of the others.

The Governors are friendly and professional, interested and supportive, meeting regularly both as a full board and in various sub-committees. They have excellent relationships with the Head and the staff, and everyone shares the same core values and a strong commitment to the school.

The school's business is solid, with a freehold site that is worth far more than its book value, and annual turnover is around £2.5 million. During the mid-2010s the financial results were affected by various additional costs which arose as a result of the River Thames flooding some of the buildings. (Flood defences have now been substantially upgraded as well). More recently, the move to co-education and the almost full school roll have rebuilt profitability, even in 2020 when fees were reduced during the first lockdown. The 2021 results are very positive and future projections look very healthy; there are also some quite ambitious plans for the future, which will allow further expansion.





## Strategic challenges and opportunities

The key challenge for the incoming Head will be to keep up the school's present momentum. Numbers are growing, the cohorts of boys are doing well, and the school is keen to evolve and expand further.

While the local market is buoyant, Eton End is not in any way complacent and the new Head will have to work hard at marketing. If appointed you will need to be able to present yourself against good fellow Heads from other local schools. Eton End has a great location and a number of strong USPs, including its size and ethos, and as the visible face of the school you will need to build a profile that excites current and prospective parents.

Changes in technology, working life and educational desirables mean that the school will have a host of new opportunities in the coming years. The school's ethos means that the Governors will always want to do as much as they can, so this will keep the new Head busy!

## The position

This will be a really good headship for anyone who can live and breathe the school's motto "I am, I can, I ought, I will". This means making the most of every opportunity both for the school and for each of the children. It also means being committed to these values, and to maintaining them. Although the school has only been in existence for some 85 years, it is proud of what it stands for and its ethos is the cornerstone on which it is built.

The successful candidate will be leading a non-selective, mixed ability school which works to high standards and achieves a lot. This will require exceptional leadership qualities, the ability to motivate a talented and dedicated team of teachers and good communication skills, both internally and with parents.

Leading a standalone prep school in the 2020s is not easy, and we know that. Our next Head could come from a variety of backgrounds, either as an existing Head or an aspiring one. If you think that Eton End is the sort of school you could fall in love with, you are already half-way to getting the job! Please continue to read this briefing brochure and we hope you will proceed to putting in an application.





## Job Description

### The role

- The Head is responsible for providing effective and inspirational leadership, for providing an exciting, stimulating and effective education to all the pupils, and for the management and welfare of staff and pupils throughout the school. He or she reports directly to the Governing Body and is accountable for all aspects of the school's performance.

### The main responsibilities are to

- promote and achieve the School's ethos, aims and objectives
- ensure the achievement of excellent educational and pastoral standards
- promote and safeguard the welfare of all pupils and of the staff
- run the school safely, efficiently, effectively
- ensure that income and expenditure is in line with the annual budget agreed by the Board

### The Head is also accountable to the Governors for

- ensuring full compliance with all policies, with all statutory requirements and with accepted good/best practice:
- ensuring that Governors are kept informed of progress and of all relevant issues
- providing the Board with timely professional guidance and sound recommendations for strategy, policies, and decisions
- following and implementing Governors' decisions

Success in the role will require a deep and passionate interest in the well-being, personal and academic development of each and every child, with the ability and a willingness to encourage, stimulate and support pupils, staff and parents.



### Key accountabilities

- Lead the school and be an excellent role model to all
- Recruit, retain and excite pupils and their parents
- Recruit, retain, develop, motivate and manage staff, in line with headcount levels and pay scales agreed with the Board
- Develop the academic, extra-curricular and pastoral life of the school and ensure the highest standards of teaching, learning, care and encouragement
- Manage the Bursar and the School's business, finances, premises and resources
- Promote excellent working relations among and between staff and pupils
- Ensure all policies are compliant with current regulations and reviewed regularly
- Undertake appropriate professional development and keep abreast of educational developments, refining the school's vision and practice
- Instigate, plan and manage change effectively
- Promote and market Eton End effectively to parents, senior schools and other audiences





## Personal profile

The ideal candidate should have the following:

### Qualifications and experience

A graduate and a qualified teacher with an excellent teaching record.  
Proven educational leadership and management experience at prep or primary school level.  
Relevant continuing professional development.

### Personal qualities

A strong sympathy with the ethos of the school.  
A deep passion for the development and well-being of each pupil.  
Approachable and sincere, with good social skills.  
A 'people-person' with self awareness and empathy.  
An inspiring, confident, and friendly personality.  
A sense of humour, a sense of fun and a sense of community.  
Calm under pressure, quietly determined, reliable and resilient.  
Adaptable, flexible, with a "can-do" attitude.  
A commitment to excellence.

### Management of teaching and learning

Sound understanding of how children learn and effective teaching methods.  
Evidence of monitoring progress in children's learning and curriculum assessment.  
Thorough knowledge of current educational developments.  
The ability to make education exciting and enjoyable as well as effective.  
An understanding of preparing children for entry to academically selective senior schools.  
Knowledge and understanding of the importance of regulatory compliance.



#### Leadership

Team player and team leader, with a track record of providing inspiration and strong, inclusive leadership to both teaching and support staff.  
 Ability to articulate a clear personal vision for the School and its development.  
 Ability to implement ideas, manage detail, deliver plans and meet targets.  
 A leader who wishes to have a 'visible' presence around the school.  
 Ability to command the respect of pupils, staff and parents.  
 Customer focused and able to deal with 'fully involved' parents.  
 Open, honest and supportive style.  
 Ability to manage challenging situations sensitively.

#### Thinking skills

The ability to think strategically and pragmatically.  
 Sound judgement of people and situations.  
 Fair, firm when necessary, decisive, and not afraid of difficult decisions.

#### Staff management and development

Ability to build and motivate a strong and effective team.  
 Experience of recruiting, managing and developing teaching staff, and a sound understanding of effective recruitment processes.  
 Experience of carrying out staff appraisal, addressing issues, and identifying and providing opportunities for staff development.

#### Communication

Strong listening and communication skills, articulate.

#### Marketing and PR

Marketing savvy and confident and impressive at public speaking.  
 A professional leader, with personal impact and presence in representing the school.  
 Strong interpersonal skills with the ability to develop positive relationships with prospective parents, other stakeholders and schools.  
 Ability to maintain and strengthen community links.





## Remuneration, Terms and Conditions

### Remuneration

A comprehensive reward package will be offered, to reflect the experience and qualifications of the successful candidate.

In addition, there will be

- a generous discount on your children's fees (if applicable), if they join the School
- ongoing investment in your personal training and development

### Terms of employment

The Head's appointment is dependent on

- verification of medical fitness (a satisfactory medical questionnaire and/or examination)
- three satisfactory references including one from your current or most recent employer
- Enhanced DBS clearance and barred list check
- proof of qualifications
- proof of your entitlement to work in the UK

A detailed contract will be agreed with the successful candidate, under terms usual to a headship. We use the standard IAPS contract with appropriate amendments to reflect the individual's situation.

There will be a probationary period of one year during which either party can terminate the employment on two months' notice. Thereafter, two terms' notice will apply to either party.

## Application process

We know you are busy and are keen to keep things as simple as possible.

In the first instance, please feel free to discuss the post in strict confidence with our advising consultant, Simon Shneerson. He is completely discreet and aims to be helpful, honest, objective and informative. His telephone number is 07986 100237 (any day of the week between 8 am and 10 pm) or you can reach him via [headhunter@btinternet.com](mailto:headhunter@btinternet.com).

To apply, simply download the Application Form, which is a Word document and easy to type into. Don't worry about page breaks or formatting. When you have finished, please e-mail it to Simon Shneerson at the above address.

We do not need (or want) a cover letter as the form includes a personal statement, but do use the e-mail to mention any preferences for interview dates or anything else that we can do to help you.

Applications must be received by 10 am on Monday 10th January. Earlier applications will be very welcome, especially as the Covid situation is volatile and could be even more so by January.

There is no need to visit Eton End before applying, as the school website contains plenty of photos, lots of other information and all the School's main policies. Google Maps gives good aerial and street views of the school campus. The shortlist stage will of course include personal visits and a chance to see everything and meet the key people.

### Confidentiality

- References will only be requested at short-list stage and we will let you know before we approach referees.
- We will not contact your present school unless you reach the short-list and applications can be kept confidential until then. Please contact Simon Shneerson if you have any specific concerns





## Assessment process

**First interviews** will be held online using Zoom or similar. We will aim to find a day and time between January 12th and 20th that fits with your other commitments.

**Short-listed applicants** will be invited to take part in the final stage of the process. This will consist of

- a) A visit to the school between **1st and 4th February**, on a date to be agreed individually with each candidate. This visit will consist of various assessment exercises and will give you a chance to meet Sophie Banks and other key staff, and to have a good look at the school in action. The day will be designed to be informative, challenging, thoughtful and enjoyable.
- b) Final interviews with the full Board of Governors on **Saturday, 5th February**.

If you have strong preferences for a particular day for either the first stage Zoom interview or the second stage visit, it will help if you could mention this in an e-mail note when you send in your application. If you do reach the final stage, we can arrange overnight accommodation if needed and reasonable travel expenses will be refunded on request.

Before the final interview, candidates will be asked whether they would be in a position to accept any offer of employment and/or provide questions that would put them in that position. A model contract will be provided to short-listed candidates.

Helpful feedback will be offered to unsuccessful candidates.



Thank you for your interest in this post. We very much look forward to hearing from you and, hopefully, to meeting you in person.

### Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

Eton End seeks to provide a safe environment for children. All staff will adhere to and ensure compliance with the School's Safeguarding Policy and Child Protection Statement at all times. If the Head becomes aware of any actual or potential risks to the safety or welfare of children in the school, he or she must immediately report any concerns to the School's Child Protection Officer.

Please note that it is the School's policy to employ the most suitable person for each appointment and not to discriminate against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.