



The Paragon School

Appointment of Head
September 2020

Contents

- Introduction
- Our Schools
- The Mission Statement
- Governance and Leadership of Prior Park Schools
- The Head and Staff of The Paragon
- Curricular and Co-Curricular
- The Role
- The Person
- Terms of Appointment
- Application Process

An Introduction

Prior Park Schools (PPS) is a charitable trust comprising three independent but interdependent schools set in the beautiful South West of England and Gibraltar: Prior Park College (PPC), the senior school and The Paragon, the junior school, both in Bath and a senior school in Gibraltar. Each school provides high achieving, Catholic/Christian co-education. The heart of Prior Park Schools is the encouraging Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate and independently minded young people.

Each School has a Head Teacher and a Leadership Team who lead the day to day educational business of their respective schools. The Executive management of the group is devolved to a Board called the Prior Executive Board (PEB), which comprises the Head Teachers of each constituent school, the Director of Operations & Finance as well as the Director of Development. This Executive Board drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education. The PEB is chaired by the Head of PPC with the agenda and papers provided by the Director of Operations & Finance.





Our Schools

The Paragon School, currently led by Mr Andrew Harvey, is a co-educational Christian day school based in a beautiful Georgian house within easy reach of the centre of Bath. Catering for around 260 children from 3-11, the School offers a broad curriculum taught in small classes by teachers with a real passion for their subject and pupils progress to the College and to other schools in the area. The School enjoys 8 acres of gardens and woodland and shares in the superb science, sport, drama, dance and other facilities of Prior Park College under a mile away. With a full range of indoor and outdoor teaching facilities, The Paragon cultivates a love of learning and encourages independent and creative thinking.

Prior Park College

With over 600 students, Prior Park College is led by Mr Ben Horan. It overlooks the historic city of Bath and is one of the largest independent co-educational, Catholic boarding and day schools in the UK. Whilst retaining full-time boarding at its heart, the College caters for day and weekly boarding students, offering stimulating opportunities for them to contribute to a vibrant and creative community. The College aims to inspire and challenge every one of its students to prepare them for the next stage of their lives.

Prior Park School Gibraltar

The school in Gibraltar was opened in September 2016 and is led by Mr Peter Watts. Set in a stunning location, high up on The Rock and overlooking the bay, Prior Park School is a vibrant, caring community with an ambition as boundless as the view. Prior Park School Gibraltar follows the English exam system of GCSE and A level and has a student capacity of around 240 students. The school offers wonderful opportunities to develop a diverse range of skills and strengths in an inclusive atmosphere.

The Mission Statement

The Paragon is a school with a very clear mission and sense of what we stand for:

1. To be an exciting and dynamic school, in which children acquire a thirst for knowledge and a love of learning.
2. To promote the importance of moral, spiritual and social values, inspired by the school's underlying Christian ethos.
3. To deliver a broad and balanced education for children, which maximises their academic, creative and sporting potential.
4. To value every individual's talents and interests, encouraging children to take pride in their own achievements while also celebrating those of others.
5. To be a school that is outward looking - building links with parents and the local community, as well as appreciating the rich diversity of cultures from around the world.
6. To be a safe and happy school where children really feel they belong - where they can laugh, be spontaneous and enjoy being children.
7. To enable those leaving The Paragon to move on to Prior Park College as confident, capable, compassionate and independent minded young people.



Governance and Leadership of Prior Park Schools

There is an active Governing Body, chaired by Mr Michael King, which provides governance and support for the Head Teachers and their schools via a number of Advisory Committees which include Local Governance Committees for each of the schools, an Education Committee and a Finance, Audit & Risk Committee (FAR). The Clerk to the Governors is the Director of Operations & Finance.

There are eight non-executive Patrons, including the Bishop of Clifton. Sister Jane Livesey, General Superior of the Congregations of Jesus (CJ) and a former Chair of Governors is the non-executive President and is highly supportive of Prior Park Schools.

Heads of Prior Park Schools and the Director of Operations & Finance meet formally each half term. There is regular communication and meetings between the Heads and their management teams. Each of the three PPS Heads and the Director of Operations & Finance is accountable directly to the Governing Board.



The Head and Staff of The Paragon

There are 15 full-time and 19 part-time members of the teaching staff at the School, 6 full-time and 5 part-time teaching assistants, 2 full time and 12 part time members of the support staff (admin, maintenance and grounds and housekeeping), who are responsible either to the Head or to the Estates Director or Assistant Bursar based at Prior Park College. There are also 10 music peripatetic teaching staff. The School is proud of the outstandingly good co-operation between its staff.

The Head is responsible to the Governing Body for the following:

- Sustaining and developing the vision for The Paragon as a Christian, day co-educational school;
- Strategic planning;
- Recruitment, admissions and retention of pupils;
- Welfare, discipline and development of pupils;
- Maintaining the highest standards in teaching and learning and in all areas of school life;
- Appointment, development and appraisal of all teaching staff;
- Promoting the School by maintaining and developing links with feeder nursery and other schools and marketing and publicising the School's successes;
- Cultivating good relations and communication with parents, Governors, other schools and the wider community;
- Compliance with relevant legislation and regulations;
- Advising and assisting the Governing Body through attendance at meetings, reports and recommendations.

To achieve the above the Head is closely and strongly assisted by the other members of the Senior Leadership Team:

- The Deputy Headmaster: Mr David Barratt
- Head of Pre-Prep: Mrs Sarah James
- Senior Teacher: Mrs Fiona Bromley
- Head of Learning Support : Mrs Katie Mason
- Head of Teaching & Learning – Ms Cordelia Scott
- Director of Operations & Finance : Mrs Julie Barr

The Head is supported by a full-time, term time only PA, Mrs Rebecca Braithwaite



Curricular & Co-curricular Programme

The Paragon offers all children an outstanding level of education, which caters for the individual abilities, talents and needs of every child, to ensure the intellectual, social, moral, emotional and spiritual development of each individual. Our curriculum is rich and stimulating and is constantly being updated and improved. We believe passionately that school should be fun, that learning should be dynamic and that children learn best when they are happy. There is a strong focus on outdoor learning throughout the curriculum.

In the Early Years Foundation Stage the curriculum is play based and practical, focusing on inquiry, creativity and critical thinking. From Years 1 to 6, children are taught the core subjects by their class teacher. The foundation subjects are taught in a cross-curricular context, making learning meaningful to the children and instilling in them a love of learning. Some subjects are taught by specialist teachers, giving the children the benefit of a high level of knowledge and skills, whilst continuing to work within a cross curricular context where possible. French is taught from Reception onwards, culminating in the Year 6 cultural week in France; Spanish is taught in Years 5&6.

Although we are not a large school, we offer a fantastic choice of extra-curricular activities from pottery and chess to conservation and African drumming. Staff run around 50 lunchtime and after school clubs and children can join whichever clubs they want, regardless of ability. The emphasis in these activities is on enjoyment and exploring new interests. We also offer a rich mix of school trips and activity days, visits to local theatres and a residential adventure centre, and many themed days that make full use of our extensive grounds.

For greater detail and a full picture of the taught curriculum, together with information on daily life at the school, please visit the school's website, where 'Parents Handbooks' contain a great deal of useful information.

The Role

In collaboration with and accountable to the Board of Governors:

Vision and Strategic Leadership

- To articulate and deliver an ambitious vision which builds confidently on the school's strengths and sets clear direction for the future
- To translate this into a comprehensive strategy for purposeful development in all aspects of school life
- To inspire and enthuse the School community in the pursuit of excellence
- To ground this strategy in the context of an ever changing external environment such that The Paragon is proactive in seizing opportunities and confidently responding to challenge, both within the education sector and beyond

Educational Leadership

- To support rising academic standards across the ability range through the promotion of high quality and creative teaching, ensuring that the needs of all pupils are recognised and met
- To foster creativity and a culture of education innovation, leading by example
- To encourage in all colleagues an outward-facing mindset and a proactive approach to seeking and sharing best practice

Organisational Management

- To lead and develop the Senior Leadership Team, empowering and supporting colleagues to build a strong community and achieve their potential
- To recruit and develop high calibre staff, ensuring that staff benefit from continuing professional development and training opportunities
- In conjunction with the Director of Operations & Finance, continue to build strong links with the Prior Park College and Prior Park School Gibraltar, and any future additions to Prior Park Schools and to be a proactive contributor to the policies and aspirations of Prior Park Schools

Culture

- To nurture the spiritual and Christian life of the School
- To encourage staff and pupils to develop a truly global perspective, ensuring that its pupils will flourish as they go forward
- To deliver the highest standards of pastoral care ensuring that pupil welfare and spiritual, moral and personal development inform all decisions made within the School

Marketing and External Relationships

- To ensure that creative marketing strategies are in place, taking all appropriate opportunities to publicise the School
- To be an outgoing ambassador for The Paragon School, effectively communicating its vision to a wide range of external audiences including the local press and building successful relationships for the benefit of the School
- To build and manage strong relationships with current and prospective parents, the staff, and the local community
- To support and play a key role in fundraising and other development work



The Person

The Governors seek an inspirational and innovative leader who will work creatively with them to motivate staff and pupils and engage with parents and the wider community to develop further the strengths of The Paragon School.

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

Education, Training and Qualifications

- Good honours degree and teaching qualification
- Evidence of professional development

Knowledge and experience

- Knowledge of trends, initiatives and current good practice in education
- Proven experience at a senior level, showing evidence of leadership and in building relationships with staff
- An ability to analyse and use data effectively and safely
- Knowledge of Safeguarding and other child related legislation
- Proficient IT skills including effective professional use of social media

Leadership and Management

- Offer a vision for the future whilst preserving and nurturing the ethos and traditions of The Paragon School and Prior Park Schools
- Excellent business acumen and a zest for marketing, development and raising the School's profile locally and beyond
- Ability to discern what needs to change and commit to ideas, even when faced with unpopular decisions
- Ability to plan (short, medium and long term), ensuring decisions are timely, effective and well executed, anticipating any problems and challenges
- The ability to assimilate different types of information, come to logical conclusions, identify opportunities and make sound judgements
- Persistence in looking for new and improved ways of doing things
- Ability to train, coach and support colleagues
- Prioritise own workload and that of a team and delegate effectively
- Set targets for School development and establish, monitor and evaluate strategic development plans
 - Lead by example, epitomising the culture and Christian values of the School
 - Have sufficient knowledge of the financial and administrative aspects of leading an independent Junior School and employment law, together with a knowledge of where best to seek advice
 - A commitment to Outdoor Education

The Person

- Enjoys the company of young people and is passionate about helping them be the best they can be, balancing academic endeavour, inspiring a love of learning and developing life skills
- Has high personal standards of integrity, loyalty, discretion and confidentiality
- Is forward-thinking, dynamic and creative with a flexibility of approach
- Is empathetic, confident, approachable, positive and optimistic and has the ability to keep a sense of proportion in a range of situations
- Has good listening skills and is encouraging to others to contribute their views
- Fosters good relationships across the teaching and support staff ensuring they all feel valued members of the team
- An enthusiasm for the school's sport, music, drama and other aspects of its co-curricular life
- Has high levels of initiative and commitment to working beyond normal hours when required
- Has the ability to negotiate and agree a way forward
- Has excellent interpersonal skills, proven tact and diplomacy and an ability to communicate effectively with a variety of people (both written and spoken) to motivate and inspire them
- Can work under pressure, managing a variety of tasks without becoming overly distracted by one key task at the expense of others; the ability to keep good clear records; an eye for detail is essential
- Is keen to seek feedback and has the ability to remain positive when challenged or criticized
- The children would like a Head who is "firm, fair and fun!"

Terms of Appointment

Conditions

The salary will be commensurate with the experience and qualities of the successful candidate. The Head's remuneration will be reviewed annually. All expenses incurred in the course of work performed for The Paragon will be met.

There will be an annual professional review.

Apart from normal school hours, the post holder will work such hours as shall be necessary properly to discharge their duties and meet the needs of the organisation.

The post holder will be provided with a suitable pension scheme. There are associated death-in-service and permanent ill health insurance benefits as part of this scheme. Private medical insurance is provided for the Head.

The concessionary rate for eligible children of staff to attend any of the three schools is 50% of the day fee.

The appointment of the successful candidate will be subject to a satisfactory medical examination paid for by the Trust, standard pre-employment safer recruitment checks and clearance from the Disclosure and Barring service under the enhanced procedure.

Child Protection and Data Protection

Prior Park Schools is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Application Process and Interview

Application Process

Applications should be emailed to the HR Department: recruitment@priorparkschools.com

Please include the following with your application:

- A completed application form including the name of three referees
- A covering letter of not more than 1300 words summarising your proven ability related to the job and person specifications

Timeline for Interview Process

Closing date for applications is 0800 on Monday 20 January 2020.

References of those invited to interview will be taken up and candidates will be asked to undergo an on-line psychometric testing prior to interview.

Long list interviews will be held at Prior Park College on Tuesday 4 February – Wednesday 5 February 2020.

There will be an opportunity for long-listed candidates to have a tour of the school and to meet with members of staff.

Short listed candidates will be notified soon after the long list interviews and will be asked to undertake an online competency test prior to the final stage of interview.

Short list interviews will be held at Prior Park College on Tuesday 11 February 2020.

There will be an opportunity for candidates to have a tour of Prior Park College as part of this process and to skype the Headmaster of Prior Park Schools, Gibraltar.



**The Paragon
School**