



Charlotte House
Preparatory School for Girls
A PNEU INDEPENDENT SCHOOL

Application Pack

Charlotte House Prep School is looking for a

Deputy Head

Are YOU an enthusiastic and motivated leader ready to inspire the next generation?



'This outstanding setting fully meets the needs of all children while appreciating their individual differences'
ISI Inspection Report judged Outstanding in every category



We are looking to appoint an outstanding leader who will join the Senior Leadership Team as Deputy Head for Autumn 2024

At Charlotte House this is an exciting opportunity for the right applicant to share their passion and experience. Working closely with the Head you will use your ambition, professionalism and drive to continue our mission to provide the very best outcomes for each of our girls

A willingness to contribute to the extra-curricular life of the school is essential, with all staff playing a part in this important aspect of pupil of the experience.

This is a fantastic opportunity for an outstanding teacher with excellent leadership skills.

Charlotte House is committed to safeguarding and promoting welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post including checks with previous employers and the Disclosing and Barring Service.

Application closing date: 3rd November 2023 but applicants will be considered as they are received and the School reserves the right to appoint at any point during the application process.

Interview week commencing 13th November 2023

Please note this is not suitable for an ECT Teacher

For more information please contact the office by telephone on 01923 772101 or by email office@chpschool.co.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to satisfactory disclosure clearance.

www.charlottehouseprepschool.co.uk



September 2023

Dear Candidate

Charlotte House is a prep school for girls providing enjoyable education experiences which lead to outstanding outcomes for our children.

We believe that children benefit from a challenging, innovative and comprehensive curriculum delivered in a supportive and stimulating environment and our school is recognised for its welcoming and friendly atmosphere in which our girls flourish.

If you would like to join our excellent and outstanding team of teachers we have a vacancy for a Deputy Head starting in Autumn 2024.

Applications are open to candidates with substantial experience and a commitment to career development.

For more information please contact Kay Riley, by telephone on 019213 772101 or by email kriley@chpschool.co.uk. Visits are warmly welcomed and are encouraged to discuss the role in more detail.

Application close date: 3rd November 2023

We look forward to receiving your application.

Yours sincerely,

Miss P Woodcock

Head

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Registered educational Charitable Trust No: 311075

PERSON SPECIFICATION Deputy Head

	Essential	Desirable	Ascertained by
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status 	<ul style="list-style-type: none"> • Further CPD relevant to teaching 	<ul style="list-style-type: none"> • Application form • Certificates
Experience	<ul style="list-style-type: none"> • Primary school teaching experience • Proven ability as an excellent classroom teacher • Experience of leading whole school initiatives • Experience of managing people 	<ul style="list-style-type: none"> • Teaching experience across KS1 & KS2 • Experience of taking assemblies • Recent experience in a management role 	<ul style="list-style-type: none"> • Application form • Reference • Interview
Skills, Knowledge, Aptitude	<ul style="list-style-type: none"> • Confident & competent user of ICT • Good classroom management - uses a positive approach to promote learning & excellent behaviour • Ability to plan, record and assess children's progress in a variety of ways • Inclusion strategies for engaging all learners • Ability to work well with parents & carers • To have excellent interpersonal skills • Have a commitment to extracurricular activities • Provide exciting and creative cross-curricular learning and teaching 	<ul style="list-style-type: none"> • Worked in a prep school • Confident English and ICT teacher 	<ul style="list-style-type: none"> • Application form • Reference • Lesson Observation • Interview
Personal qualities	<ul style="list-style-type: none"> • A passionate and dynamic teacher • Displays warmth, care and sensitivity when dealing with children • Ability to work well as part of a team • Good oral and written communication skills • Reliable, flexible, committed, motivated • A sense of humour & 'can do' attitude • Willing to learn • Be hardworking, kind, flexible and able to work as a member of a team 	<ul style="list-style-type: none"> • Bringing personal interests and enthusiasms to the school • Demonstrate a good understanding of PSHEE • Ability to lead a curriculum area 	<ul style="list-style-type: none"> • Reference • Lesson Observation • Interview

JOB TITLE - Deputy Head

Responsible to: Head

Purpose:

The role of the Deputy Head is to be responsible for the operational and pastoral elements of the school.

In co-operation with, and under the guidance of, the Head to

- Support the vision, ethos and policies of the school
- Support the creation and implementation of the school development plan and to take responsibility for appropriately delegated aspects of it
- Support the evaluation of the effectiveness of school policies and developments and comment on their impact on delegated areas
- Show loyalty to the Head and to Charlotte House Prep School

Professional Duties and Responsibilities:

Leadership & Management

- To deputise for the Head in her absence
- To attend SMT meetings and collaborate with members of that group, to consider, help implement and evaluate school development
- To have shared responsibility for and update the Policy checklist and to support the evaluation of the effectiveness of the school policies
- To contribute to the SDP
- To represent the SMT on certain residential trips as agreed with the Head
- To attend Governors' meetings

Operational & Organisation

- To organise cover when required
- To keep a record of cover duties undertaken
- To organise duty rotas
- To oversee Teaching Assistants
- To be the Speech Day prize announcer
- To organise timetables for work experience students, Open Mornings
- To be a Form teacher (probably Form VI)
- To make a full and active contribution to the extra-curricular life of the school

Pastoral Management

- To organise, chair and report on the pupil concerns meetings
- To be the Pastoral lead in school
- To be responsible for, and report on, the bullying audit
- To attend parents' meetings
- To be the DSP
- To advise and guide on transition
- To discipline girls, maintain appropriate records and report to the Head as required
- To lead assemblies when required

Curriculum Management

- To liaise with Director of Studies on various matters/timetables
- To be on the Education Committee
- To teach as appropriate

Staffing

- To arrange, manage and oversee the induction of new staff
- To carryout appraisals
- To assist in the recruitment of staff
- To act in an advisory capacity for staff on issues pertaining to pastoral matters

Personal qualities and attributes

- Excellent organisational skills
- Excellent communication skills
- Excellent classroom practitioner
- Demonstrate discretion/loyalty
- Ability to show initiative

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Hours:

A Deputy Head will work the hours that have been agreed in your contract. These hours can be varied to meet the educational and operational needs of the School. Additional duties outside these hours include school occasions when attendance will be required, including but not exclusive to:

Parents Evenings	School Fairs
Plays	Open Days
Carol Service	Meetings
Inset Days	All PTA meetings and events

During the holidays, your role would necessitate your working for approximately $\frac{1}{4}$ of the time.

Application and Recruitment Procedure

Application Form

- Candidates should be aware that all posts in the school involve responsibility for safeguarding children.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- An Enhanced Disclosure from the Disclosure and Barring Service will be obtained for the successful applicant.
- We will seek references on shortlisted candidates and will approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.
- We carry out an online search as part of our due diligence on any shortlisted candidates, as part of the shortlisting process. This is done prior to interview.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

- All candidates invited to interview must also bring with them:
 - a current passport or a full birth certificate
 - a utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - where appropriate any documentation evidencing a change of name
 - your latest DBS Certificate

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identify and qualifications including, where appropriate, evidence of the right to work in the UK
- a satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS
- checks that the candidate is not subject to a prohibition order issued by the Secretary of State (teaching positions only)
- verification of professional qualifications, where appropriate
- verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999)
- overseas checks and confirmations as the school may consider appropriate
- satisfactory medical fitness
- signed staff suitability declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009

Policy on the Recruitment of Ex-Offenders

- The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School.
- Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with any offences against children.
- All candidates should be aware that provision of false information is an offence and could result in the application being rejected (or summary dismissal if they have been appointed) and a referral to the police and/or DBS and/or the DfES Children's Safeguarding Operation Unit.

Background Information

The School

Charlotte House School is an independent girls' preparatory school set in delightful grounds of about three acres surrounded by mature trees and gardens. It is situated in a quiet residential area in Hertfordshire between the towns of Rickmansworth and Chorleywood, about one mile from Junction 18 of the M25 and within easy reach of Rickmansworth Station. Watford, Harrow and St Albans, with their shopping and entertainment facilities, are nearby, as is the delightful Chilterns countryside.

Charlotte House School offers education to girls between the ages of 3 and 11 years. The school is single form entry. Pupils join the Nursery at three or Reception at rising five; the school is largely non-selective and academic standards are high and rising. At the age of 11, girls move very successfully to a wide variety of private and state schools including Berkhamsted, Haberdashers' Aske's, Northwood College, Royal Masonic, St Helen's, Abbot's Hill, Dr Challoner's High School and Watford Grammar. Girls are prepared for the 11+ entrance exams and very good links are established with all these schools so that they acknowledge and value the high standards encouraged at Charlotte House. The school has an excellent record in enabling girls to transfer to the secondary school for which they are most suited, whether private or in the maintained sector.

Charlotte House is divided into two main sections; the Pre-Prep which includes the Early Years Department, and Prep. There is one class per year group, each with a dedicated form teacher. Additionally the Pre-Prep forms each have their own classroom assistant. Specialist staff are introduced to girls from Nursery.

Our wide curriculum includes all aspects of the National Curriculum but we successfully augment this and in assessment we consistently see girls achieving above National Curriculum averages. There is a thriving creative atmosphere throughout the school and examples of the children's work are on display. Music plays an important role as does drama. Drama is much enjoyed from form assemblies and plays through to the Easter Concert and the Form VI leavers' play, and not only reinforces studies but also increases the children's confidence and self-expression. PE activities include netball, gymnastics, dance, athletics and swimming. Girls play regular netball matches against many local schools and the swimming squad is very successful in local and national galas and competitions.

Management

The school is run by the Head, assisted by the Deputy Head. The Senior Management Team consists of the Head, the Deputy, the Director of Studies, the SENCo and the Bursar. The Head is also supported by a PA/School Secretary and the Registrar.

The school is administered by a Board of Governors. They provide a wide range of professional skills and include former parents. The governors sub-committees include Health and Safety, Education, Building and Finance, Marketing and Child Protection.

Staff

Aside from the Head, there are eight full-time and five part-time teachers, one learning support assistant, five teaching assistants, and three kitchen staff.

The Admin staff consists of: a Bursar & part-time Assistant, a Registrar and a School Secretary.

PTA

The school is fortunate in having a very supportive PTA which organises many social and fund-raising events which are held throughout the year including Christmas and Summer Fairs.

For further information please refer to our website www.charlottehousepreschool.co.uk

