



# BACKGROUND

Founded in 2012, in the building of an old library nearby Wandsworth Common in South West London, Wandsworth Prep is one of London's leading small independent prep schools.

The school has grown successfully to educate 100 children (with capacity for 115), from Nursery to Year 6, in a nurturing, supportive and aspirational environment.

Relationships between children, teachers and families are strong and the school's sense of community is one of its defining features. Through a vibrant, creative yet structured curriculum, Wandsworth Prep genuinely develops children as individuals and has an excellent track record of helping pupils to transfer to a wide range of leading independent schools including Emmanuel College, St Paul's Girls' School and Whitgift School, amongst numerous others.

The school prides itself on nurturing children in small classes, igniting a passion for learning and helping them achieve their full potential. Throughout the school, sustained emphasis is placed on breadth and balance, ensuring that children enjoy their learning whilst preparing them for senior school entrance exams in Year 6.

The school also offers a wraparound care with a Breakfast Club from 7.30am and After School Club until 6.00pm and a thriving holiday club programme. This provision has been designed around the needs of local working families who are seeking an all-round offer from their local prep school.

As part of Bellevue Education, Wandsworth Prep receives specialist support in the areas of educational advice, finance, human resources and marketing, enabling the Head to focus on the most important aspects of their work: delivering an education which enables every child to reach their full potential. Heads also benefit from shared best-practice and focused training programmes covering all aspects of education...

Further information about the school may be found on the website at <a href="https://www.wandsworthprep.com">www.wandsworthprep.com</a> and for further information about Bellevue please visit <a href="https://www.blvue.com">www.blvue.com</a>



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# THE ROLE

The Head is responsible to the Bellevue's Education Director for the overall leadership and management of the school.

- The Head's vision, inspiration, initiative and management are fundamental in creating an environment which enables every member of the school community to flourish as an individual.
- The Head will be expected to engage in continuing professional development in order to meet the present and future challenges of the role, and to undertake the process of performance management.
- The Head will be an advocate for the school across all the constituents of its community.
- The Head will keep the Education Director informed about the work of the school and consult them appropriately, for example over the formulation of the strategic and school development plans, marketing strategies, or significant curriculum or organisational change.
- The Head's positive working relationship with the finance team will be essential to the success and ongoing development of Wandsworth Prep.

# **Key Managerial and Leadership** responsibilities

■ The Head is responsible for ensuring that pupils are safe at all times, and all elements of KCSIE are at the forefront of the school's agenda always.

#### **Learning and Teaching**

- To encourage learning to be at the core of all activities related to the school.
- To determine, implement and monitor appropriate academic, pastoral, moral and spiritual curricula for the school.
- To monitor and evaluate the quality of learning and teaching in the school, and to put in place appropriate initiative developments.
- To ensure that the progress of individual pupils is assessed, recorded, reported and supported.
- To encourage all staff to engage in continued professional development to benefit their own learning and to support pupils' development.





#### **People**

- To promote the development of an adventurous, supportive and forward-looking organisation and to maintain and develop the strong sense of community within the school.
- To act as a role model for pupils, appreciating their efforts and supporting their extracurricular activities such as clubs, plays, concerts and matches.
- To inspire, motivate, counsel and, where necessary, to discipline pupils and staff as appropriate.
- To appoint staff who will enrich the pupils' experience through inspirational teaching and a commitment to extracurricular activity.
- To ensure that proper standards of professional performance are established and maintained.
- To promote, supervise, monitor and review arrangements for the professional development of academic and pastoral staff, including performance management.
- To ensure the pastoral care for pupils is of the highest quality through a focus on the well-being of every child.
- To ensure the maintenance of good order and conduct at all times when pupils are in the care of the school.

#### **School Development and Promotion**

To maintain and build upon the school's close-knit community through building high-quality, individual relationships with children, staff, parents and other key partners.

- To promote a clear sense of vision, direction and intended outcomes in leading and managing the process of both strategic and school development planning.
- To establish effective structures for the smooth running of the school, ensuring that responsibilities are clear but not exclusive.
- To work with Bellevue Education to establish, implement and review procedures for the promotion and marketing of the school, encouraging the involvement of the whole staff.
- To recruit, select, admit and retain children for the school, seeking to maintain and develop the academic standing of the school, and to increase and sustain a strong pupil base.
- o develop and sustain good relationships with other feeder nurseries and senior schools, and to explore positively further co-operation for mutual benefit.

#### Communications

- To establish and maintain excellent communication throughout the school community, internally and externally.
- To build relationships with parents and to ensure excellent communication between the school and the parent body, both individually and collectively.
- To maintain and further develop good relationships and communication within and beyond the school community in order to promote an understanding of and support for the aims, values and performance of the school.

- To develop appropriate links with the media, local businesses and other relevant networks to enhance the reputation of the school.
- To develop and maintain contacts with other Heads and their schools, professional associations and other.

#### Resources

- To plan, manage, allocate and account for the human, financial and material resources of the school.
- To ensure jointly with the finance team that there are clearly understood procedures for setting and controlling financial budgets and deciding which it is appropriate to delegate.
- To make arrangements jointly with the finance team to ensure that school property, buildings, grounds and equipment are used properly, safely, efficiently and effectively.



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- In co-operation with the Education Director, to formulate, develop and review the overall aims and values of the school and to implement and then monitor the effectiveness of policies and procedures intended to achieve these aims and values.
- To ensure that there is an agreed strategic plan and an agreed school development plan in place at all times.
- To ensure that the school complies with all statutory and regulatory requirements.

### **Health and Safety**

- To ensure jointly with the Education Director and finance team that the School Health and Safety Policy is promulgated and properly administered.
- To ensure the School's Child Protection Policy is promulgated and properly administered, including Safer Recruitment and other staff training, and that safeguarding arrangements are subject to constant review and evaluation.



# THE PERSON

- Demonstrates natural ability and leadership qualities, leading by example showing personal strength of character through transparency, integrity and fairness and commanding the respect of pupils, staff and parents.
- Displays energy and imagination with the courage to innovate; display unwavering commitment to the continued development of the school combined with a commitment to raising standards.
- The capability to show respect and attention to the views of others, with the willingness to act decisively and independently according to their own values.
- The enthusiasm, initiative and commitment to ensure good practice is embedded throughout the school.

- Excellent communication skills, including the ability to empathise with pupils, staff and parents.
- The ability to address difficult issues, deal sensitively with conflict and take difficult decisions, together with the clarity of purpose and capability to communicate the rationale for decisions sensitively and clearly.
- Have appropriate self-confidence and inspire confidence while remaining considerate to the needs of others.
- Possess a sense of humour, particularly in relation to their own strengths and weaknesses!

#### **Strategic Leadership**

- The ability and experience to identify areas where change is necessary and to manage those changes effectively, minimising their impact on the daily routines of the school.
- A clear vision for education, together with the ability to communicate this to the staff, parents and children at the school, together with the wider community with the capability to translate the vision into coherent, achievable and challenging plans.
- Secure the confidence and loyalty of the school community, creating an environment that allows all sections of the school community to contribute to the strategic aims of the school.
- Build a united and successful management team, instilling in each member the desire and drive to lead in their given areas with independence and initiative.
- The ability to think strategically, developing plans for the long-term future of the school.







### **Qualifications and Professional Development**

An appropriate DfE registered teaching qualification, a further professional qualification e.g. NPQH or education focussed MA is considered desirable.

#### **Experience**

- The candidate will have substantial experience and record of success as an effective Head, Deputy or Assistant Head.
- A track record of effective and successful teaching, with relevant experience in EYFS, KS1 and KS2, preferably with specific experience of preparing children for examinations to state grammar and independent secondary schools.
- A proven ability to lead and develop themselves and teams, being adept at identifying personal areas for development and recognising the potential and development needs of others.

## **Promoting Excellence and Achievement**

- A commitment to celebrating the depth of diversity of achievement in school, through leading the recognition of groups or individuals.
- The ability to recognise and acknowledge excellence and challenge poor performance.
- A thorough understanding of the issues which affect the quality of educational achievement, including teaching standards, learning environment, target setting, assessment, diversity and inclusion strategies – identifying and disseminating best practice within the staff.

- A commitment to achieving excellence and a track record of delivering strategies to raise standards in all areas of school operation.
- Rigour in leadership, showing a commitment to evidence-based leadership together with creativity in developing the school SEF, and deriving SDP priorities based on effective use of school performance data, collating, evaluating, reviewing and taking appropriate action.
- Managing effective communication strategies between all areas of the school community.

#### **Teaching and Learning**

- The capability and commitment to develop a creative and collaborative learning culture, including experience of creating an effective and motivational learning Environment.
- A secure understanding of the national curriculum and an interest and awareness of trends in curriculum innovation.
- Knowledge and experience of a range of successful teaching and learning strategies in order to meet the needs of pupils across the ability range, together with experience of introducing teaching innovation in a previous post.
- A thorough understanding of the key aspects of successful learning and successful learners, as well as the key elements of effective behaviour management including the development of appropriate policies and practice relating to behaviour management.
- A clear understanding of the role of effective feedback in the learning process.



# HOW TO APPLY

The search for a new Head at Wandsworth Prep School is being led by Odgers Berndtson.

The closing date for applications is **09.00 GMT on Wednesday 5 March 2025**. Shortlist interviews will take place on **Monday 17 March 2025**. Final stage candidates will be invited to have a full briefing visit to the school on either **20 or 21 March 2025** with final interviews being held on **Wednesday 26 March 2025**.

To apply, please submit a CV and covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is online at: <a href="https://www.odgers.com/93167">www.odgers.com/93167</a>

If you are unable to apply online please email your application to: **93167@odgersberndtson.com** 

For an initial discussion, please contact:

Peter Lawrence: +44 (0) 207 529 3055 peter.lawrence@odgersberndtson.com

Lottie Willis: +44 (0) 207 367 9795 lottie.willis@odgersberndtson.com

#### Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Wandsworth Prep School and Bellevue Education are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



