



# The role of Head of Prep School

APPLICATION PACK



ESTABLISHED 1929

## Gosfield School





## ABOUT US

Gosfield School was established at Cut Hedge Park in 1929 when the daughter of the textile manufacturer, George Courtauld purchased the land and buildings from the executors of her late father's estate. Constance Cicely Courtauld started a senior boy's boarding school the same year with pupils relocating from Leigh Hall School in Southend. In 1944, Cicely gifted the school and estate to headmaster John Turner who continued the work started by Cicely. In 1967, the school became a charitable trust and in 1986, the school became co-educational. A Prep School was opened in 1989 and we welcomed our first 6th Form students in 1994. In 2006, Gosfield School Ltd purchased the freehold of the estate and buildings from the Turner family.

In 2015, we opened Meadow Court, a purpose built Prep School, which is home to Reception Class to Year 5, within the grounds of our 100 acre estate. Meadow Court also houses our newly opened and thriving Nursery School. The new building complements the Victorian Manor House that is the heartbeat of the school and offers excellent facilities for our transition Year 6, Senior School and 6th Form. We continue to develop and upgrade our infrastructure and with Forest School very much a part of our Prep and Senior School curriculum, we were delighted to open our new Forest School and Cricket Pavilion in May 2017. Our Cricket Academy welcomed its first scholars in Summer 2018, we are opening our new Design Technology workshop in Autumn 2018 and are currently undertaking a major interior design led redecoration of the Manor House. We have plans in place for a new Performing Arts Centre which we intend to see ready for use within the next two years.

We are committed to the development of our young people in an environment where all pupils feel valued and are able to achieve excellence in all aspects of life. We have non-academic entry criteria and consistently achieve outstanding outcomes when compared to schools with academic entry criteria.

Cicely's founding principles for the school were to create a family environment in which young people would flourish and we remain faithful to those principles today.

Class sizes are small by design. A maximum of 20 children per year in our Prep School rising to a maximum of 40 per year group, in two forms in the Senior School. Our class sizes enable every member of staff to understand each pupil individually. We remain a small school of some 250 pupils plus

nursery children and although small, in September 2018, we welcomed our largest cohort in the school's 89 year history.

Children do not learn unless they are happy, so making sure that each child that joins us feels safe, settled and supported is our primary concern. We believe that children will flourish if they are allowed to grow as individuals who can achieve beyond expectation because their personal needs are recognised. Our pupils mix often and readily across year groups, which builds the confidence of our youngest children and helps our older pupils remain kind and caring through their teenage years. We get to know our pupils very well and appreciate their unique personalities and approaches to learning.

We are proud to maintain the founding principles of our school some 89 years ago and look forward to welcoming our new Head of Prep School to our family as we continue our journey with the young people in our care.

Gosfield School is a member of the Independent Schools Association.





# ABOUT YOU

The school is now seeking to appoint our new Head of Prep School. Our current Head of Prep leaves at the end of the Spring Term 2019 to take up the Headship of her own Prep School after six successful years in post.

Our Head of Prep School leads all aspects of primary education, including Nursery, working closely with the Principal, the Senior Leadership Team and the School's Governors. The leadership structure includes a Vice Principal, School Business Manager, Registrar and several Assistant Principals. The school's Governing Council has 14 members, including the Head of Prep School, some of whom undertake six Link Governance roles.

## Person Specification

Candidates should be ambitious and able to demonstrate:

- Success as a Primary practitioner, with leadership experience at Deputy or Head level
- Strong academic and intellectual credentials
- The ability to inspire, motivate and empower our team of teaching and non-teaching staff and successfully lead our whole Prep School and Nursery team
- Success in achieving high standards of progress and outcomes at all levels and a commitment to excellence and an enriched curriculum
- A deep understanding of pupil progress and achievement data and how to select what matters to ensure progress for all
- The ability to innovate and for forward thinking to set a clear vision for all Prep children's progress and the school's continued growth
- An inclusive and consultative approach to all stakeholders
- A commitment to continuing professional development
- Success in achieving high standards of progress and outcomes at all levels and a commitment to excellence and an enriched curriculum
- An understanding of commercial requirements and budgetary control
- A commitment to continue the established ethos and founding principles of the school

This is a wonderful opportunity for the right candidate to whom we offer very attractive remuneration .

The school roll has grown in pupil numbers by over 20% in the last five years and some significant infrastructure developments have been completed in that time including the opening of a new build Prep School, a new Forest School, Cricket Pavilion and Design Technology workshop, and we have plans in place to construct a new Performing Arts Centre. We are seeking to appoint a Head of Prep School who will continue the excellent work of recent years.

This is a prestigious and exciting opportunity for a leader with a desire to make a difference for all pupils. You will have great scope to develop and design a curriculum which enhances the talents and abilities of all, as we seek to grow each child so that they achieve beyond expectation, and inspire us and one another in doing so.

The successful applicant will equally be at home as a warm leader in the playground with parents and pupils, as an inspiring presence at the front of the assembly hall and in the staffroom, as a critical friend in the classroom, and as a helpful interpreter of pupil progress and achievement data to make a meaningful difference. You will lead the Prep School through its continued development, building on our significant strengths, bringing new ideas and ensuring we continue to be exceptional in everything we do.







# APPOINTMENT PROCESS AND HOW TO APPLY

## **Applications close at noon on Tuesday 20 November, 2018**

In the first instance, applicants should complete the school's job application form, and submit it no later than noon on Tuesday 20 November, 2018. Applications can be sent by email to: Sara Bowles, Principal's PA at [sara.bowles@gosfieldschool.org.uk](mailto:sara.bowles@gosfieldschool.org.uk) or posted to: Sara Bowles, Principal's PA, Gosfield School, Cut Hedge Park, Halstead Road, Gosfield, Essex CO9 1PF.

## **Invitation to visit the school**

Applications will be considered by the panel and a long list of candidates will be invited to spend the day with us. We will advise the selected candidates no later than Wednesday 28 November, 2018 and will also provide a link to an online psychometric testing portal.

## **Online psychometric testing completed by 2 December 2018**

Candidates receiving an invitation will be asked to complete a short online psychometric test which must be completed by midnight on 2 December 2018

## **Long list of candidates school visit week commencing 3 December 2018**

The selected, invited candidates will spend an initial day with us in the week commencing Monday 3 December, and will have the opportunity to meet with our staff and pupils and engage in informal and formal discussions about the role. A short list of candidates will be contacted following this day and invited to a formal interview on the second day of the process.

## **Short list of candidates for formal interviews in week commencing 3 December 2018**

A short list of candidates will be invited to formal interviews at the school following the initial selection day in the week commencing Monday 3 December 2018. These interviews will take place in front of a panel of Governors and Senior Leaders.

## **Offer for the position of Head of Prep School**

It is anticipated that the successful candidate will be advised by Friday 14 December. The position will be offered subject to satisfactory references being taken up.



*Gosfield School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.*