



NEWBRIDGE

PREPARATORY SCHOOL

Wolverhampton | IAPS | ISA
Ages 2-11 (Girls 2-11, Boys 2-7)



Candidate Brief for the position of Head

Required for September 2024

a3c
connecting inspiration

A close-knit school in a vibrant community...

Introduction	3
The school	4
The location	6
The role	7
The person	10
How to apply	12



Introduction

Newbridge Preparatory School is a vibrant, contemporary school dedicated to the education of girls aged two to eleven and boys aged two to seven, and we take pride in being Wolverhampton's sole truly independent 'Prep' school.

Our mission is to harmoniously blend time-honoured principles with innovative teaching and learning approaches.

Our small community is known for being a friendly, family school, and at the heart of its success are excellent relationships between children and staff. There are shared expectations for striving towards academic excellence whilst ensuring that all children are nurtured to be their very best as individuals, whatever their varied strengths.

Following the retirement of the current Head, we are excited to invite applications for our next Head to lead our dedicated staff and I am delighted that you have taken an interest to join us. I look forward to meeting you.

Guy Birkett
Chair of the Directors





The school

Newbridge Prep is a school that collectively strives for the highest standards in all academic subjects of the curriculum while also offering children a range of activities from music, dance and drama, to sport and outdoor pursuits.

The school believes in traditional values, where self-discipline and good manners are important and where each individual is encouraged to respect and value others.

This is a small, personal school where everyone knows everyone. It fosters an environment where children can grow in confidence, learning honesty, consideration, loyalty and openness.

In the school's most recent Independent Schools Inspectorate (ISI) report in 2022, it was found to be 'excellent' across academic and other achievements, and pupil's personal development areas.

Extracurricular at Primary level



Newbridge Prep is particularly proud of its well rounded and extensive extracurricular activities, and it is a big part of the culture of the school.

The school offers excellent opportunities for children to develop in areas of dance, music, sport and drama as exemplified by our annual theatre performance for upper school pupils, our wide peripatetic provision, Newbridge imagination Choir and dance and sporting opportunities.

The sporting activities vary each term but can include Football Academy, Squash Academy, Tennis Academy, Netball Squad, Chess, and Gymnastics.

The school also encourages the learning of skills via coding, speech and drama, Environmental Friends, Craft Club, Knit & Natter, Philosophy, Book Club, Brownies and Guides.

The location

Newbridge Prep is situated in Wolverhampton, which is both an historic city and a contemporary, vibrant, multicultural community.

Within an hour of the school are the Shropshire Hills (shown opposite, bottom right) and within 45 minutes is Cannock Chase, another Area of Outstanding Natural Beauty, and of course the busy metropolitan city of Birmingham is just a 17 minute train journey from Wolverhampton.

The school buildings are set within wide open outdoor spaces, including a large garden divided into a top lawn, bottom field, wildlife area and a remembrance garden.

An extension which leads from the rear of the house offers changing rooms; a Computing / Music room and the Dining Hall. Behind the house stands a modern, purpose-built Lower School with a multi-purpose hall, three classrooms and Pre-Nursery room.





The role

The school are looking to appoint a Head who will develop and build upon the strong school community and ensure the school's values are to the fore by recognising each student's capabilities: through nurturing their talents and valuing their individuality.

The Head reports to the Chair of Directors and has overall responsibility for leading and managing the whole school by implementing its ethos and aims.

Strategy and leadership

The Head will provide clear vision, inspiration, leadership, and management to create a climate which enables every member of the school community to flourish.

While motivating the staff, they will monitor the standards of teaching and learning through appraisals and evaluation of staff performance and promote a culture of high expectations underpinned by continual personal and professional development.

Academic standards

They will oversee the academic curriculum and co-curricular provision to ensure that there are appropriate policies and procedures in place to support the educational vision, that include systems to maintain the excellent quality of teaching and learning, and ensure the school is excellently prepared for inspection.

They will also promote the safety and security of pupils, overseeing their academic, social and moral welfare, and inspire good pupil discipline.

Community engagement

The Head engages readily with the wider school community, ensuring the wellbeing of all, through outstanding pastoral care.

They will ensure that the school maintains a constructive relationship with relevant authorities, and build on excellent methods of communication and engagement with parents.

They will also be responsible for:

- maintaining good, clear and effective working links of communication across the site, such that staff and pupils are aware of, and feel part of a vibrant, cohesive community,
- forming and maintaining positive relationships with the students, their parents, alumnae and the wider community,
- representing and interacting on a professional level with Heads and colleagues in both maintained and independent schools,
- maintaining relationships with IAPS and ISA and representing the School externally to professional bodies and at all appropriate events including active support of extracurricular events, and
- building and maintaining a good working relationship with the SMT, office and all other staff to ensure all feel valued for their contribution to the school.

It is important to note that a key part of Newbridge is the rounded development and excellent support for extra curricular at primary level. The Head must be someone who values an holistic education.

Admissions and Marketing

The Head is the public figurehead of the school and with that they will promote and protect the image of the school at all times.

Their responsibilities include:

- the recruitment of students, ensuring that target student numbers are met through an excellent admissions policy that is consistently in consultation with the relevant staff department,
- ensuring that marketing and recruitment strategies are adapted accordingly,
- continually developing the school's profile in Wolverhampton and the surrounding area for the purposes of effective student recruitment and reputation management.

They shall also promote a culture of, and demonstrate a commitment to, Equality, Diversity and Inclusion.





The person

The school is looking to appoint an aspiring or current Head who can demonstrate a strategic mindset and excellence leadership and management skills accompanied by the ability to motivate and engage others.

They will be empathetic to the spirit and values of the school, as well as bringing vision to the role.

It is essential that they pursue high academic standards within a broad curriculum and culture that enables each child to develop a strong love of learning and independence.

A Head who strives to support personal growth of the children and excellent pastoral care and opportunities for wider development in support of all the dance, drama, music which makes the provision special, is key for Newbridge.

They will understand the importance of marketing the school and have financial experience and acumen, possess commercial awareness and business literacy, so that the school is competitive and successful.

Character & values

The Head's character will be in sympathy with the aims and ethos of the school, and they will be able to display high levels of emotional intelligence, as well as empathy especially with children.

They will be highly motivated, and possess a positive can-do approach, and be an exceptional role model with high standards of confidentiality and integrity.

Another key trait will be the ability to engender trust, manage others effectively, delegate skilfully and empower all colleagues to show initiative and give of their very best.

Key to this will be the traits of a good communicator who is able to listen and consult. They will be personable and professional and inspire the confidence of the school community, with the ability to form positive relationships with pupils, staff, parents and governors.

A broad-minded educationalist, they will be abreast of curriculum development and co-curricular programmes to ensure a breadth of education and opportunity for pupils, and they will have an understanding of Equality and Diversity.

Experience & qualifications

It is expected that the successful applicant will be a graduate with experience of teaching Primary age school children.

They are likely to have held a position of seniority and responsibility, have had experience of management and strategic development, and display strong, active and visible leadership skills.

They will have excellent administrative and organisational skills with the ability to manage change and work calmly and professionally under pressure.

The ability to plan and implement a budget based on a realistic analysis of needs is essential, as is commercial and finance experience.

An awareness of marketing strategies and a willingness to develop them will also be advantageous.

An excellent understanding of their role in the context of safeguarding children, young people and vulnerable adults is essential.

The package for this position includes:

- Salary according to experience
- Partial school fee remission (if applicable).
- A significant Continued Professional Development program and the opportunity to work with a supportive Board and SLT.



How to apply

AMC are assisting Newbridge Preparatory School with the recruitment of this post. Candidates should complete the online form on the vacancy page at www.anthonymillard.co.uk and upload a CV and covering letter addressed to Mr Guy Birkett, which addresses the job description and person specification.

REFERENCES

Names, addresses, email addresses and telephone numbers of three referees (including current and past direct line managers) are required, but will only be taken up with each candidate's consent.

KEY DATES

Wednesday 3 January, noon Closing date

10-11 January Longlist interviews

19-20 January Final interviews

For an initial discussion in the first instance please contact Natasha Watson:

natasha@anthonymillard.co.uk

Anthony Millard is leading the search and can be contacted on **anthony@anthonymillard.co.uk**

Newbridge Preparatory School school are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applications.



NEWBRIDGE
PREPARATORY SCHOOL



We look forward to
speaking with you.

a3c
connecting inspiration