



Queen's College Preparatory School

Candidate Pack



MARKETING ASSISTANT

Dear Candidate,

I am delighted that you are considering a position at Queen's College Prep. The first class facilities, delightful girls and professional, talented and caring staff all combine to make QCPS a wonderful place to work.

Staff appointed to Queen's College Prep join an exciting and forward thinking school, steeped in tradition but with a keen eye on the future. We are deeply committed to professional development, and all members of staff have the freedom to work creatively and collaboratively to inspire, support and challenge the girls in our care.

I hope you find the information in this pack useful as you decide whether to apply to our school. If you are kind, dedicated, innovative and passionate about education we would welcome an application.



Emma Webb
Headmistress



The School

Established in September 2002, Queen's College Prep School (QCPS) has enjoyed rapid growth to become one of the most successful prep schools in London. QCPS shares its governing Council with Queen's College, the prestigious Harley Street secondary school to which many QCPS girls progress at 11+.

Situated in historic Portland Place in the heart of London, the Prep School is housed in beautiful Adam brothers' buildings that have been imaginatively designed to provide outstanding accommodation to meet the needs of a school and children in the 21st century. The School has embarked on an ambitious programme of building to improve further and enhance the facilities for the girls and for teaching and learning in recent years.

The light, spacious accommodation includes a large dining room, a well-stocked library, a recently built music suite with a number of practice rooms, a large science room, a specialist Art Room, an assembly hall, and a gymnasium.

All teaching rooms are fitted with interactive white boards and data projectors, and there is a comprehensively equipped ICT suite to accommodate 20 girls. ICT is used creatively throughout (there are iPads available for use across the School) and is employed very effectively in communications with parents.



Our Ethos and Beliefs

The ethos of QCPS is evident on visiting the School. The focus is on providing an environment in which girls will be happy and will excel. A long term view is taken of each girl's development, and pupils are given the opportunity to experience and develop as many new skills and interests as possible during their school career with us. The curriculum and wider curriculum is broad, imaginative and uses all that London has to offer extensively. In so doing, the School develops confidence, resilience and adaptability in the girls. At QCPS girls are encouraged to become independent thinkers and learners, and to value learning for its own sake. Great emphasis is also placed on good manners, care and consideration for others.



Our Curriculum



We place great importance on providing the girls with a broad and inspiring curriculum. From Reception the children benefit from specialist teaching in French, music, ballet/musical theatre, PE and games. Computing and art are specialist taught from Form I onwards and as they move through the School there is further specialisation in English, maths and science. Specialist taught from Form I, art is also very strong with the girls achieving extremely high standards. At the end of their time at QCPS, the girls go on to Queen's College London and other leading day schools. A small number join boarding schools. Each year QCPS girls win scholarships for academic achievement, music and art.

Music plays a key role in the life of the School, featuring strongly in QCPS' day-to-day activity and in all the School's celebrations. These include events such as annual productions including the Pre-Prep Nativity and the Form VI play, year group performances, Prize Giving, Harvest and the Carol Concert at All Souls, Langham Place.





The School's inclusive attitude to music and the performing arts means that all children are encouraged to become members of choirs and musical ensemble groups. The majority of the girls take individual instrumental lessons from Form II and instrumental concerts typically feature beginners alongside their more accomplished peers. Dramatic productions happen throughout the year.

There is an extensive and exciting co-curricular programme provided by the teaching staff and external specialists, and a commitment to the wider life of the school is expected.





Every child has some form of physical education daily. Considerable use is made of the beautiful grounds of nearby Regent's Park as well as a local private garden. During their time at QCPS the girls learn netball, gymnastics, tag rugby, hockey, fencing, rounders, basketball, volley ball, trampolining and athletics, as well as taking ballet, musical theatre, gym and fitness training. The girls also use local facilities for swimming. From Form V the girls can join the annual Queen's College ski trip. Form IV and Form V girls enjoy a residential visit in the UK each year, and Form VI enjoy a week in France.



School Organisation



Two-form entry, the School has a roll of 240 girls. Class sizes are small and rarely exceed 18 girls. The School consists of two departments: the Prep Department (ages 7-11) and the Pre-Prep (ages 4-7) with both departments operating under the direction of the Head of Pre-Prep and the Head of Prep. The Senior Leadership Team is made up of the Headmistress, the Deputy Head (Academic) and the Assistant Head (Pastoral). Heads of Department are responsible for developing individual subject areas. All members of staff place the highest importance on the welfare of the school community and on all matters relating to safeguarding children.

The Local Area



Located on one of London's most prestigious roads, QCPS is located within easy walking distance of all the amenities of Oxford Street, Regent Street and Marylebone High Street as well as numerous galleries, museums and theatres. Great Portland Street, Regent's Park and Oxford Circus Underground Stations are all minutes away.

How to Apply

Please send your covering letter addressed to the Headmistress (no more than 2 sides of A4), completed Application Form and Equal Opportunities Monitoring Form to the Assistant Bursar, at rhall@qcl.org.uk by the closing date.

Alternatively, applications may be sent by post to:

Richard Hall
Assistant Bursar
Queen's College
43-49 Harley Street
London
W1G 8BT

All applications will be acknowledged by email.

Please note that candidates invited to interview are required to bring documentation providing proof of their identity and qualifications.

Terms of Appointment

The post will be offered subject to satisfactory references, an enhanced Disclosure and Barring Service check and confirmation that the candidate is not barred for employment by Disqualification by Association

QUEEN'S COLLEGE IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, AND APPLICANTS MUST BE WILLING TO UNDERGO RIGOROUS CHILD PROTECTION SCREENING, INCLUDING CHECKS WITH PAST EMPLOYERS AND THE DISCLOSURE AND BARRING SERVICE.