

St Margaret's Preparatory School

Calne, Wiltshire



Deputy Head - Academic

September 2020

St Margaret's is an IAPS co-educational day school for approximately 200 pupils aged 3-11. There is one class per year in Pre-Prep (KS1 including Kindergarten) and 2 per year in Prep (KS2). The school shares an impressive 27 acre campus and facilities with St Mary's School, Calne.

In its latest ISI inspection in May 2017, St Margaret's was rated Excellent across the board. The full report is available to view via the school or ISI websites.

The school broadly follows the 2014 Primary National Curriculum in England. Children are assessed in line with national expectations and the Foundation Stage Profile. In standardised tests from Year 2 to Year 6, pupils achieve well above the national averages despite a non-selective intake. In addition to the delivery of a strong academic curriculum there is a rich programme of music, sport, drama and art. Computing, Sport, Music, Art, MFL and Latin are taught by subject specialists.

The aim is for all pupils to achieve their potential in every aspect of life at school and the happy, nurturing environment encourages children to be confident and independent. Pupils move on to a wide range of senior schools, including: St Mary's; Dauntsey's; Royal High School, Bath; Warminster; Kingswood; King Edward's, Bath; and Prior Park College.



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Candidate Profile

The Deputy Head (Academic) will have responsibility for Curriculum and Standards across the school, will have the personal qualities for leadership under the direction of the Head, and will lead by example, commanding the respect of pupils, colleagues and parents.

This role carries a teaching responsibility of up to 50% based on timetable demands rather than a specific classroom role.

The successful candidate will:

- Have a passionate commitment to the academic development of the pupils, understand the needs of their age group and have a natural empathy with them.
- Have self-confidence and inspire others and be considerate of their needs.
- Display energy, vision and imagination, with the courage to innovate and an unwavering commitment to the continuing development of the school.
- Be an academic standard setter and role model.
- Have an open, participative, collegiate style with an inclusive and empowering approach to management and the ability to build trust and team spirit.
- Relate to, value, nurture and communicate effectively with colleagues pupils, parents, governors, former pupils, other independent and maintained schools and the local community.
- Develop and maintain strong and positive relationships.
- Demonstrate personal strength of character through transparency, integrity and fairness.
- Be at ease with and actively support the school's aims and ethos.
- Have a genuine interest in striving for academic excellence alongside the individual development of students.



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Duties and Responsibilities

Strategic direction and development of the school

In collaboration with the Head:

- Provide inspiring and purposeful leadership for the staff and pupils.
- Implement a rigorous Strategic Development Plan that ensures continuous school improvement.
- Monitor and evaluate the performance of the school and report to the governing body as required.
- Seek opportunities for St Margaret's and the local community and schools to share facilities, encourage mutual professional support and collaborative working.
- Ensure that school policies and practices take account of all statutory and regulatory requirements.
- Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- Ensure that all those involved in St Margaret's are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets that secure the educational success of the school.

Teaching and learning

- Maintain an environment that promotes excellent teaching, effective learning, high standards of achievement and good behaviour.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils develop effective study skills in order to learn successfully and with increasing independence.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- Determine and implement policies that promote: The Fundamental British Values of 'democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith'; Equality in all its forms.
- Develop and maintain effective links with the local community of Calne and the wider community, in order to extend the curriculum and enhance teaching and learning.
- Maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote a wide range of extra-curricular activities in accordance with the educational aims of the school.

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Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with the conditions of employment.
- Implement and sustain effective systems for the management of staff performance, incorporating regular professional review and target setting.
- Participate in the arrangements made for performance management including the identification of areas in which this post would benefit from further training and undergoing such training.
- Establish and maintain good working relationships with Governors.
- In the absence of the Head, assume responsibility for School leadership alongside the Deputy Head Pastoral.

Efficient and effective deployment of staff and resources.

- Under the direction of the Head, manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, the pupils, community use and health and safety regulations.
- Work with the Head and senior colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability

- Ensure that parents and pupils are well informed about the curriculum and their levels of attainment and progress, and about the contribution they can make in supporting their child's learning and aspiring towards the school's stated aim of 'Commit to Excellence'.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Ensure that communications with prospective parents are focused and responsive, acting at all times as an energetic ambassador for the school.
- Manage and actively promote the recruitment and retention of pupils.
- Carry out any other duties reasonably required by the Head.



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Safeguarding Children & Safer Recruitment

St Margaret's is committed to safeguarding and promoting the welfare of children in accordance with the statutory guidance 'Keeping Children Safe In Education' and expects all staff and volunteers to share this commitment.

Members of the Senior Leadership Team must help ensure that the policies and procedures adopted by the governing body are fully implemented and followed by all staff.

We practice safe recruitment in checking the suitability of all staff and volunteers to work with children.

We have established, and strive to maintain, a safe environment in which children can learn and develop.

Skills, Knowledge and Experience

Applicants for the post will be expected to show that they:

- Have a good honours degree and teaching qualification and can show evidence of continuing professional development.
- Have relevant understanding and/or experience of the independent schools sector.
- Have relevant educational leadership and management experience, for example as a successful Deputy Head or middle leader in a prep school or primary school, or a significant management role at a senior school.
- Are a well-qualified, experienced and successful teacher, with a love of teaching and an awareness of developments in the wider educational environment.
- Can market and represent the school effectively and introduce new ideas through excellent communication to prospective and current parents and the wider community, including the local press.
- Can demonstrate confident use of IT for communications, management and education.



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Salary, Benefits & Further Information

This is a Senior Leadership position and the Salary will be competitive.

The post is pensionable under the Teachers' Pension Scheme.

A 50% fee remission is offered at both St Margaret's and St Mary's School for children of school staff.

Staff benefit from discounted membership for the on-site Sports Centre offering gym use, fitness classes and swimming pool.

Lunch is provided during term time.

An offer of employment is subject to the receipt of satisfactory written references, DBS and other regulatory checks.

We are an equal opportunities employer and committed to ensuring all applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.



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Application and Interview Process

Please complete all sections of the application form and attach a covering letter addressed to Mr Luke Bromwich, Headmaster.

Candidates are required to provide the names and contact details of three referees, the first of whom should be their current Head. We may contact your referees at any stage of the process, but please inform us if you would prefer us not to contact them before interview.

Once completed, your application and covering letter should be sent by email to:
recruitment@stmargaretsprep.org.uk Further enquiries 01249 857300

Closing date: 09.00 on Monday, 24th February 2020

Interviews: Monday 9th March - Wednesday 11th March 2020

To comply with current legislation and safer recruitment guidelines, all candidates will be asked to supply evidence of their qualifications and eligibility to live and work in the UK. All documents supplied must be originals. Please **do not** send these documents with your application.

Please contact us if you would like to make an appointment to see the school prior to applying.

www.stmargaretsprep.org.uk

