

Colfe's School

Junior School Head

Appointment of Junior School Head, effective from September 2016

This is a new role, resulting from the union of the two existing parts of the primary phase of Colfe's School, currently known as the Preparatory School and the Pre-prep and Nursery. The successful candidate will be responsible to the Headmaster for the leadership of all pupils in the 3-11 age range, of whom there are currently 440.

Although Colfe's is amongst London's oldest schools its present site is modern and extremely well-equipped. This is particularly true of the premises currently occupied by Key Stage 1 and Early Years pupils. Successive teams of inspectors have written warmly about the quality of education provided in the junior school, with Key Stage 1 and Early Years provision being graded outstanding. Junior School pupils have access to the full range of whole school facilities, including the sports centre and swimming pool. In every respect, the junior school is a fully integrated part of the whole and the great majority of Year 6 pupils progress to the senior school as a matter of course.

The senior school itself has seen much progress and improvement in recent years, with 85% achieving A*-B grades at A level and more than 60% of U6th leavers going on to Russell Group universities. The strength of our provision in competitive sport throughout the school was recognized in an Ofsted survey last year in which Colfe's was identified as a model of good practice. The inspecting team were particularly impressed by the success with which talent was fostered and developed from an early age in the junior school. In 2014, Colfe's won the TES Education Initiative of the Year category for its Tougher Minds programme.

The Role

The Junior School Head is a new appointment which will be made within the context of a restructuring of the current preparatory school and the pre-preparatory and nursery school into a single integrated junior school. The Junior School Head will be supported by the Junior School Senior Leadership team which will consist of the following:

- Junior School Head
- Director of Studies
- Head of Early Years and Key Stage 1
- Head of Key Stage 2

The Junior School Head will enjoy a high degree of autonomy in the day-to-day running of the Junior School. He/she will report to the Headmaster and will attend meetings of the whole school senior management team. He/she will also be required to attend Governors' and Governors' sub-committee meetings on a regular basis.

The Junior School Head will work closely with the Headmaster, Bursar and Governors to define and develop the future strategy of the school. The upward academic trajectory of recent years must be sustained, alongside further consolidation of the school's reputation for innovative thinking, to define Colfe's more clearly amongst its south London competitors within the independent sector.

The successful candidate will not only match closely the person specification for the job but also demonstrate a considerable capacity for creative thought. An eye for detail will be an essential prerequisite for the day-to-day requirements of the job, as well as a facility for anticipating trouble ahead. The key managerial challenge will be to harness the collective strength of a strong and diverse common room to ensure that the whole exceeds the sum of its parts.

The successful candidate will also build strong personal and professional relationships with key constituencies: pupils, staff, parents, prospective parents and governors.

In summary, this is an outstanding opportunity for an exceptional candidate who has the capacity to play a key part in the development of the school in the years ahead.

Junior School Head: Job Specification

The role will include the following responsibilities:

- to advise the Headmaster on all Junior School matters;
- to lead the integration of the current preparatory and pre-preparatory and nursery schools to form a fully integrated 3-11 junior school;
- have oversight of the academic and pastoral management of the Junior School;
- to chair the newly formed Junior School Senior Management team and staff meetings;
- to work closely with the Headmaster, Deputy Head, Governors and Bursar to identify and define the strategic priorities of the school;
- to attend Governors' meetings and sub-committee meetings as required;
- to oversee the Junior School's preparation for ISI inspection;
- responsibility for the recruitment and development of all staff attached to the Junior School, including staff appraisal;
- to take responsibility for ensuring the good conduct of all pupils in the Junior School;
- to oversee the implementation of the Child Protection policy and practices within the Junior School, working, as appropriate, with the Child Protection Leads, Junior School Nurse, School Counsellor and external authorities;
- to address meetings of pupils, parents, and staff as required;
- to play a central part in the recruitment of Junior School pupils and in the promotion and marketing of the Junior School;
- to participate fully in discussion concerning capital projects and the development of the school premises;
- to teach a greatly reduced timetable.

This list is not exhaustive and short-listed candidates will have an opportunity to discuss the specifics of the job description with the recruitment panel. Our intention is to make maximum use of the strengths of the successful candidate.

Junior School Head: person specification

The following personal and professional qualities will be considered essential:

- excellent academic credentials and track record as an outstanding teacher;
- personal and professional resilience;
- significant experience of school leadership;
- capacity to manage a demanding and diverse workload;
- outstanding facility for oral and written communication;
- unqualified commitment to coeducation;
- commitment to equality and diversity;
- personal and professional sensitivity to the needs and feelings of others;
- a sense of humour.

The appointment

Candidates should complete the application form and send it, together with a covering letter and a current CV, to the following address, marked private and confidential:

Richard Russell MA
Headmaster
Colfe's School
Horn Park Lane
London SE12 8AW

Electronic applications may be sent to:

recruitment@colfes.com

Long list interviews with the Headmaster will take place on Friday 5 February. Candidates will only be required for part of the day.

Short list interviews will take place on Thursday 11 February. Candidates will be required for the whole day.

Remuneration

This is an important senior position which will be remunerated accordingly.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.