



# HEADTEACHER

Candidate Information

# Welcome from the CEO

After 8 years as Headteacher of Grange Park Preparatory School, Flavia Rizzo has made the decision to step down and take on the role of Inclusion Coordinator, to use her expertise to support the SEND provision within the Inspired Learning Group.

We are now looking for a Headteacher who will build on the strong foundations and strengthen the school further both locally and nationally.

We seek an individual who is a creative and warm leader, an excellent communicator, has an eye for marketing and has the ability and ambition to guide Grange Park Preparatory School through the next stage of its journey.

Leading and managing on our priorities for development will present the new Head with a wonderful opportunity to make a significant impact on the future direction of this already high-achieving school.

If this is a role that excites you and you feel you have the skills and experience, we would be delighted to hear from you.



Mr Amit Mehta,  
CEO, inspired Learning Group

# About Inspired Learning Group

ILG currently owns and operates 27 schools and nurseries in the UK. Overall, we look after over 3,500 pupils, making us one of the largest independent school groups in the UK. Grange Park Prep School is one of 12 Prep Schools within the group.

We see ILG as one extended family, allowing us to share best practice and innovation between schools in order to raise standards of teaching and learning for all our students. We recognise and respect that each school has its own history and identity. We encourage individuality, so that new ideas can grow naturally with the best ideas then being implemented right across the group. The collaborative spirit between our Heads and other leaders ensures that the education offered across our schools can be innovative and exciting.

ILG schools may look reassuringly traditional in some ways, but our move away from standardisation toward customisation is not just modern but quietly revolutionary. We make the effort to understand the differences between individual children and tailor their teaching at a personal level. This means that all children, no matter their needs, are catered for. Our commitment to parents is that no one child will ever be left behind.

ILG empowers its schools to achieve their mission and vision through challenging yet supportive governance. We connect schools, stakeholders and professional associations to create opportunities and build capacity. We work with school leadership to set clear school improvement goals through engagement with pupils, parents, staff and the wider community.

We recruit, invest in and retain outstanding practitioners, ensuring the provision and monitoring of a broad and balanced personalised curriculum for children with individual learning needs.

# The Opportunity

This appointment is a great opportunity for an existing or aspiring senior leader to make a lasting impression. Grange Park Prep School is an established happy and successful school that provides a stimulating education for its pupils. It is a happy and high-achieving school with huge potential to achieve even greater things in the future, particularly with the backing of ILG.

The new Head must be willing to work closely in partnership with ILG, but also have the strength and independence to make their own decisions for the benefit of the School and its community. The Head reports to the COO and Finance Director of ILG, but also has plenty of scope for autonomy in terms of the running of the school.

Understanding and nurturing this relationship with ILG is key to the new Head being able to maximise the considerable opportunities this role offers. It is by nature a reassuring and supportive relationship, not a smothering one. ILG provides Grange Park Preparatory School with strategic guidance, financial security and management, plus back office functions such as human resources/talent acquisition and estates, thus allowing the Head to focus on the educational leadership of the School.

The Advisory Board chaired by an educational consultant, provides the governance structure within which the Head can be supported and guided. The opportunity to learn from the wisdom and experience of others in the support group of ILG Heads is a further benefit of ILG's involvement in the School. The Heads meet together termly to share best practice and concerns.

Short and medium term challenges:

- To consider and review the priorities for further development of the School in order to retain and enhance pupil numbers which can assure its future.
- To raise the profile and reputation of Grange Park Prep within the community, so that it can be the nursery and school of choice.

# History of Grange Park Prep School

Grange Park Prep School was originally founded as Grange Park High in 1924. The school catered for girls aged 3 – 16 and boys aged 3 – 8. In 1979 the school became known as Grange Park Preparatory School educating girls aged 4 – 11. Schooling for boys and senior girls were phased out in the 1980`s.

In 2015 Grange Park Prep School opened a coeducational nursery, following this success the school decided to revert to a co-educational school educating pupils aged 3 – 11 from September 2018.

The school still occupies its original site and consists of two buildings. The Lower School has been extended to accommodate form rooms, the school hall, the Library, the science and Art facilities, the kitchen and the playgrounds.



# Aims, Values and Ethos of Grange Park Prep School

Grange Park Preparatory School is a long established, happy and successful school which provides a stimulating education for children between the ages of 3 – 11.

At Grange Park Preparatory School we provide a learning environment that extends curiosity. We deliver a broad and balanced curriculum that allows each child to achieve their potential. We prepare all our pupils to transfer to their chosen senior school and for a life beyond education.

Our children are happy, proactive learners, independent and equipped for the modern world. They are confident and well balanced and benefit from our nurturing community. Each child develops skills in respect, empathy compassion and kindness.



# School Life

## The Nursery

The Nursery at Grange Park Preparatory School offers pupils a range of play based creative learning opportunities which encompass the early years foundation stage framework.

The children in our Nursery follow the Early Years Foundation Stage goals like any setting, but we can take their experience so much further.

Our pupils will experience areas of learning categorised by;

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

The Nursery is integrated into the school buildings with access to all school facilities including all outdoor space. The well resourced rooms allow children to gain confidence and enjoyment whilst learning through play.

# The School

Grange Park Prep School offers a broad and balanced curriculum from the ages of 3 to 11. It is guided by the National Curriculum but not restricted by it.

At KS1 Maths and English are taught daily by the form teacher. In addition pupils have access to a wider curriculum including Science, Art, Design and Technology, History, Geography, Religious Education, Computing and PSHE.

Subjects are taught by specialists in Science, French, Physical Education, Dance, Drama and Music.

Key Areas within the school are:

- Computing and Coding
- French
- Music
- Sports
- Performing Arts



# Computing and Coding

Computing is changing the lives of everyone. At Grange Park Prep School we believe it:

- Prepares children so that they are able to fully participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology.
- Encourages pupils to develop their knowledge and skills in computing with appropriate differentiation throughout the key stages.
- Encourages pupils to become independent and free thinking individuals with their own personal styles of researching and presenting information, coding and manipulating information.

Computers, iPads and other technological aids are in constant use throughout the school. Children from Reception class upward have a weekly formal computing lesson and, where appropriate, are given access to use their IT skills to research and extend their IT skills in other subjects.

# French

All children, from Nursery to Year 6, study French once a week. We follow guidance set out in the National Curriculum and aim to ensure that, by the end of the programme of study in KS2, all children:

- Understand and respond to spoken and written language from a variety of sources;
- Speak with increasing confidence, fluency and spontaneity;
- Can write at varying length, for different purposes and audiences, using a variety of grammatical structures;
- Discover and develop an appreciation of a range of writing.

# Music

Our aims at Grange Park Prep School are to ensure that all pupils perform, listen to, review and evaluate music across a range of historical periods, genres, styles and traditions, including the works of the great composers and musicians. We learn to sing and to use our voices effectively, to create and compose music using tuned and untuned percussion on our own and with others. We aim to understand and explore how music is created, produced and communicated, including through the inter-related dimensions: pitch, duration, dynamics, tempo, timbre, texture, structure and appropriate musical notations.

Beyond the formal curriculum, the school provides many exciting opportunities. All students are able to take vocal or instrumental lessons within the school day and the majority of students take a graded music exam each year.

# Sports

Grange Park Prep School ensures that sport and exercise play an integral part in the life of every pupil at the school. Not only is exercise essential to a healthy lifestyle, it also provides a much valued balance to a challenging academic programme. We aim to capture the children's enthusiasm, to ensure enjoyment and promote lifelong participation in sport.

Physical skills are nurtured and developed at all levels and stages with every child, from Nursery through to Year 6 participating in a physical activity taught by subject specialist teachers and complemented with our extensive extra-curricular activities.

Children from Year 3 – Year 6 use local offsite grounds to enhance their sporting experience.

In Years 3 and 4 the children all participate in swimming lessons at a local pool ensuring that all the children can swim confidently and participate in the annual Swimming Gala held each summer term.

# Performing Arts

It is our firm belief that to enhance and enrich children's learning, we are committed to the arts curriculum. The teachings of drama, dance and music therefore have their own place as subjects but are also planned into all aspects of the curriculum.

We aim to provide all pupils with:

- A broad and balanced range of dance and drama activities
- The opportunity to develop an interest in the arts, particularly an awareness of different starting points
- The opportunity to progress their skills and creativity through the arts
- The exposure to the simple technical vocabulary for the arts
- The varied experiences from different cultures and traditions through the arts
- The opportunity to achieve higher attainment in other curriculum areas through the arts including Humanities and Literacy
- The opportunity to raise and develop their self-esteem through class activities (group/individual work), display, showcases and performances
- Children have many opportunities throughout the year to perform; in class assemblies, poetry competitions, nativities, concerts and our pinnacle performance each year at a professional Theatre.

# Beyond the Classroom

Clubs, trips and outside activities

Grange Park Prep School has a wide range of extra-curricular clubs which run and rotate on a termly basis. Delivered by our teachers and some external coaches all clubs are well attended and enjoyed.



# The Role

## Key aims of the role

- To lead, motivate and develop the school and its staff so that it fulfils the academic, pastoral, spiritual and social needs of the pupils and their parents, by providing an excellent, broad-based education in line with the ethos of the school.
- To work with the Advisory Board, drawing on their experience and expertise, to fulfil all the duties and responsibilities for the proper governance of the school; to ensure that the Chairman and Board receive timely notice and appropriate information on all relevant matters.
- To work closely and cooperatively with the COO, CEO and Finance Officer, in accordance with the Board's strategic direction, in terms of financial matters and site development.

## Key responsibilities of the role:

The Head is responsible, directly and by delegation, for

- The leadership and management of the School.
- The care and development of each child and for maintaining excellent academic standards within the School.
- The pastoral care and welfare of all staff and pupils.
- The overall financial performance of the School, for which they will be assisted by the finance team, and for meeting the annual budget agreed.
- Leading, managing, and motivating the Senior Leadership Team and, with them and through them, all academic and support staff.
- The appointment of all staff.
- The assessment, appraisal, guidance, support, and professional development of all teaching staff with the objective of achieving inspirational teaching at all levels.

## **Key responsibilities of the role, continued**

- The marketing of the School, including fundraising, the production of publicity, literature and any advertising, the public relations profile, management of the School's website and the establishment of positive relations with prospective parents.
- Recruiting a full complement of pupils, and overseeing admission and entrance procedures.
- Planning and implementing an effective curriculum and timetable.
- Planning and implementing the academic organisation of the School, reviewing as appropriate.
- Monitoring pupils' progress and ensuring that parents are provided with regular and appropriate feedback setting realistic expectations.
- Creating the appropriate balance between all areas of school life, extra-curricular activity, and community involvement.
- Maintaining good communications and relationships within the School and with key stakeholders including neighbours, local schools, the local community, and former pupils.
- Developing and maintaining good professional relationships with the parents of pupils.
- Delegating effectively and appropriately to achieve the above.

# Working with the Advisory Board

The Head is responsible, directly and by delegation, for:

- Ensuring that the School meets all its legal obligations including compliance with Child Protection, Data Protection and Health and Safety regulations.
- Take overall responsibility for the delivery of excellent pastoral care – ensuring the security and pastoral care of all pupils in line with safeguarding legislation, including safer recruitment and working alongside external agencies as appropriate.
- Implementing policies agreed by the Board and contributing to the vision for the future of the School through strategic leadership and planning.
- Submitting policy proposals for the approval of the Board or assisting the Board in the development of tactical and strategic policies, as well as implementing and monitoring these policies.
- In partnership with the Chair, ensuring that the Board receives sufficient and timely information and advice in order to make informed decisions.
- Implementing Board decisions.
- Preparing and updating the School Development Plan.

## General

- To undertake other duties appropriate to the general purpose of the post, which may from time to time be reasonably assigned by the Chair of the advisory board or the COO.
- To carry out teaching duties as appropriate and time permits.
- To set an example of continuous personal development, participating in appropriate training in order to maintain an up-to-date professional expertise.
- The Head should be aware of trends in education, the requirements of schools and public examinations and, where appropriate, recommend policy changes to the Governors.
- It is expected that the Head will represent the School on sector bodies which the Advisory Board deem suitable.

# The Person

- **Candidates** must be genuinely committed to working in an environment where the happiness, wellbeing and safety of the children in our care is central to all that is done.
- In addition, good candidates for the role are likely to demonstrate much of the following:
- Senior leadership experience.
- Strong academic credentials and preferably QTS status.
- Understanding of and support for the values and ethos of the School, and commitment to embedding successful all-round education and co-education.
- Inclusive leadership, valuing and promoting the diversity of the community.
- Commitment to delivering top academic, co-curricular and pastoral provision for every pupil, mindful of their wellbeing.
- Natural and easy communication with pupils, staff, parents, prospective parents, the governors and alumni.
- The skills and integrity to win confidence and trust from all stakeholders.
- Ability to articulate and promote the strengths of Grange Park Prep School and raise the profile of the School.
- A strategic and analytical mind with vision but also a degree of pragmatism – ready and able to address the complex political, social and economic issues ahead.
- Change management skills.
- Commitment to partnerships and bursaries – with a strong sense of social responsibility.
- A primary commitment to Grange Park Prep School but a broader interest in embracing, promoting and contributing to the Inspired Learning Group.
- A national and global perspective on the best in education with a forward-looking but discerning approach to selecting what is truly of value in a fast-changing educational climate.
- Effective team leadership, with the skills to motivate, inspire and enable all in the leadership team and the wider staff.
- The skills to appoint the very best people.
- Courage, high expectations and inner steel.
- Strength in the softer skills – the ability to listen, empathise and show compassion.
- Financial and commercial acumen.
- Commitment to ensuring that Grange Park Prep School is compliant with all regulations, with a thorough understanding of the Head's responsibilities in relation to safeguarding and Child Protection issues and a clear commitment to delivering best practice in safeguarding.
- Enjoyment of learning and the sense of humility which accompanies the desire and will to develop personally and professionally.
- A sense of joy and optimism in leading the Grange Park Prep School community.

## **Governance and Leadership**

The termly Governance meeting is chaired by David Tidmarsh with the Director of Operations also present and the Head in attendance, who provides a termly report for discussion.

## **Employment terms and conditions**

The successful candidate will be offered a competitive salary and an appropriate package of benefits which could be shaped to meet the needs of the successful candidate.

# The Application Process

Interested candidates for the position of Head at Grange Park Prep School are invited to contact Inspired Learning Group prior to application for a discussion.

**The deadline for receipt of the application is 12 noon on Monday 3 February 2025**

Applications should be made electronically to Tom Havard at Inspired Learning Group using the email [tom@inspiredlearninggroup.co.uk](mailto:tom@inspiredlearninggroup.co.uk).

You should submit the following (both in PDF format):

- A completed application form
- A covering letter addressed to David Tidmarsh, Chair of the Advisory Board. The letter should explain your reasons for applying.

If you have any questions about uploading your application documents, please contact Tom Havard, Head of Recruitment and Resourcing at Inspired Learning Group, [tom@inspiredlearninggroup.co.uk](mailto:tom@inspiredlearninggroup.co.uk) or 07706323847

The process is as follows:

- All applications will be acknowledged by e-mail and initial call.
- Long List interviews with the Governors' panel will take place at the ILG offices in Stanmore, Middlesex the Week Commencing 10th February 2025
- During week commencing 24th February 2025, short-listed candidates will be invited to visit Grange Park Prep School and to undertake a personality test online.
- Short List interviews with the Governing Body will take place at the ILG offices in Stanmore, Middlesex the Week Commencing 3rd March 2025

The Inspired Learning Group is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).



Inspired Learning Group