



HEYWOOD
PREP
CORSHAM

DEPUTY HEAD

Candidate Pack





“Heywood Prep is a welcoming, friendly and open community. As a result, of feeling safe and well looked after, pupils thrive and challenge themselves to reach their full potential.”

ISI Inspection Report, June 2014

INTRODUCTION

Following the recent appointment of Rebecca Mitchell as Headmistress of Heywood Prep, the opportunity has arisen for a dynamic and ambitious leader to join this highly regarded co-ed prep school, located in the heart of Corsham.

The new Deputy Head will work with the Headmistress to lead an already very successful school to a new level, enhancing the school’s offering and facilities and consolidating its position as the foremost prep school in the area.

THE SCHOOL

Located in the heart of Corsham, Wiltshire, the school is housed in a beautiful Grade II listed Georgian building constructed in 1776. Heywood Prep educates boys and girls from age 2 to 11. At the end of Year 6, the majority of children leave for independent senior schools in Bath and Wiltshire, many winning awards and scholarships. At present, we have approximately 240 children on roll.

Heywood Prep is a happy school which produces caring, thoughtful children. The staff place great emphasis on nurturing and developing the talents of each pupil, encouraging them to have open and enquiring minds which will equip them to thrive in the next stage of their education. Academic standards are high and there is a strong commitment to encouraging all pupils to experience a range of extra-curricular activities. Personal development is encouraged through excellent pastoral care. Socially, numerous activities are enjoyed by the children including sport, music and drama.

Heywood Prep is a member of the Wishford group. The school is in the midst of an exciting period of investment, modernisation and development, with investment and support from the Wishford group. To find out more, visit www.heywoodprep.com

WISHFORD SCHOOLS

Wishford Schools is a small, friendly group of seven prep schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

As a family-run group, the group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.

Schools work closely with the group’s senior leaders to define the school’s strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care. In addition, Heads work closely with an Advisory



Board of experienced school leaders, and with each other, meaning that someone is always available to offer advice and support.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

THE OPPORTUNITY

Rebecca Mitchell, previously Deputy Head at Heywood Prep, has been appointed Headmistress effective September 2017. A new Deputy Head is therefore required.

The Headmistress invites applications for the role of Deputy Head for September 2018.

Candidates are sought who can demonstrate a track record of successful leadership and particular aptitude for:

- Communication and relationship-building;
- Planning, implementing and managing change; and
- Teamwork and attention to detail.

The successful candidate will join the Wishford Schools Leadership Development Programme, and can expect to be aiming for headship within three years.

Full job descriptions and person specification can be found below.

REMUNERATION

An excellent salary and benefits package will be provided including access to the Teachers' Pension scheme and school fees remission.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit this by email to Mrs Lee Jane Hawkes, Head's PA, at hmpa@heywoodprep.com. The application form may be accompanied by a covering letter of no more than one page. Visits to the school are encouraged; please contact the Head's PA to arrange an appointment.

The closing date for applications is 11am on Thursday, 25th January 2018.

Interviews will be held on Tuesday, 20th February 2018.

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Mrs Lee Jane Hawkes, Head's PA (hmpa@heywoodprep.com / 01249 713379).

Heywood Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



Job Description

Deputy Head

Overview

The Deputy Head will:

- Play a key role in the school's growth and development, working flexibly to support the Headmistress.
- Deputise for the Headmistress in her absence.
- Have responsibility for the oversight and management of the pastoral care of pupils and staff.
- Act as one of the school's Deputy Designated Safeguarding Leads (DSL) and meet and liaise with all relevant external agencies as required to ensure the safety of all pupils.

Main Responsibilities and Tasks

Strategic Planning

- To develop a Pastoral Development Plan and support the School Development Plan.
- To work with the Headmistress and Section Heads (Nursery, Pre-Prep, Prep and Director of Studies) to ensure the smooth transition of pupils through the school.

Operational Management

- To be responsible to the Headmistress for the day-to-day running and organisation of the school.
- Lead the weekly staff briefing, communicating changes to staff.*
- To create and monitor the daily duties list, ensuring an equitable balance for all staff.*
- To manage all school cover, planning for known staff absences in advance but also responding to last minute changes.*
- To co-ordinate the identification of staff professional development needs and appropriate training through organising relevant INSET at the start of terms.
- To manage and keep records of the Continued Professional Development of staff.
- To coordinate the termly calendar.*
- To support extra-curricular activities, events and sporting development and the spiritual ethos of the school.
- To organise Speech Day.*
- To support the Charities Coordinator in coordinating school charity events.*
- To ensure Pupil Planners are updated annually.*
- To update and maintain the Staff Handbook in conjunction with the School Business Manager.*



Pastoral Leadership

- To be available to parents, pupils and staff with problems, referring serious issues to the Headmistress as necessary.
- To oversee the social, moral, spiritual and cultural welfare of pupils of the children in the school through all available means.*
- To be available for consultation by any parents or pupils at any stage regarding the pastoral care of pupils.
- To oversee the implementation of the school's rewards and sanctions policy, supporting form teachers in monitoring trends.*
- To oversee the school's Mental Health initiatives and to take the lead in implementing new strategies in this area.*
- To update and review the pupil pastoral register, identifying trends and suggesting appropriate actions.
- To maintain and update the serious sanctions register and bullying log.
- To oversee the updating of the overall school policies on all pastoral matters such as Behaviour, Code of Conduct, Safeguarding and Anti-Bullying ensuring that these are compliant with the Independent Schools Statutory Requirements (ISSRs).
- To act as advisor and confidant in support of the staff and to be responsible for maintaining standards among the staff of discipline, punctuality, dress and public relations, and general professional standards.
- To ensure that the Code of Conduct and school Rules are updated and fully implemented.
- To oversee the running of School Council, ensuring that minutes are taken and feedback is provided to the Leadership Team.
- To oversee the Buddy system, ensuring buddies are used effectively to support new pupils joining the school.*

Safeguarding

- To act as one of the school's Deputy DSLs, taking responsibility for all matters pertaining to Safeguarding within the school and reporting to the Headmistress and Proprietor as required. *[see job description for Designated Safeguarding Lead below]*

Curriculum

- To ensure the school is operating cohesively, that pupils can transition smoothly from one year to the next.

Teaching and Learning

- To assist teachers with pupils who are causing concern.
- To feed back observation findings relating to classroom teaching issues to the Headmistress for consideration as part of the staff performance management process.



- To co-ordinate the identification of staff professional development needs and appropriate training through organising relevant INSET at the start of terms.
- To articulate a culture of high expectations and standards by setting targets and putting in place effective systems for school evaluation and school improvement planning.
- To take a key role in preparing for inspections.

Staffing and Allocations

- To lead the induction of new teaching staff, including NQTs, co-ordinating with the Headmistress and Director of Studies.
- To work with the school SENCO on the identification and provision of Learning Support.
- To construct the whole school timetable, reviewed in a timely fashion annually in conjunction with the Headmistress.
- To appraise colleagues as part of the school performance management system.

Key Events and Academic Calendar

- To take responsibility for planning, oversight and management of Parents' Evenings, information evenings, future schools fairs, and other key events*.
- To liaise with the Headmistress about dates and timings for all academic events, such as academic meetings, Parents' evenings, future school meetings, etc.*
- To attend school and Parents' Association events as required.

Continuing Professional Development

- To ensure up-to-date knowledge of educational issues and trends.
- To ensure a good working knowledge of the regulatory framework within which the school operates, including a detailed knowledge of the Independent School Standards.
- To attend relevant professional training courses and independent school sector conferences.
- To train as an ISI Team Inspector or Compliance Team Inspector.

Parents

- To ensure good, timely and appropriate communication is maintained with parents of pupils.
- To advise and guide parents, where appropriate, regarding curriculum and classroom issues; investigate and respond to parental enquiries and concerns regarding the curriculum, standards of teaching and the academic management of pupils.
- To keep the Headmistress informed of issues arising from parental concerns.

General Duties

- To deputise for the Headmistress in her absence.
- To promote and market the school locally, nationally and internationally.



- To contribute to the recruitment of academic staff, including interviewing candidates for teaching posts and observing lessons.
- To actively contribute to the activities of the school and support colleagues.
- To be aware of and comply with Health and Safety policies, legislation and best practice.
- To work within school procedures and codes of practice.
- To undertake such other duties as are required by the Headmistress.

* Note: these responsibilities are currently delegated to members of the Leadership Team.

Person Specification

Deputy Head

The successful candidate will have the following skills, experience and qualities:

Skills

- Be an outstanding classroom practitioner.
- Excellent communication skills and ability to build relationships with pupils, parents and colleagues
- Excellent planning, administration, time management skills.
- The ability to work to deadlines.

Experience

- Educated to degree level with qualified teacher status and a track record of success.
- Leadership experience in a similar setting.
- Evidence of a commitment to continuing professional development.

Personal Qualities

- Leading by example in honesty and integrity.
- A 'can do' attitude and the willingness to work hard to get things done.
- A strong entrepreneurial spirit.
- Ambition, energy, enthusiasm and commitment.
- Drive and determination.
- Interest in and drive to enhance the extra-curricular life of the school: music, sport, drama, etc.
- Ability to play a significant role in the local community, raising the school's profile
- Leadership qualities including authority and empathy to connect with and inspire teaching and support staff.



- A confident and outgoing personality that will be able to maintain the support of colleagues, parents and pupils.
- Be able to take the initiative and able to take an idea and develop it through to completion.
- Be observant, have an eye for detail, spot problems and develop solutions.
- Have a good sense of humour and be flexible and adaptable.

Job Description

Deputy Designated Safeguarding Lead

The areas of responsibility for the Deputy Designated Safeguarding Lead are to support the Designated Safeguarding Lead in carrying out the following tasks, and to deputise for the DSL in their absence:

Managing Referrals

- Refer cases of suspected abuse to the local authority children's social care;
- Work with the case manager and designated officer for child protection concerns in respect of cases which concern a staff member;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service;
- Refers cases where a crime may have been committed to the Police;
- Liaise with the Headmistress to inform him of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations; and
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Training

The designated safeguarding lead should undergo training (at least annually) to provide them with the knowledge and skills required to carry out the role.

In addition, their knowledge and skills should be refreshed at regular intervals, as appropriate to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's safeguarding and child protection policy and procedures, especially new and part time staff.



- Are alert to the specific needs of children in need, those with special educational needs and young carers.
- Are able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

Raising Awareness

The Designated Safeguarding Lead should ensure the school's safeguarding and child protection policies are known, understood and used appropriately:

- Ensure the school's safeguarding policy and child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the safeguarding and child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school ensure their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.