

# Appointment of Deputy Headteacher from September 2017



**St Olave's Prep School**  
BRINGING OUT THE BEST

## An introduction to St Olave's Prep School



St Olave's Prep School is a dynamic, friendly and very successful co-ed day school. It benefits from a superb reputation in the area for providing an excellent education across the curriculum and nurturing all pupils so that they achieve outstanding success in a wide range of areas. Parents also value the friendly, family nature of the school and the very high quality of teaching. The school was founded in 1932 and became a charitable trust in 1970. The premises have been extensively expanded and modernised to meet demand for places.

St Olave's is a mixed ability school with approximately 220 children aged 3 to 11 years. There is one Nursery class expanding to two forms per Year group from Reception to Year 6. Early Years entry is non-selective, while older children joining the school are assessed for general suitability.

Pupils leaving the school at 11 years usually gain places in a school of their choice, some with scholarships. The schools that the pupils progress on to are independent senior schools in the South East London area and Kent as well as maintained grammar and secondary schools.

The dedicated and highly motivated Trustees, Senior Leadership Team and staff provide a superb environment in which every child can flourish and develop his or her talents to their full potential. The school offers a broad curriculum where pupils achieve academic success while exploring their talents and interests in the creative arts, music and drama.

## Our Mission Statement



A St Olave's Prep School education prepares every child to progress to the next stage of their education with self-confidence, technical abilities, knowledge and ideals, so that they can take full advantage of every opportunity that comes their way.

### **To achieve our aims we**

- have high expectations of all children and challenge individual abilities
- encourage and foster a love of learning in a stimulating and caring environment
- prepare children for their future learning
- develop the whole child's academic, pastoral and emotional well-being
- prepare children to become responsible citizens for the 21st century, playing an active role in the community
- provide a happy, safe environment where a child feels confident to talk to staff
- uphold a Christian ethos whilst encouraging respect for all other religions and beliefs
- provide quality first teaching
- provide effective home-school partnership
- cater for individual needs



## Our School ethos and culture



- The culture of the school is inspirational and aspirational. Whatever the level of achievement of children when they arrive, they will be supported, challenged and inspired to achieve their best. This is achieved through excellent individual knowledge of every child and by an unrelenting focus upon high expectations and expert teaching.
- We cherish the diversity of our school community. We are a school where children from a rich variety of backgrounds mix readily and easily. We are open minded and have an international outlook, in light of the global opportunities that we are preparing children for.
- Our children make exceptional academic and personal progress. This is made possible by an individual, personal approach to the academic development of each child which is characteristic of our inclusive and warm community. This is a school with a 'family' atmosphere where students mix readily between age groups and great emphasis is placed upon service to others within and outside our community.
- Our emphasis on learning outside the classroom, to support learning inside the classroom is very important to us - we genuinely believe in a creative and balanced education, hence the value we place upon a rich and diverse co-curricular and enrichment programme.
- We provide an innovative education, bringing technology into the classroom to equip children with the skills they need for a life and career in a tech-driven future.

## Leadership, Management and Governance



The Head of St Olave's Prep is Miss Claire Holloway, who was appointed in 2017.

The Senior Leadership Team consists of:

- Head
- Bursar and Clerk to the Trustees
- Deputy Headteacher
- Director of Studies - Head of Upper School
- Pastoral - Head of Pre-Prep
- Head of EYFS and Designated Safeguarding Lead for EYFS

The Board of Trustees is headed by the Chairman (Michael Ireland) and consists of six Trustees.

## Facilities and Local Area



Our specialist sports facilities can be found 5 minutes from the school, in Sidcup. Every week, groups of children are transported to the courts and pitches for their games afternoons.

We are situated in the London Borough of Greenwich on the borders with the London Boroughs of Bexley and Bromley. The catchment area is solid, containing London commuter families as well as parents working locally. Central London is 25 minutes away by train and the school is just off the A20 and about seven miles inside the M25. Our nearest train station is New Eltham.



## About our school



The school nurtures children in their most formative years, introducing children of three to the social aspects of mixing with other children and the beginnings of reading, writing and mathematics. By the time they leave the school to transfer to secondary schools, the foundations have been laid for independent study, an understanding of the world of today and their role within it and the ability to problem solve. The St Olave's pupil has an enquiring mind and a motivation to succeed within the context of caring for and respecting others.

Although the school is always full of activity, the atmosphere is calm, caring and conducive to learning, with a respectful rapport between pupils and staff. Teaching combines traditional methods with the use of new technology and is conducted at a pace that maintains the interest and motivation of each pupil. From the start each one is stimulated and encouraged to explore a range of activities, which help to develop confidence and skill. Clubs are varied and led by the children's interests and staff enthusiastically involve their pupils in many supervised activities at lunchtime and after school.

Pastoral care is given high priority and pupils are looked after and supported by staff in all aspects of school life. There is always time to listen, time to talk, and time to help. Parents are encouraged to take an active part in their child's learning.

## **JOB DESCRIPTION - DEPUTY HEADTEACHER**

### **Duties of Deputy Headteacher**

The post of Deputy Headteacher is a senior position, and the successful candidate will be a member of the school's management structure. The holder has the key task of leading and managing the academic and pastoral life of the school as well as playing a crucial role in whole-school strategy and development.

Main duties: The role of Deputy Headteacher will depend to a certain extent on the individual strengths of the successful candidate, however, the main duties of the Deputy Headteacher are as follows:

### **Whole School Aims**

- To encourage all pupils to develop their full potential by stimulating their intellectual curiosity, enthusiasm and imagination.
- To promote excellence in academic, creative and athletic endeavours.
- To teach the value of integrity, morality and a concern for others.
- To enhance pupils' appreciation of their own and other cultures.
- To develop pupils' self-confidence and independence so that they are well equipped to play an active role in society.

### **Here at St Olave's we also aim:**

- To create an atmosphere of happiness and warmth in which children are motivated to work and play to the best of their abilities.
- To offer a broad, balanced curriculum, based upon the National Curriculum.
- To generate – both inside and outside the classroom – a sense of vitality, energy, colour, and a conviction that learning is fun.
- To see lunchtime and after-school extra-curricular activities as essential to the life of the school.
- To maintain close links with parents.

### **Organisation**

- To deputise for the Headteacher in her absence.
- To perform those tasks necessary for the administration of the day-to-day life of the school.
- Organising cover for absent colleagues, duty rotas, report deadlines etc.
- Organise clubs.
- Assist the Headteacher in mentoring new staff and NQTs.
- Assist the Headteacher with the Professional Review and Development annual appraisal cycle.
- Assist the Headteacher and Admissions Secretary with the organisation of entrance arrangements.



- Advise staff about start of term and end of term arrangements in liaison with the Headteacher.
- Within SLT, ensuring the compliance of all documentation in line with ISI regulatory requirements.
- To assist the Headteacher with interviewing applicants for teaching posts and to advise on the appointment of staff.
- To support the Headteacher with the staff INSET programme.

### **Curriculum**

- Monitor the curriculum and its delivery throughout the school, acting as line manager for Head of Upper School, Head of Pre-Prep and Head of EYFS. .
- Be responsible for the compatibility of curriculum matters between the Pre Prep and Upper School, and between St Olave's and secondary schools, paying close attention to the content of any 11+ examinations.
- Monitoring of departmental meetings. (Upper School, Pre-Prep and EYFS)
- In conjunction with the Head of Upper School, Head of Pre-Prep, Head of EYFS and Headteacher, writing the timetable (and adapting it during the year if necessary).
- Writing special timetables and making timetable adjustments for Theme Weeks, Y6 Presentation Evening and other events as necessary.
- Assist the Headteacher in the administration and review of lesson observations and guidance.

### **Academic**

- To teach lessons in his or her subject(s) in accordance with the school's curriculum including all necessary preparation, marking of work carried out by the pupil in school and elsewhere, record keeping and reporting, in accordance with school and departmental policies.
- To keep up with developments in his or her subject(s).
- To foster interest in and enthusiasm for his or her subject amongst the pupils.

### **Pastoral**

- To show a duty of care to all pupils in the school.
- To act, if requested to do so, as a Class Teacher, with particular responsibility for promoting the development and progress in the social, academic and extracurricular spheres of all the pupils in one's Class, as well as being the first point of contact for parents and colleagues on matters of these pupils' well-being.
- To act, if requested to do so, as a "Buddy Teacher" and to show a particular interest in the overall welfare and progress of the pupils in one's "Buddy Group" via taking "Buddy Meetings" and so forth.

### **Other**

- To assist the Headteacher in the pastoral care and good discipline of pupils.
- To take one assembly in the week.
- To meet with the Headteacher on a daily basis.
- To attend all relevant SLT meetings (including those during the week preceding each term and the week after the end of term, and those after school).
- To assist the Headteacher in the pastoral care of the staff.
- To support the Headteacher in every reasonable way.

### **General**

- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission.
- To attend departmental meetings, and other such meetings as are required, including all staff meetings, INSET sessions, and other such meetings as may be necessary for the discharge of teaching, pastoral or other duties.
- To act in accordance with the Staff Handbook.
- To undertake supervisory duties in accordance with the staff duty rota.
- To comply with procedures for registration of pupils as set out by DfE regulations and school policy.
- To be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere.
- To cover for absent colleagues when necessary.
- To participate in the school's assessment, record-keeping, and reporting system (both oral and written).
- To attend parents' evenings and Open Mornings and other such occasions and to liaise with parents and colleagues over all matters relating to the children's progress and well-being as appropriate.
- To take part with the Headteacher in an annual Professional Development Review meeting, which will include the agreement of professional development/training objectives for the coming year.
- To undertake such other duties which the Headteacher may from time to time reasonably request.

This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.

### **Deputy Headteacher – Person Specification**

<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Degree or equivalent</li> <li>• Teaching Qualification</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Track record of successful teaching experience in the primary/Foundation Stage age range and in more than one year group/subject</li> <li>• Substantial knowledge and understanding of learning and teaching at Key Stages 1 and 2.</li> </ul>	<ul style="list-style-type: none"> <li>• Substantial knowledge of the UK Independent Pre-Prep and Prep School system;</li> <li>• Experience of teaching in more than one key stage</li> <li>• Leadership experience in a pre-prep and/or prep school setting</li> <li>• Substantial, up to date knowledge of the EYFS</li> </ul>
<b>Knowledge &amp; Understanding</b>	
<ul style="list-style-type: none"> <li>• Confident use of ICT communication skills</li> <li>• Up to date knowledge &amp; understanding of the current national education agenda and those within the UK Independent Schools system</li> <li>• Understanding of how children learn and effectively apply their learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of analysing and using assessment data including INCAS/NFER.</li> <li>• Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.</li> </ul>
<b>Leadership Skills</b>	
<ul style="list-style-type: none"> <li>• The ability to assist the Headteacher in leading a school which is already successful but with ambition for continuous improvement</li> </ul> <p>This will require the ability to:</p> <ul style="list-style-type: none"> <li>• Lead the school's curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• be familiar with the inspection requirements of OFSTED</li> </ul>

<ul style="list-style-type: none"> <li>• fully implement a school development/ improvement plan</li> <li>• be familiar with the inspection requirements of ISI</li> <li>• Lead and manage people to work both individually and in teams</li> <li>• Delegate and monitor effectively</li> <li>• Motivate and inspire by setting and following high standards</li> <li>• Seek advice and support when necessary</li> <li>• Deal sensitively with people and resolve conflicts.</li> </ul>	
<b>Decision-making Skills</b>	
<ul style="list-style-type: none"> <li>• Ability to investigate, resolve problems and make decisions</li> </ul> <p>This will include an ability to:</p> <ul style="list-style-type: none"> <li>• Collect and weigh evidence, make judgements and take decisions in line with good educational practice</li> <li>• Think creatively and imaginatively to solve problems and identify opportunities</li> </ul>	
<b>Communication Skills</b>	
<ul style="list-style-type: none"> <li>• The ability to communicate clearly and take into account, where appropriate, the views of others</li> <li>• Effectively communicate orally and in writing to a range of audiences</li> <li>• Negotiate and consult</li> <li>• Maintain a calm level of professionalism at all times</li> </ul>	
<b>Self-Management Skills</b>	
<p>An ability to:</p> <ul style="list-style-type: none"> <li>• Prioritise and manage time</li> <li>• Work effectively under pressure and meet deadlines</li> </ul>	



<ul style="list-style-type: none"> <li>• Be self-motivating and set personal goals</li> </ul>	
<b>School Ethos</b>	
<ul style="list-style-type: none"> <li>• Capacity to influence others</li> <li>• An ability &amp; commitment to develop and maintain the ethos of the school in partnership with the Senior Leadership Team.</li> <li>• Fully supportive of the aims &amp; ethos of the school</li> <li>• Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to support and help develop a vision for high quality education which promotes spiritual, moral, social and cultural development</li> </ul>
<b>Personal Attributes</b>	
Sense of humour.	Essential
A passion for education.	Essential
Commitment to the safeguarding of children and young people.	Essential
Ability to inspire, motivate and support pupils.	Essential
Enthusiastic, positive and hardworking.	Essential
Flexible and approachable attitude.	Essential
Ability to solve problems, make sound judgements and take decisions.	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail.	Essential
Commitment to the improvement and development of own teaching and performance.	Essential

The drive and stamina to provide excellent opportunities for all children in the school.	Essential
Willingness to play a part in the overall developments of the school.	Essential
<b>Commitment to maintaining the caring and supportive ethos of the school.</b>	<b>Essential</b>

**To apply, please send a completed application form and a letter, of no more than two sides of A4 demonstrating how your educational philosophy, skills and experience make you a suitable candidate for the post: Deputy Headteacher.**

Completed applications should be with the school no later than **5:00pm on Monday, March 13th**. Interviews will take place in the week commencing **Monday, March 20th**.



Completed application forms should be emailed to: [office@stolaves.org.uk](mailto:office@stolaves.org.uk)

Closing date for applications: **13th March 2017, 5.00pm.**

Date of interviews: **Week beginning 20th March 2017.**

St Olave's Prep School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.