



St Michael's Prep School

The Joy & Wonder of Learning



Brief for the position of
Deputy Head – Academic
St Michael's Prep School



ODGERS BERNDTSON

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Background

St Michael's Prep School: The joy and wonder of learning

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017, with approximately 460 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. The state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring.

Children continue into the Prep School and are taught by many specialist professionals who work throughout the School to provide a rich array of curricular and co-curricular opportunities.

The School challenges and stimulates pupils to achieve their best and strive for excellence in all that they do; fostering in them a sense of wonder and joy in their learning, so that they take real pride in their accomplishments. Children are helped to understand themselves as individuals, their feelings and emotions, as well as how they can affect others and show tolerance and

respect for the diversity of the world in which we live. Pupils leave the School at both 11 and 13 to a range of leading independent and state grammar schools including Caterham, Kent College Pembury, Sevenoaks, Judd, Skinners' School, Walthamstow Hall, Sutton Valence, Brighton College and Tonbridge.

The School are seeking an inspirational, energetic, and compassionate Deputy Head – Academic to build on the success of the current post holder, Mrs Mary Bridges who is leaving St Michael's as she has secured a Headship at an

international school. As a member of the Senior leadership Team, you will manage Teaching and Learning, to deliver the vision for St Michael's. The School are looking for a compelling leader, with passion, energy and ambition, who engages pupils, colleagues and parents in their love

of learning. You will be an excellent teacher, having experience of leading a team and managing budgets with outstanding outcomes. You will strive for excellence while maintaining and developing an already successful school in a stunning and well-equipped setting.





Pre-Prep

The Pre-Prep houses around 240 pupils, starting in Nursery when the pupils are rising three-year olds, with maximum class sizes of 20 in each year group to the end of Year 2. The Early Years are comprised of Nursery, Kindergarten and Reception, after which pupils progress into Year 1 and 2. The Pre-Prep has its own Head and Deputy Head, who are responsible to the Head.

Children in Pre-Prep enjoy a recently built facility with its own dining room and hall and guaranteed year-round outdoor learning space. It has dedicated specialist rooms for art, music, sport and IT.

Prep

There is an intake from outside the School into the Prep School at Year 3 and in the Prep School each class size is a maximum of 18 pupils.

Driven by a passionate belief in the value and power of learning, for children, for teachers, for parents and for everyone who comes in contact with the School, St Michael's provides a wide sporting, musical, artistic and dramatic programme to which all pupils are equally entitled and in which all children are encouraged to participate. Underpinning all of this is the strong sense of community at the School's heart.

At St Michael's, the option to take the Kent Test for selection into local grammar schools (11+ test) is open to every child in Year 6. The average CAT score of 11+ applicants that

passed the test in the School's most recent cohort was 120, some of the best results achieved in recent years. In years 7 and 8, in addition to Common Entrance, Maths, English and Science, pupils enjoy a unique experience as they follow the St Michael's Diploma (which is awarded at the end of Year 8). This is a more enquiry based curriculum aimed at developing curiosity, confidence and creativity. The Diploma is marked on academic excellence, independence, collaboration, perseverance, creativity, critical thinking and commitment. In recent years an increasing number of pupils have stayed on in Year 7.

Academics

The curriculum at St Michael's is engaging and exciting. It inspires personalised learning and progressive thinking. One of the aims of the School is to provide as broad a curriculum as possible and to this end every pupil will represent the School at sport and will also be in a dramatic production at least once a year. Well over half play a musical instrument and lessons such as music, art, design technology, PSHE and ICT play a full part in the curriculum. The curriculum is designed to help children understand Britain's values (democracy; the rule of law; individual liberty; mutual respect for and tolerance of those with different faiths and beliefs and for those without faith) and British cultural heritage. Character attributes for future life are developed: perseverance, independence and resilience through curriculum challenge and opportunity in independent projects.

Pastoral care

Strong pastoral care underpinned by Christian values and the responsibility to care for others lies at the heart of St Michael's. A typical pupil would above all really enjoy coming to School, have confidence without arrogance, have a love of learning, be polite and friendly, want to take on new challenges and be very proud of their School. The emphasis is very much on the individual child and the care that is tailored to them in an inclusive, nurturing environment.



Sport, co-curricular and clubs

An impressive array of activities are on offer to children in the Prep School. From dance to drama, chess to den building – there is something for everybody. Each child participates in PE and Games from an early stage, and by the time pupils leave Pre-Prep they will have experienced several different sports, both team and individual. These include; swimming, gymnastics, dance, music and movement, netball, football, mini tennis, tag rugby, mini hockey, cricket, rounders and athletics.

Each term a new activities programme is developed for the children, who can enjoy clubs including Dance Act classes, Judo, Football and Speech & Drama. Breakfast Club and After School Care Club are available to all pupils from Reception to Year 8.

The Board of Governors

The St Michael's School Trust is a company limited by guarantee, with charitable status. The Board of Governors is responsible for the overall direction of the School, with day-to-day management left to the Head and the senior leadership team. The School and staff are supported by a governing body that represents a range of expertise including ex-parents, ex-pupils and representatives from business and education.

For further information on St Michael's Preparatory School, please visit the School's website – www.stmichaels.kent.sch.uk.



The Role

Job Description

Responsible for: The development and delivery of a first class, inclusive, modern curriculum throughout the School.

Responsible to: Head, The Governors.

Purpose of Job

To provide inspirational academic and professional leadership and, working with the Senior Leadership Team (SLT), develop and deliver the vision for St Michael's: securing the future success of the School, maintaining the current all-round excellent performance and enabling each child to fulfil their potential.

Key Responsibilities

Strategic Direction and Development of the Curriculum

- Work with the Head and Senior Leadership Team to move forward the vision for the future of St Michael's in line with whole school strategic development objectives
- Secure the commitment of key stakeholders to the vision and overall direction of the School, including staff, parents and the wider community
- Help maintain the inclusive, family values of the School which are a core part of its charitable aims

- Be aware of, and respond to, the local and wider external environment of the School, adapting plans and strategies in response as necessary
- Constantly seek ways to improve and develop the Curriculum and make recommendations to the Head

Provision of Academic and Educational Leadership

- Provide strong leadership of teaching and learning in line with whole school priorities, overseeing the continual development of an appropriate curriculum informed by high academic standards and age appropriate methods of delivery

- Ensure that all required arrangements are in place to facilitate inspections of the School and ensure that the School's excellent record from its inspections is maintained
- Oversee procedures relating to assessment, reporting on performance and progression of the children, working with the SLT to ensure high standards for all pupils
- Ensure that lessons and activities delivered by staff across the School provide appropriate challenge for all learners
- Support the School's commitment to a wide programme of co-curricular activity, including sport, drama, art and music





Professional Leadership and Management

- Provide overall leadership to all staff within the School, fostering strong links with Pre-Prep staff and working openly and collaboratively on whole school development objectives
- Support the Head in developing and strengthening a culture of continual professional development and ensuring appropriate performance management is delivered to secure accountability and further strategic direction
- Ensure that the School works within the legislation and guidance pertaining to independent schools
- Ensure all compliance requirements relating to the Quality of Education are met
- Line manage core curriculum subject leaders and Head of Modern Foreign Languages

Business Management

- Be responsible for the overall management of the Teaching and Learning budgets and be accountable to the Head and Director of Finance & Operations for the use of all funds and resources made available
- Ensure appropriate deployment and overall management of all resources (financial, human and physical) across the School in support of the overall vision and plans for the School
- Manage, monitor and review the range, quality and quantity of resources in order to improve the quality of learning and teaching at the School and secure efficiency and value for money, keeping the Director of Finance & Operations and Head informed of any surpluses or deficiencies





External Engagement

- Collaborate with the Director of Admissions & Marketing, helping to promote positive experiences for prospective parents and pupils
- Ensure excellent communication with parents on the progress and welfare of their children
- Work alongside the Head to ensure that all parents are given high quality feedback in relation to future school decisions for their child. Support families in understanding the future schools process for all senior schools
- Foster and further develop links with the local community including those with key external stakeholders including other education providers and local businesses
- Seek opportunities to present the School's ethos, aims, values and achievements to existing and prospective parents and the wider community
- Maintain a positive relationship with the 'Parents and Friends' (our Parent Teacher Association)
- Ensure that the School plays an important role within the local IAPS district in setting standards, hosting training, facilitating and championing excellent practice and creating a reputation for St Michael's as an enviable setting in which to work

Year 7 & 8 Diploma

- Have oversight of our exciting new Diploma for Year 7 & 8 students, which the Head of Examinations manages. The Diploma allows us to assess pupils across subjects other than English and Maths (Common Entrance), but without simply judging pupils on their academic excellence alone. Perseverance, commitment, creativity, independence, critical thinking and collaboration are also assessed in order to determine whether a pupil achieves a pass, merit or distinction at the end of Year 8



The Person

St Michael's is seeking an inspirational, energetic and compassionate leader who can engage pupils, staff, parents and all other stakeholders in maintaining and developing a successful school. The candidate will have the following key skills, experience and attributes:

Qualifications and Experience

- University degree, teaching qualification (management and leadership qualification an advantage)
- Substantial general experience across a broad range of educational activities (secondary school experience would be advantageous)
- Good understanding of all elements of a co-educational prep school environment and current and future challenges faced
- Good understanding of education for the 2-13 age group and relevant varied experience
- Knowledge of Safeguarding and other child related legislation
- Demonstrable experience of engaging and building relationships with key internal and external stakeholders
- Experience of developing, implementing and monitoring strategic plans in support of the mission of a school
- Good knowledge of senior school admissions process, transferring to both independent and state schools, and how to support children and parents through it; 11+ (Kent Test) experience would be an advantage
- Successful experience of, or the potential capacity to supervise resource management; financial, human and physical

- Experience of, or the potential capacity to play a key part in the full range of staff management processes e.g. recruitment, development, retention, performance management
- Experience of leadership and management of staff and developing an open and supportive working environment

Leadership and Management Skills

- Ability to articulate a vision and then translate this into meaningful specific plans and objectives and gain commitment from staff
- Excellent communication skills (both written and oral)
- Excellent problem-solving skills including evidence of having dealt successfully with a range of challenges
- Strong financial and resource planning skills
- Proficient ICT skills
- Ability to analyse and use data effectively
- Ability to work with conflicting demands and timescales
- Ability to delegate
- Resilience and capacity to cope under pressure
- Good role model to pupils, staff and parents



Personal Attributes

- Enjoys the company of children and young people and is passionate about developing young lives
- First class communicator, able to present well in public to a number of different audiences including parents, children, colleagues and other stakeholders
- Strong team player as well as leader, with the ability to build a strong and cohesive team
- Able to act as ambassador and professional advocate for the School, with strong personal credibility and the capacity to build relationships
- Sympathy with the Christian ethos and values of the School

All St Michael's teachers need to be:

- Fully qualified and eligible to work in the UK
- Passionate about working with children
- Committed to excellent provision for all children.
- Great communicators
- Organised
- Efficient
- Reliable
- Flexible
- Resilient
- Great team players
- Computer literate

All St Michael's teachers need to have:

- A warm and encouraging manner
- Sense of humour
- Sense of adventure
- A secure understanding of the National Curriculum levels, Common Entrance Exams and scholarships to independent schools
- Experience of assessment and levelling
- Energy
- Commitment
- Patience
- A love of learning, challenge and personal development
- An enhanced disclosure via the DBS (which the School would facilitate)
- The ability to form and maintain suitable relationships and personal boundaries with children and young people
- The strength to work with challenging behaviours



How to Apply

St Michael's Prep School has engaged the services of Odgers Berndtson to assist with the recruitment of their next Deputy Head – Academic.

The closing date for applications:
09.00 on Thursday 25 February.

Following a longlist meeting of the Selection Committee, successful candidates will then be invited to the first round of interviews with the Selection Committee on either **16, 17 or 18 March.**

Second round interviews will be held on **Tuesday 23 or Wednesday 24 March.**

In order to apply, please submit an application form, a comprehensive CV, along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is online at: www.odgers.com/82011

All applications will receive an automated response.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or

biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.



St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. A background check, including criminal records check and/or police clearance, will be conducted on all successful applicants.

St Michael's Prep School



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