



"An individual approach to academic success"

Head of Prep School





Dear Applicant,

Thank you for taking time to consider applying for the Head of Prep School. I hope that after reading the enclosed information you will be excited and encouraged to join our team. We are seeking to appoint for the Autumn Term 2018.

The successful candidate be an inspiring role model with strong leadership skills and a passion for developing an environment which in which girls in the Prep School can excel and thrive.

Manor House is a fantastic place in which to work. The girls are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents.

All teachers take on the responsibility for maintaining a positive atmosphere around the school on a day-to-day basis and modelling the qualities and values that we believe are important to encourage a love of learning and academic excellence.

I believe that this is an ideal post for someone who is ambitious, prepared to work hard and firmly committed to girls' independent education.

I very much hope that after your initial investigations, you can see that this role and school will provide the right candidate with a significant career opportunity and I trust that you are encouraged to apply.

Ms Fantham
Headteacher



About Us

Manor House School is nestled in seventeen acres of magical gardens, woodlands and sports fields that makes our beautiful school a very special place to learn and grow. The magnificent country house, complemented with state-of-the-art educational facilities, is brought alive by the creative and positive energy of the girls who choose to learn here.

We are a selective independent school for girls aged 2-16 years (with boys in the Nursery and Kindergarten), located in the village of Bookham, Surrey. We are members of the Girls Schools Association (GSA) and have an on-site Nursery, Prep School (Lower & Upper) and Senior School.

Manor House School is easily accessible from Leatherhead, Ashted, East and West Horsley, Cobham Guildford, Dorking, Epsom and the surrounding Surrey villages. A comprehensive and efficient school bus service transports pupils to and from various locations in the mornings and afternoons from as far southwest as the historic town of Guildford through to Wimbledon and London connections.

Our vision is to always ensure that girls leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.



School Life

Our full curriculum inspires a lifelong passion and love of learning and our girls' results consistently exceed expectation, but there is far more to school life here.

The Manor House School experience enables all our students to happily develop confidence and maturity at their own pace whilst taking part in an exceptionally broad range of extra-curricular clubs, sport and enrichment activities including school trips, clubs, productions and outdoor activities.

Our termly calendar is packed full of events both during and outside of our typical school day. Within our website pages, you can find out more about our day to day life, including our sport provision and our renowned approach to pastoral care, as well as view some photographic memories in our photo galleries section.

School life is busy and fulfilling and underpinned by a fantastic parent body in the form of our Parent Association and the Friends of Manor House School, who, together with our staff and girls, always makes Manor House School an unforgettable experience.



A Love of Learning

Academic
Excellence

Unforgettable
Experiences

Individual
Challenge

Happy and Healthy

Creative and
Collaborative

Future
Leaders

Our Values

Our School maxim- “an individual approach to academic success” is brought to life in our aim to develop happy young women who do believe in their abilities and achieve their personal best.

Our seven core values seen opposite underpin our school motto

We are proud of our beautiful facilities, our academic excellence, our technology to support learning and our achievements in a wide variety of activities and pursuits. GCSE and key stage 2 results are well above average and our staff are fully committed to supporting and advancing every girl academically, whilst ensuring that she is happy and participative and excels in a range of activities.

The positive and nurturing environment fosters a happy and healthy outlook and unforgettable experiences help to forge character and ensure individual challenge.



Our Team

Manor House School employs over one hundred staff in varying roles all of which contribute to the success of the school.

The beautiful grounds and community atmosphere of Manor House School make working within our team very special. You will integrate into school life encouraged by your mentor and your work will be rewarding and meaningful.

With access to great support and facilities your teaching will help motivate and inspire our enthusiastic and intelligent girls who enjoy learning.

The non-teaching roles within Manor House School form a dynamic support team that maintains our consistent professionalism and aids our long term strategies for the future.

All members of staff are actively encouraged to seek continuous professional development.

Benefits include a pension scheme (once you have completed the qualifying period), favourable annual leave days and working within one of the most beautiful school surroundings in the country.



Teaching with us

The warm family ethos and stimulating learning environment of Manor House School inspires our girls to achieve their very best. Hard work always produces results and academic success for each and every girl is at the top of our agenda. Good examination results open doors and change lives and Manor House School holds a very good reputation for excellent academic achievement. Our smaller setting creates an environment where each girl is able to receive appropriate measures of support and challenge from an individual teaching approach to achieve their personal best.

Our GCSE performance is consistently strong year on year with our individual top scholars achieving outstanding results. Lower down the School, a high percentage of our Prep girls exceed national expectations.

Our nurturing and supportive learning ethos builds personal confidence in the classroom and underpins the individual academic success of our pupils.

We expect our employees to uphold our high standards of behaviour in line with the school code of conduct. All policies and procedures are clearly available at all times and all members of staff adhere to them.



General Responsibilities

- Take responsibility for the health, welfare and safety of pupils at all times.
- Lead assemblies, attend staff briefings and meetings and preparation/Inset days.
- Attend parent/teacher evenings and Prep Department and whole school events as required by the Headteacher.
- Maintain discipline and high standards of courtesy and appearance among pupils at all times, co-operating in this with other members of staff and using the school systems for managing behaviour.
- Uphold the policies and follow the guidelines set out in the Staff Handbook.
- Undertake an appropriate number of duties each week.
- Provide cover for the absence of a colleague when required.
- Accept any reasonable responsibility delegated by the Headteacher.
- Participate in the wider community of Manor House School such as Heritage Day, Open Days and Bookham Village Festival.
- Contribute to the school's extra-curricular programme.

All Staff are expected to have read the current Staff Handbook.



The Prep School

We aim to create a safe, secure and stimulating learning environment where teachers encourage pupils to be happy and confident whilst developing the skills and knowledge necessary to take on the challenges of life in the Prep department and beyond.

Each class has a full-time teacher and a qualified teaching assistant. From Reception, we are committed to maintaining smaller class sizes to get the best out of every girl. A broad balanced curriculum allows us to celebrate and value creativity, whilst giving the girls plenty of time to develop at their own pace, with teaching tailored to the needs of each individual.

Within the structured school day, our girls quickly gain self-confidence and enthusiasm for learning. Emphasis is placed on trying their best, being kind and respectful to others, and having fun at school!

We work hard to build a caring, family-style environment where our happy girls flourish in their learning and personal development. We encourage strong links between school and home through 'Meet the Teachers' evenings, regular written reports, parents' evenings and an 'open door' policy.

Our Form Teachers, all of whom are primary specialists, teach the majority of lessons in our well-resourced classrooms. Gradually, specialist teaching is introduced until, by Year 6, approximately half of all lessons are delivered by subject specialists, many of whom

also teach in our Senior School. Setting in Mathematics begins in Year 4 but these groupings are fairly fluid and girls may move from one to another as their skills and confidence develops. Spanish is introduced in Year 5 and Latin and German in Year 6.

At Manor House School, we follow the National Curriculum guidelines for English, Science, Computing and Mathematics, Humanities, Modern Foreign Languages, Music and Drama but, as an independent school, we are not constrained by them. Instead, we use this guidance as a tool to inform our own unique curriculum, to make the learning pertinent and enjoyable for our pupils, with lessons tailored to their needs and interests.

All year groups go on a residential visit, starting with two nights in Year 4, developing to a week in Year 6. The girls enjoy numerous day trips, workshops, performance opportunities and theatre trips, including a French language interactive theatre show. There is a much anticipated Prep Drama production that every girl takes part in. Choir is a popular extra-curricular club, as are the various sports clubs, and we have a high uptake of co-curricular Music and Drama lessons.

Across the Prep School Department, we regularly address a specific core value through assemblies and PSHE lessons and have a strong tradition of excellent pastoral care.

Job Description

The Role

The Head of the Prep School will be accountable to the Headteacher and Deputy and be responsible for the leadership and day-to-day management of this section of the school.

The Head of the Prep School will work with the Headteacher and Deputy to define and deliver the School Improvement Plan in line with the strategic aims of the school. He/She will be a member of the Senior Leadership Team and will work with that team to realise the broader strategic aims of the school.

The Head of the Prep School will be the line manager for the Deputy Head of Prep School and Head of EYFS and be accountable for the teaching and support staff within this section of the school.

Key Responsibilities

Leadership

- Build on the existing ethos and success of the school to lead staff and pupils towards the achievement of the school's strategic aims and values
- Maintain high standards of education within this section of the school
- Inspire and motivate teaching and support staff ensuring a positive and happy experience for all pupils and catering for individual needs.
- Ensure high standards of teaching and learning across the Prep School. Track and monitor academic standards to ensure that all pupils make excellent progress.
- Ensure the curriculum is broad, balanced, creative and innovative, and cater for pupils of all abilities promoting creativity and excellence in all aspects of school life.
- Facilitate a breadth of extra-curricular activities and sports.

Staffing

- Lead and manage the Prep School teaching team and support staff.
- Recruit, motivate and deploy staff effectively, ensuring the highest quality of teaching and learning.
- Follow the school's appraisal policy to ensure a thorough performance management programme.

Pastoral

- Ensure the all-round development and pastoral welfare of all Prep School pupils, maintaining a safe, positive and happy culture within the school.

- Ensure the School provides a happy, nurturing and supportive environment in which all our pupils can thrive.
- Willing to act as a Designated Safeguarding Lead

Compliance and Educational Quality

- Ensure that all staff are committed to the principles and practices set out in the Safeguarding Policy.
- Ensure the school is compliant with regulation and foster a culture of awareness of compliance and educational quality, ensuring the Prep School is well prepared for inspection at all times.

General

- Promote the school, recruiting and retaining pupils by ensuring the delivery of excellence in all areas and building on the school's positive profile within the local community.
- Build strong relationships with the parent body and ensure effective communication with parents, pupils and staff.
- Protect and promote the ethos and character of the School; acting at all times as an ambassador for the school and its values.
- Manage the Prep school within agreed budgets.
- Provide the Headteacher or Deputy Head with such information and regular reports as they may request.
- Undertake tasks requested by the Headteacher or Deputy.
- Attend school's functions, concerts and events as appropriate.
- Lead assemblies, enrichment and extra-curricular activities in accordance with school policy.
- Cover for absent colleagues where necessary.
- Teach a reduced timetable across the Prep School.

School ethos

- Create and maintain a positive environment which secures good teaching, effective learning, high standards of attainment and good discipline across the department.
- Contribute to and promote the development of a positive school ethos and achievement of the seven school values.
- Contribute to the extra-curricular programme offering at least one club per term.
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher.

Person Specification

Qualifications	Essential	Desirable
QTS with good honours degree	Yes	
Foundation module 1 and 2 certification (or equivalent) from local safeguarding Children's Board as required for a DSL role or willingness to undertake this training		Yes
Current DBS (MHS will also conduct a DBS check)		Yes
Leadership Qualification		Yes
Experience Skills & Knowledge	Essential	Desirable
Show assured leadership style with excellent communication skills, enabling strong, productive relationships to be built with pupils, parents and staff	Yes	
Excellent Classroom practitioner	Yes	
Understanding of current good practice in teaching and learning at keystage 1 and 2	Yes	
Ambition, energy and an enthusiasm to build on the Prep School successes and lead into the next phase of its development	Yes	
Ability to prioritise and meet deadlines	Yes	
Drive and determination to achieve the best for every individual child within the school community in line with the school's ethos	Yes	
Ability to think strategically, contributing to the school improvement plan and implementing agreed targets to ensure the continuous development of the school and its offering	Yes	
To possess strong management, coaching and development skills including the setting of clear goals, effective delegation and time management, an understanding of the importance of performance management, and the ability to draw a team together and get the best from all staff	Yes	
A willingness to make difficult and/or unpopular decisions when required and to lead by example in implementing policy.	Yes	
Competence in ICT	Yes	
Excellent Organisational Skills	Yes	
Understanding of current good practice in teaching and learning	Yes	
Record of continuous professional development	Yes	
Experience of providing CPD to groups of staff including safeguarding		Yes
Characteristics	Essential	Desirable
Commitment to the ethos and aims of the school	Yes	
Initiative and enthusiasm	Yes	
Hard working and resilient	Yes	

Ability to maintain appropriate and supportive relationships with students and staff	Yes	
Positive attitude to use of authority and maintaining very good standards of behaviour	Yes	
Evidence of sharing in and contributing to the corporate life of the school	Yes	
Ability to work and lead effectively as part of a team	Yes	
Respect for confidentiality of information concerning pupils and ability to use discretion in matters of disclosure	Yes	
Open-minded and receptive to new ideas, approaches and challenges	Yes	
Proven experience in providing specialist support particularly for student with mild dyslexia	Yes	
Sound understanding of Prep curriculum	Yes	
High expectations of self and others	Yes	
Ability to create and lead departmental development and manage change	Yes	
Commitment to involvement in extra-curricular activities	Yes	
Good sense of humour	Yes	

Manor House School Leadership Structure 2018/19

Senior Leadership	Headteacher	
	↓ Deputy Headteacher	
	↓ Head of Prep School (Yrs 1-6)	
Middle Leadership	Nursery Manager	Deputy Head of Prep School Years 1-6
Main Scale	Reception Teacher Early Years Practitioners	Class Teachers Teaching Assistants

PRE-SCHOOL		PREPARATORY SCHOOL							SENIOR SCHOOL				
NUR	KG	REC	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11
Age 2-3	Age 3-4	Age 4-5	Age 5-6	Age 6-7	Age 7-8	Age 8-9	Age 9-10	Age 10-11	Age 11-12	Age 12-13	Age 13-14	Age 14-15	Age 15-16
Early Years Foundation Stage (EYFS)			Key Stage 1		Key Stage 2				Key Stage 3			Key Stage 4	



Application Process

Please submit your application form via the TES site to ejrose@manorhouseschool.org

If you would like to write to the HR department, please contact them on:

HR Department
Manor House School
Manor House Lane
Bookham
Surrey
KT24 4EN

If you have any further queries, please contact the HR department via the email above or call: 01372 455361

For any other enquiries please contact our main office on 01372 458538 or visit www.manorhouseschool.org



Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people which all staff share responsibility. We have an extensive policy on safer recruitment practices which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.

