



WESTONBIRT
— SCHOOLS —

Deputy Head (Prep School)

Candidate Pack



WESTONBIRT SCHOOL

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It has extensive grounds, including a nine-hole golf course and is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

The senior school is an independent boarding and day school for pupils aged 11-18. The school also benefits from sharing the grounds with Westonbirt Prep, a growing prep school and nursery. The school campus includes a sports centre, indoor swimming pool and a 9-hole Golf Course.

The school consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their potential and leave school with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD SCHOOLS

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. 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.

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.

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

THE OPPORTUNITY

We are looking for a dynamic and ambitious leader to join this highly regarded co-ed prep school, located in a glorious Cotswold setting. The Deputy Head will work closely with the Headmaster to lead an already very successful school to a new level, enhancing the school's provision and facilities and consolidating its position as the foremost prep school in the area.

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 in this pack.

REMUNERATION

An attractive salary and benefits package will be provided.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit by email to Miss Michelle Andrews, HR Officer at michelle.andrews@westonbirtschool.uk. The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 11am on Friday 24th May 2019.

Interviews will be held during the week commencing 3rd June 2019.

This role is for either a September 2019 or January 2020 start.

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Miss Michelle Andrews, HR Officer at michelle.andrews@westonbirtschool.uk

Westonbirt Schools are 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, reference and medical checks and the Disclosure and Barring Service.

Job Description – Deputy Head (Prep School)

Overview

This is an exciting new role for Deputy Head of Westonbirt Prep School to assist the Headmaster in the provision of professional leadership for the prep school (2-11). The person appointed to the role be an integral member of a management team faced with the exciting challenge of leading change as a result of significant recent growth and building on the current superb educational and pastoral provision.

Main responsibilities and tasks

Leadership

- Be part of the Senior Leadership Team of Westonbirt Prep and provide clear vision, support and guidance for children, staff and our wider school community
- Work with the Headmaster on creating and implementing the school development plan.
- Play a leading role in driving improvement, excellence and high expectations in academia, pastorally and in personal development and wellbeing.
- Work with the compliance and safeguarding team to ensure that: policies are renewed and communicated; the appropriate risk assessments and health and safety provisions are in place; safeguarding processes are robust and effective, thus maintaining a culture of safeguarding as the school's highest priority
- Work alongside the teaching and learning team to evaluate and continually develop provision through strategies such as: lesson observations; curriculum development; assessment; pupil progress meetings; subject reviews; staff CPD; intervention groups and strategies.
- Alongside the Headmaster, to update and review relevant logs such as behaviour, complaints and safeguarding
- Work alongside both Westonbirt School and Wishford leadership groups to provide outstanding provision and leadership to Westonbirt Prep School
- Deputise for the Headmaster when necessary.

Staff

- Lead the prep school induction programme for new staff
- Work with the Headmaster and SLT on the staff appraisal process
- Conduct regular meetings with department heads
- Lead staff meetings and briefings
- Work alongside the HR department to coordinate internal and external staff CPD.
- Provide mentorship for staff where appropriate
- To ensure up-to-date knowledge of educational issues and trends
- To attend relevant professional training courses and independent school sector conferences
- Assist the HR team and the Headmaster in staff recruitment.

Marketing and Admissions

- Work with the Headmaster and Marketing and Admissions teams to organise and run events such as Open Morning
- To attend Parents' Evenings, information evenings, future schools fairs, Open Mornings and other key events
- Meet and greet and tour prospective families
- To support outreach events with local feeder schools
- Work with the Headmaster to keep up-to-date key marketing and admissions data and present to Wishford and Westonbirt Leadership teams where appropriate.

Parents

- To ensure good, timely and appropriate communication is maintained with parents of pupils

Other Duties

- Coordinate the provision of extra-curricular activities
- To coordinate and monitor effectiveness of the school timetable
- Liaise with parents and staff where appropriate on academic and pastoral matters
- Work with the administration team to manage communication internally and to the wider school community
- Lead assemblies and chapel services
- Teach specific timetables, lessons or classes where appropriate, either on a regular basis or as cover
- To perform any other duties as deemed necessary by the Headmaster.

Person Specification

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

Skills

- Be an outstanding Teacher.
- 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.
- Evidence of a commitment to continuing professional development.
- Experience of leadership in a similar environment is desirable but not essential.

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.
- 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.
- Have a good sense of humour and be flexible and adaptable.