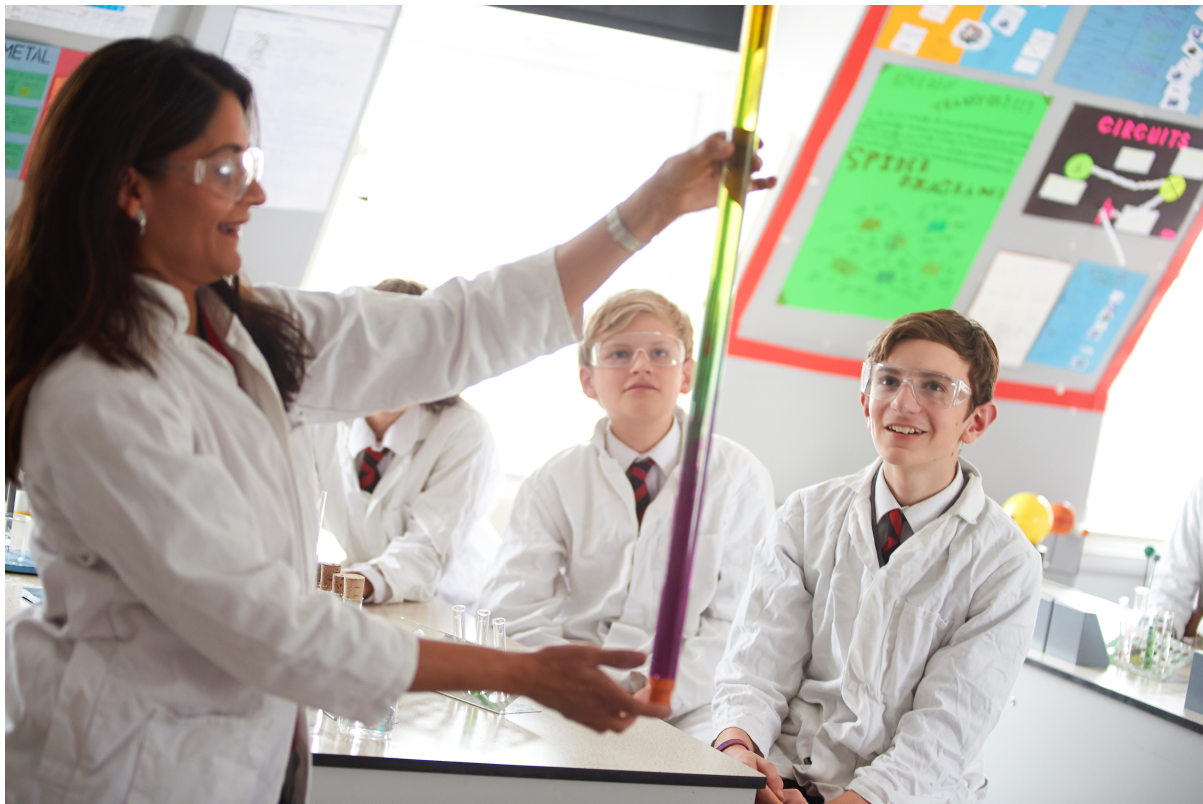


**Appointment of**

**HEAD**

**From September 2018 or January 2019**

**Information for Candidates**



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## ABOUT THE SCHOOL

### History and Overview

Willington Independent Preparatory School is an IAPS Boys' Day School established in 1885, situated in Wimbledon.

‘non scholae sed vitae discimus’

‘We do not learn for school, but for life’

Miss Annie Hale and her younger sister Ada decided to set up a small school in their house at No 3 Dealtry Road in 1885. The total capacity of the first house was just over 12 pupils and the need for expansion led to the move in 1889 to larger premises at Willington House, 267 Upper Richmond Road. At the end of 1909, after twenty-five successful years, the Misses Hale decided to retire and sold their interest in the school when the distinctive school blazer was introduced.

In 1916 the School moved from Upper Richmond Road to No 5 Colinette Road. In 1938 it became necessary for the majority of children to “evacuate London” so some of the boys joined St Michael’s School, Uckfield, however, in 1942 the School returned to Colinette Road. Then In 1961, the School became a Charitable Trust formed as a non-profit making entity with a governing body. The School moved to its current location in Worcester Road, Wimbledon in 1990.

There are many famous Old Willingtonians, perhaps the most famous is Captain Lawrence Oates, the polar explorer who accompanied Captain Scott and died on the Terra Nova Expedition in 1912. He was afflicted with gangrene and frostbite and decided to walk from his tent into a blizzard. His death was seen as an act of self-sacrifice to save his three companions.

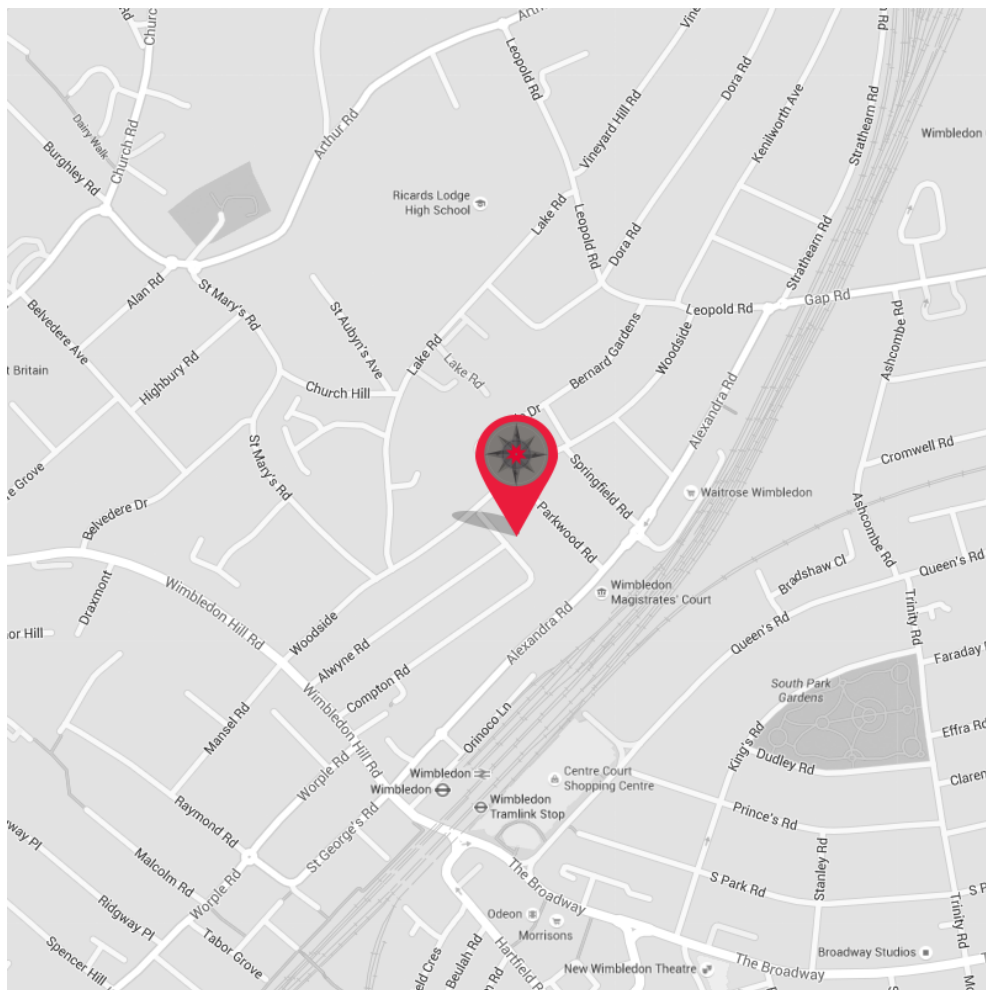
### Location



Willington Independent Preparatory School is exceptionally well located in the centre of Wimbledon, literally a two-minute walk from the busy mainline station of Wimbledon and on the District Line enabling both pupils and staff easy access to the School from all parts of London, Surrey and beyond.

The School is very well positioned for easy access to Heathrow and Gatwick airports, the A3 and the M25/M3/M23 motorways and with CrossRail, which is due to open soon, the opportunities for quick and easy transport will be further extended.

With such excellent transport links, the School is easily accessible to a very large catchment area, though most pupils and staff live a short walk, drive or train journey away. There is no parking at the school although there is a flexible arrangement with Merton Council at Drop Off and Pick Up times each day.





## The Aims and Philosophy

### ‘We are a Greenhouse, not a Hot House’

Willington Independent Preparatory School is committed to the provision of a contemporary education, coupled with the retention of old fashioned values and traditions.

While many schools might lay similar claims to the above, **there is a remarkable ‘ethos’ at Willington Independent Preparatory School** where parents, pupils, staff and Governors work closely to give the children the very best educational opportunities; academic, cultural, artistic and sporting. Known as ‘The Willington Way’ every child is valued, and they thrive in an environment where strong pastoral support and a sense of community are given the highest priority. The School strives to inspire, to provide opportunity and to realise potential in every child. Pupils are also given confidence to ‘have a go’, the feeling that they ‘can’, and the persistence to keep going. Initiative and creativity are encouraged.

While the School supports pupils with a wide range of academic achievement, Willington Independent Preparatory School has a particular success with those pupils who are all-rounders.



### Structure of the School

There are currently 58 members of staff in a combination of teaching and support staff, full-time and part-time. The School is financially secure and well run. There are 260 pupils on roll and a waiting list in some year groups.

Pupils may enter the school at any time during the year if there is a place available. The most common points of entry are in Reception (rising five) and in Years 3 and 4 when parents realise their child is not getting the attention they deserve elsewhere and Year 6 and 7 when parents are looking for a place at a Senior Independent School at 13.

### The Junior Department

The Junior Department consists of Reception, Year 1, Year 2 and Year 3. There are two classes in each year group with a teacher and a teaching assistant, they are all housed in the main building.



## **The Senior Department**

This consists of Years 4 to 8 with two classes in each year group with individual subject teachers which leads to Common Entrance or Scholarship. All classes are housed in the main building with specialist teaching facilities that are well resourced.

Willington Independent Preparatory School believes in small classes of no more than eighteen. Small classes enable teachers to concentrate fully on the individual child, nurturing confidence and developing self-esteem.

The Senior Department provides an environment specifically designed to promote academic learning. Although the primary focus is the Common Entrance syllabus, they incorporate many aspects of the National Curriculum.

Pupils are taught by specialists who show their enthusiasm through imaginative preparation and a well-planned curriculum. They respond to each pupil as an individual, adapting their teaching to accommodate different learning styles.

Pupils are encouraged to be independent learners, to acquire confidence and life skills, to further their education in Senior School and beyond. Pupils play games at the School's nearby playing fields and swim at Wimbledon Leisure Centre.

In line with Willington Independent Preparatory School's genuine desire to get the best from each pupil, teaching staff liaise with the SENCo and Able and Gifted Co-Ordinator (AG&T) who offer specialist guidance and additional support to pupils where appropriate and facilitate early identification. The school has an enviable record of success at Common Entrance and Scholarship to some of the most prestigious schools in London and the South-East as well as further afield.

## **Governance**

Willington Independent Preparatory School is a Registered Charity, number 312733, run by a Board of Governors. They are selected for their expertise in specific areas

and meet as a Board and as Sub-Committees at least once a term. The Head, Deputy Head and Bursar attend all meetings.

## **The Board**

There are five active Sub-Committees:

- Finance
- Health & Safety
- Risk Management
- Education & Pastoral Care
- Safeguarding & Child Welfare

## **Senior Leadership Team**

The Senior Leadership Team, which is chaired by the Head, meets at least once a week and manages the day-to-day running of the School. Areas of responsibility range from Development Planning to Appraisal of Staff and Performance Management and wider school initiatives.

## **Pastoral Care and Child Protection**



Willington Independent Preparatory School takes its responsibilities of Safeguarding all pupils extremely seriously. It is led by the Designated Safeguarding Lead (DSL) who is supported by two Deputy DSLs, one in the Early Years and the other in the Senior Departments, and by a Governor who has specific responsibility on the Board. Staff are regularly updated with training and there is an annual Safeguarding Audit which is presented to the Governors.

Pastoral Care is initially the responsibility of the form teacher, who is supported by the Heads of Year. All pupils are encouraged to reflect upon their words and actions and play a positive part in the Willington Community.

Communication with parents is via a Link Book, email or by appointment. In addition, many parents drop in on an informal basis. The School culture encourages everyone to feel comfortable to discuss and/or report any concerns in complete confidence.



## Extra-Curricular Activities



Sport plays a significant part in the life of the School and there is a full fixture list in football, rugby and cricket. Other sports include hockey, tennis, cross country, athletics and climbing (there is a climbing wall on site). Pupils are encouraged to participate from an early age and will all represent the School at one level or another each term from age seven and above.

There are many regular weekday activities such as chess, Lego, choir, drama, etc. and a varied programme of activities, trips and visits to which all the staff contribute. This results in pupils having numerous opportunities to experience extra-curricular activities both on and off site.

Residential trips include sports tours, language trips, outward bound activities and choral tours.



The School has an outstanding reputation for its choral music and is proud of this achievement over many years.

## **Parents' Association**

The Parents' Association is known as POW (Parents of Willington). POW is very active in arranging social events and activities for parents and pupils and they work hard to raise funds for the School. They have recently provided a donation towards the climbing wall, a range of sporting equipment and a piano.

## **Inspection Reports**

The last Integrated Inspection report by the Independent Schools Inspectorate (ISI) in May 2014 was very complimentary about the School. To view it in full please see the School's website.



## ABOUT THE POST

### Job Description (Role and Responsibilities)

#### *Head's Role*

The Head is responsible to the Board of Governors for ensuring that the School successfully fulfils its aims whilst being run smoothly and efficiently, for developing its future strategy with the Governors, and for ensuring that the School is at the forefront of educational developments and initiatives. The successful applicant will report directly to the Board of Governors and work with the Chair to enable the Board to fulfil its duties and responsibilities for the proper governance of the School and to ensure that the Board receives timely advice and appropriate information on all relevant matters.

The successful applicant will have the personal and inspirational qualities to lead, motivate and develop the School so that it fulfils the academic, pastoral and social needs of the pupils, parents and staff whilst maintaining the much-valued ethos of Willington Independent Preparatory School.

#### *Key Responsibilities*

In summary, the Head's key responsibilities are:

- The leadership and management of the School
- The strategic planning of the School and its policies
- The pastoral care, safety and welfare of all pupils and staff
- The overall financial performance of the School
- To ensure compliance with all regulatory and legal requirements
- Lead and motivate the Senior Leadership Team and staff
- Appointment of staff (some SLT roles/Bursar will involve Governors' support)
- Assessment, appraisal, guidance, support and professional development of all staff
- Representation of the School on local and National occasions as appropriate
- Planning and implementing an effective curriculum and timetable and the academic organisation of the School
- Pupils' Progress and Achievement
- Teaching and Learning
- Marketing of the School
- Recruitment of pupils
- Pupil behaviour and discipline
- To support and advise parents and to be readily available and approachable to them
- To establish and maintain good relationships with all stakeholders, including Nurseries, Pre-Preps and Senior Schools.

## **Person Specification**

### *Essential Attributes*

The successful Candidate will have the personal qualities to lead, motivate and inspire the School and must value the special ethos of the School and nurture it as a unique selling point. The Candidate will demonstrate natural authority and leadership qualities and have the ability to make and implement sound decisions. The successful candidate will be well qualified in Education to degree level or above and have a track record of excellence in the classroom.

The successful Candidate will be able to relate to, value and communicate well with all members of the School community, develop and maintain strong and positive relationships with the Governors, SLT and other colleagues and have a sincere and whole-hearted commitment to the safeguarding and welfare of children.

### *Desirable Attributes*

The successful Candidate will have experience as a significant member of the Senior Leadership Team. They will lead by example; a leader who is at all times approachable and friendly, decisive but caring and understanding in resolving conflicts. The successful Candidate will be charismatic, thoughtful and reflective, a kind but decisive manager of people, someone with a warm personality able to inspire all members of the community, namely its pupils, parents, staff and Governors. The successful Candidate will be a competent user of ICT and have a sound understanding of School finance but also willing to learn.

## **Terms and Conditions**

- A generous remuneration package, commensurate with the importance of the role and the experience of the successful candidate, will be offered
- The post is pensionable through the Teachers' Pension Scheme
- Membership of IAPS and attendance at its meetings and annual conference
- Private Medical Insurance
- Reasonable costs of School entertainment and general expenses
- The confirmation of the appointment will be subject to two satisfactory references, medical review and the appropriate safeguarding and enhanced DBS checks
- Reasonable removal expenses associated with relocation if required

## **Safeguarding**

Willington Independent Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applications should read the School's Child Protection policy, which is available on the School Website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings.

The successful Candidate must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Services.

Identification checks and copying of original documents such as degree certificates will be required at the Short List interview stage.

## **Equal Opportunities**

Willington Independent Preparatory School is an equal opportunities employer. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Willington Independent Preparatory School seeks to treat those with disabilities as favourably as those without disabilities. The School will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

## **How to apply**

Please complete the Application Form for the post of Head including the names of two referees, with full contact details. Applications are to be emailed to 'The Clerk to the Governors' at:

[bursar@willingtonschool.co.uk](mailto:bursar@willingtonschool.co.uk)

or posted to 'The Clerk to the Governors' at the School, marked Private and Confidential, by the deadline stated below.

To support your application applicants should include a covering letter (hand written or typed). Please address the letter to Mr Rob Stewart, Chairman of Governors.

The inclusion of a CV is not required, and no other material should be attached in support of the application.

Any candidates wishing to tour the school prior to application, seeking more information or wishing to have a confidential discussion, should either email the Clerk to the Governors or call 020 8971 0454.

## **Dates for Selection Process**

|                                        |                                              |
|----------------------------------------|----------------------------------------------|
| Closing date for Applications:         | Monday 19 <sup>th</sup> February 2018 at 5pm |
| Long List Interviews (week beginning): | Monday 26 <sup>th</sup> February 2018        |
| Short List Interviews:                 | Monday 19 <sup>th</sup> March 2018           |

References will be requested for those candidates selected for Long List Interviews.

## **Interview Expenses**

Reasonable interview expenses will be reimbursed and should be sent to The Clerk to the Governors at the School.

## **More Information**

For more detailed information on Willington Independent Preparatory School, please visit the School website: [www.willingtonschool.co.uk](http://www.willingtonschool.co.uk)