



Broadhurst School

Appointment of Headteacher

Candidate Information Pack



The Candidate

We are looking for a Headteacher to lead our exceptional school which currently has a rating of 'Excellent' awarded by ISI. The successful candidate will build on the school's outstanding reputation. We seek an individual who is a warm leader and an excellent communicator who has the ability and ambition to lead the team and make a positive impact on the future direction of this high-achieving pre preparatory school. If this is a role that excites you and you feel you have the skills and experience, we would be delighted to hear from you.

About Our School

The school was established as a co-educational, pre-preparatory school for children from two to five years in 1958 by its talented, progressive Proprietor, Mrs. M. Berkery. Ownership of the school remains in family hands and the current Proprietor, Mr. B. Berkery, has the same passion for progressive education as that exhibited by its founder.

Broadhurst is widely regarded as one of London's top nursery schools. It offers exclusive early learning through an accelerated curriculum. Our classrooms are centers for learning where the teaching staff aim to spark children's curiosity with stimulating experiences that inspire enquiring minds and independent discovery.

We take the time to establish individual needs and every child is challenged individually to reach their full potential. Our children and families are nurtured through the highly competitive 4+ assessments process and we boast an outstanding track record of successful entry onto leading London preparatory schools. Our curriculum upholds high expectations and outcomes for children with a focus on phonics, reading, communications, language and the arts. All classes maintain a child-staff ration of between 4:1 and 8:1 and all staff have appropriate teaching or early years qualifications.

Our Aims

- To create a happy, caring and secure environment in which every child is challenged to reach their full potential.
- To provide stimulating and exciting experiences that inspire enquiring minds and independent discovery.
- To spark children's curiosity and motivate them to be active learners.

About the Opportunity

This appointment is a great opportunity for an existing or aspiring senior leader to make a lasting impression. Broadhurst School is an established happy and successful school that provides a stimulating education for its pupils. It is a happy and high-achieving school with huge potential to achieve even greater things in the future. The Head reports to the Proprietor but also has plenty of scope for autonomy in terms of the running of the school.

The Role

Main purpose

The main purpose of the Heads role is to:

- Work closely and collaboratively with the Proprietor in accordance with the school's strategic direction.
- Contribute to the vision of the future of the school.
- Ensure the achievement of excellent educational and pastoral standards.
- Ensure the school is run safely, efficiently, effectively and in a way that is financially sound.
- Resource the school at the optimal level within agreed parameters and manage, motivate and develop the staff accordingly.
- Contribute to the marketing efforts of the school to maximise pupil enrolment levels.
- Build close and positive working relationships with appropriate individuals, organisations and the wider community.
- Ensure the Proprietor receives timely notice and appropriate information on all relevant matters.
- Advocate opportunities for the school's development.
- Be a positive role model and ambassador for the school and promote the school's ethos, aims and objectives.

Responsibilities

Leadership

The Head works with the Proprietor to develop the vision and strategic view of the school which includes:

- Together with the Proprietor, formulating and implementing the School Development Plan (SDP), setting strategic targets and key performance indicators (KPI's).
- Leading and inspiring the staff by example and encouraging them to always achieve the highest personal and professional standards.
- Working with the Proprietor, teachers and parents, to generate the ethos and values which will create and underpin the culture of the school.
- Ensuring that the management and organisation of the school supports its vision and aims.
- Ensuring that the policies and practices reflect legislation and inspection standards.
- Setting performance standards and evaluating the performance of the teachers and the school against those standards.
- Monitoring, evaluating and reviewing the effects of the schools' policies, priorities and targets and act if necessary.

Management

The Head motivates, supports, challenges and develops teachers, which includes:

- Participating in the recruitment and selection of teaching staff.
- Planning, allocating, supporting and evaluating work undertaken by groups, teams and individuals, ensuring clear delegation and devolution of responsibilities.
- Implementing and sustaining effective systems for the management of performance incorporating appraisal and target setting.

- Leading, coordinating and monitoring the continuous professional development of teachers based on assessment of needs and in relation to the standards for qualified teacher status.
- Ensuring that professional duties are fulfilled.
- Implementing policies agreed with the Proprietor.
- Developing good working relationships with the Proprietor, pupils, parents and the wider community.

Teaching and Learning

The Head aims to secure and sustain effective teaching and learning throughout the school which includes:

- Monitoring and evaluating teaching and learning against the standards and set individual targets for improvement.
- Maintaining an environment to promote and secure effective learning and good behaviour.
- Determining, organising, implementing and monitoring the curriculum and practices to ensure that they:
 - meet statutory requirements;
 - are relevant to the needs of all pupils;
 - improve educational provision.
- Keeping abreast of global innovations and aims to build learning into the curriculum.

(a) Pupils

- Creating an environment in which pupils can learn to the full extent of their capabilities.

(b) Parents

- Keeping in close contact with parents and being available to meet with them where appropriate to discuss their child's progress or welfare.
- Sending parents regular information about the school and providing reports on their child's work and progress. Ensuring parents can discuss these reports with appropriate staff.
- Holding parents' evenings each term involving all teachers.

(c) Curriculum

- Determining, organising and implementing an appropriate curriculum for the school, based on the EY National Curriculum.
- Ensuring that teachers use personalised learning for all pupils to allow them to achieve their full potential.
- Developing the school timetable to optimise available resources.

(d) Systems and processes

- Ensuring that the school's systems and processes are well considered, efficient and fit for purpose.
- Providing a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implementing systems for managing the performance of all staff.

- Working with the Proprietor as appropriate, providing the information he needs to direct effectively.

Managing Resources

The Head deploys staff and resources efficiently and effectively to meet the school's objectives, which includes:

(a) Teachers

- Ensuring that the school is adequately and appropriately staffed and ensuring the recruitment and retention of high-caliber staff.
- Encouraging team development and collaboration.
- Managing the deployment of all staff; delegating duties as appropriate.
- Ensuring that all teachers are appropriately inducted and are made aware of all school policies and procedures including safeguarding.
- Ensuring that all teachers receive appropriate information and training to enable them to carry out their professional duties.
- Overseeing and reporting regularly on performance management making certain that adequate training and development opportunities are made available to all Teachers and that appropriate action is taken where performance is unsatisfactory.

(b) The management of resources

- Always having due regard for the Health and Safety (H&S) of all users and ensuring that appropriate H&S responsibilities are understood by all.

Communications and Marketing

(a) Parental relationships

- Promoting and marketing the school to parents and prospective parents.
- Building and maintaining excellent relationships with current parents, communicating with them regularly and ensuring parents have opportunities to discuss pupil reports with appropriate staff.
- Ensuring that parents are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Holding parent evenings at least termly.

(b) Communications

- Ensuring that all communications from the school and its staff are professional and in accordance with the school's standards, policies, processes and procedures.

(c) Marketing

- Ensuring that prospective parents are welcomed and provided with a comprehensive tour of the school and that the schools attributes and resources are promoted.

Accountability

The Head is accountable to the Proprietor for the efficient and effective running of the educational aspects of the school, which includes:

- Creating and developing an organisation in which all the staff recognise that they are accountable for the success of the school.
- Presenting a coherent and accurate account of the school's performance in a timely manner and in a form appropriate to the range of audiences, including the Proprietor, Bursar, ISA/ISI and others to enable them to play their part effectively.

External Relationships

The Head is responsible for developing and maintaining relationships with key organisations which include:

- Maintaining positive and active relationships with other schools and agencies in the area and with those local schools for which Broadhurst is a 'feeder' school.
- Maintaining good relationships with the ISA.
- Developing and maintaining positive and effective relationships with parents and prospective parents.

Compliance

- Ensuring all policies are reviewed regularly and comply with legal requirements and inspection standards.
- Ensuring full compliance with all standards, policies, processes and procedures.
- Presenting a coherent and accurate account of the schools' performance in a form appropriate for the range of audiences, the Proprietor and ISA/ISI etc, to enable them to play their part effectively.

Confidentiality

The Head will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data Protection

The Head will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act (2018) and properly applied to Pupils, Staff and school business/information.

Safeguarding

The Head will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff Code of Conduct contained within the Employee Handbook.

General

Set an example of continuous professional development, participating in appropriate training in order to maintain up-to-date professional expertise.

The Head should be aware of trends in education, the requirements of other key schools and, where appropriate, recommend policy changes to the Proprietor.

This is not a comprehensive list of all tasks that the Head will carry out. The postholder may be required to undertake other duties appropriate to the level of the role which may from time to time be reasonably assigned by the Proprietor.

This job description may be amended at any time in consultation with the postholder.

Child Protection

Broadhurst School is committed to safeguarding the welfare of children and young people and expects the same from its employees. Applicants must be willing to undergo child protection screening and will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).



Person Specification

Criteria	Qualities
Education & professional background	<ul style="list-style-type: none"> • Strong academic credentials including QTS. • Seasoned professional with established successful track record. • Proven track record as a successful, effective teacher. • Experience of playing a leadership role within a school with recognised pastoral strength, managing both people and performance. • Experience and understanding of leading and management of an independent school and preparing Pupils for entry into selective senior schools. • Broad awareness of educational theory and practice and of the needs of the prep and pre-prep age group, as well as trends, issues and opportunities. • A clear educational vision of a successful preparatory school in the future.
Personal qualities	<ul style="list-style-type: none"> • Have high personal standards and a willingness to lead by example. • Have a confident personality with the ability to excite, lead, guide and gain the respect of staff, pupils and parents. • Be charismatic, friendly and approachable, with a genuine desire to get to know every pupil. • Have a deep passion for learning. • Have sound judgement of people and situations. • Be self-motivated and have drive and energy. • Be customer focused and comfortable with parents. • Be flexible and resilient and remain calm under pressure.
Leadership skills & style	<ul style="list-style-type: none"> • Be able to motivate, influence and inspire others, managing effectively and sensitively to ensure effective teamwork. • Be a strong manager of performance and staff development. • Have an open, honest and supportive style. • Be a confident decision maker, who tackles issues effectively and is able to demonstrate understanding and sensitivity when resolving conflicts. • Demonstrate role model behaviour. • Have the ability to articulate and promote the strengths of Broadhurst School.
Business & management skills	<ul style="list-style-type: none"> • Be financial aware and can balance educational and business desirables. • Be a good organiser with the ability to prioritise. • Can work effectively and empathise with administrative staff. • Have marketing awareness and confident presenting and promoting the school. • Have awareness of HR legislation and good practice. • Have awareness of safeguarding legislation and good practice. • Be computer literate and confident with ICT.
Thinking and communication skills	<ul style="list-style-type: none"> • Be able to develop and communicate a coherent vision. • Be a clear and perceptive communicator, able to command authority and respect. • Be a good listener with plenty of empathy. • Be a confident at public speaker and being the visible face of the school. • Be able to forge strong links with other schools and to be involved in the wider community.



Benefits

The successful candidate will be offered a competitive salary and an appropriate package of benefits which could be shaped to meet the needs of the successful candidate. The offer could include overnight accommodation for the successful candidate.

The Application Process

Interested candidates are invited to contact Lyn Cleaver, HR Consultant prior to formal application if they would like an initial confidential discussion.

The deadline for receipt of the application is **Monday 17 February 2025**. Applications should be made electronically to Lyn Cleaver at lyn@cleaver.biz and should include:

- A completed Application Form.
- A covering letter addressed to Lyn Cleaver. The letter should explain your reasons for applying.

If you have any questions, please contact Lyn Cleaver either via email or by phone – 0777 55 21314.

The process is as follows:

Candidates who fulfil the above criteria will be invited to an initial on-line interview with Lyn Cleaver shortly after their application is submitted.

Short Listed candidates will be invited to the school for an **Assessment Panel on Tuesday 11 March 2025**.