



ST EDWARD'S
PREP SCHOOL

HEAD

Candidate Pack





Introduction

St Edward's Prep is a high-achieving independent day prep school, situated on the west side of Reading. A member of the Wishford Schools group, St Edward's Prep has an enviable track record of preparing pupils for entry to the leading schools in Reading and the surrounding areas. The school is well placed to capitalise on the opportunities created by a booming economy in the Thames Valley.

Following the appointment of Stuart Morgan-Nash to the Headship at Leehurst Swan School, the Directors invite applications for the position of Head of St Edward's Prep for September 2018.

The Directors are particularly interested in applicants who can demonstrate a track record of successful leadership and have:

- energy, enthusiasm and commitment;
- strong communication, marketing and relationship building skills; and
- an aptitude for strategic thinking, planning and implementing development.

Heads working within the Wishford Schools group are exceptionally well supported, and benefit from working closely with like-minded Heads in the group's six other prep schools.

The School

St Edward's Prep has been providing first-class education for boys in Reading for over 70 years. The school has an excellent reputation for the quality of its teaching, small class sizes, academic rigour and traditional values. Equally, St Edward's Prep is a friendly and welcoming school. It is an exciting and inspiring place to grow up, each day bringing fresh interests, challenges and fun.

Teaching is tailored to the individual child and, as a result, pupils achieve amazing things, academically, on the sports field and in the performing and visual arts.

Since joining the Wishford Schools group, the school has been through a period of significant development. The school has been repositioned to focus on preparing children for 11+ entry to local grammar and independent senior schools. In addition, a Pre-Reception class has been opened. The school is therefore now structured as a 3-11 boys school, although the board are open to considering further development of the School's strategy.

The school's aims are to:

- Challenge boys to be the best they can be, providing a high-quality, broad-based education in a supportive and caring environment that gives every boy the opportunity to achieve success.
- Prepare boys for entry to the best local grammar and independent senior schools, giving them the tools and skills they need to approach the next stage of their education with confidence and enthusiasm.
- Inspire boys to have a love of learning, an inquisitive mind, the confidence to try new things, the resilience to pick themselves up if they don't succeed first time and to develop boys who value politeness, good manners and a spirit of tolerance.

Fees are very competitive, ranging from £2,095 in Pre-Reception to £3,595 in Year 6.



Operating Structure

The school is organised into two sections, Pre-Prep and Prep. The Pre-Prep comprises Pre-Reception to Year 2, while the Prep comprises Years 3 to 6.

St Edward's Prep offers an extended school day, from 7.45am to 5.50pm. A popular holiday club operates throughout school holidays, meaning that the school is open year-round, catering to the needs of busy working parents. A bus service operates throughout Reading and surrounding areas at the start and end of every day.

An excellent hot lunch is available daily during term-time, cooked on-site in a well-equipped kitchen by the school's caterers, Holroyd Howe.

Pre-Reception

Children in Pre-Reception enjoy a caring and stimulating introduction to school, with a curriculum that encourages independence and curiosity. Morning sessions take a more structured approach to early learning, including phonics, sharing books, and developing early writing and number skills. The boys practice everyday skills like giving out snacks and pouring milk as well as washing up for themselves and putting on their own coats. They learn to sit quietly and listen to others during register time, show and tell and story time and child led learning is encouraged throughout the day.

Afternoons are geared towards play-based learning with lot of social interaction with the boys in Pre-Prep. Some afternoons are free-flow with the Reception class, exploring and learning through play, both inside and out. The boys love to be outside where we have lots of fun activities for them to choose, like gardening, creating special meals in the Mud Kitchen or letting their imaginations run free with the large construction blocks. Of course, there is plenty of time to run around and let off steam. The curriculum includes specialist lessons in Music and Movement, PE and Drama.

Reception to Year 2

Reception is where the foundations for all future learning are laid, and boys begin to explore and understand the world through structured and child-initiated activities. As the children progress through the school, the focus is increasingly on academic skills, with specialist teachers in maths, English, science, technology and French.

As well as the core academic subjects, there is a strong emphasis on the creative arts and specialist teaching in drama and music.

Years 3 to 6

The Prep school follows an exciting broad, balanced curriculum, with specialist teachers providing expert tuition. The school has a strong emphasis on STEAMED events (Science, Technology, Entrepreneurship, Art, Maths, Engineering, Design), and enrichment programmes involving the whole school are regularly factored into the curriculum.

Outside the classroom, Sport, Music, Art and Drama are an integral part of school life; everyone has the opportunity to take part at whatever level, from enthusiastic team contributors to county-level competitors.



From Year 4 upwards, there is a focus on preparation for 11+. Within the timetable Years 4 and 5 receive specialised 11+ tuition. Preparing the boys for life beyond St Edward's extends beyond academic accomplishments. The older boys will also develop their leadership and team-building skills within specific lessons and on residential trips in the summer term.

Boys are encouraged to achieve individual targets set by themselves and their teachers. Target review sessions are incorporated into the assessment process. Each child's progress is carefully monitored, tracked and assessed throughout the year. Formal feedback through Grade Cards is given. Within these Grade Cards, grades are given to reflect effort, behaviour, homework completion and achievement in all subjects, plus a predicted end-of-year level for the core subjects with an accompanying tutor comment. At the end of the summer term, all pupils receive a full end-of-year report.

A close system of academic tracking operates throughout the whole school, with standardised assessments in English, Mathematics, reading and spelling. These standardised tests complement our own traditional teacher assessments and give an accurate picture of the progress of each child.

Extra-Curricular

At lunchtime, there are opportunities for boys to take part in Maths Club, Choir, French Culture Club and Speech and Drama classes.

After school, boys can take part in a range of clubs and activities, enjoying games such as Chess and Warhammer or learning new skills including Fencing, Cooking and Street Dance. If they show sporting promise, they may be picked for one of the Sports Academies.

The school also offers supervised prep every evening.

Leadership Structure

The Head is supported by a Senior Leadership Team comprising Deputy Head, Head of Pre-Prep and School Business Manager. Weekly Senior Leadership Team meetings occur during the school day, as well as relevant meetings with individual members of the team, such as safeguarding reviews, health and safety, pupil progress reviews, etc. The Deputy Head is currently the school's Designated Safeguarding Officer, and the Head of Pre-Prep is also the SENCo.

Under the current duty rota, members of the Senior Leadership Team take it in turns to be the duty member of staff until the end of the school day.

Leavers' Destinations

St Edward's Prep leavers go on to the region's top grammar and independent schools. Destination schools in recent years included Reading School, Herschel Grammar School, Reading Blue Coat, Shiplake College, Pangbourne College, Leighton Park School, The Oratory, St Joseph's College, Abingdon School and Crosfields School.

School Community

The school has an active Parents' Association (named 'FREDs') which is highly supportive of the school. The committee meet regularly and arrange a variety of events for parents and pupils. The typical annual PTA diary encompasses events with which everyone can get involved, the boys themselves run stalls at the school fete, design Christmas cards and always spend their hard-



earned pocket money at the end of term chocolate tombola. Then there are the events where the whole family can get involved with events like sports day, the cross county and the summer fete. Lastly, events are run purely for parents (and teachers) such as a Curry & Quiz night.

Setting

The school is located in an urban setting, a mile from Reading town centre, and a short walk from Reading West railway station. Reading is experiencing a period of high growth and development, with a booming corporate sector attracting the UK headquarters of global firms such as Microsoft, Oracle and Pepsi, a major university and large teaching hospital.

Reading is located adjacent to the M4, the key east-west motorway corridor for the region, providing excellent road access to the M25, M40 and M3 national motorway network. Reading railway station is on the principal high speed line to London Paddington, with a direct average journey time of 27 minutes.

The school itself is set on approximately an acre site. The school house accommodates a technology suite and recently refurbished library, as well as administrative and office space. In addition, there are two purpose-built teaching blocks which include a science lab, art room and a range of classrooms. Outside, the school benefits from an astroturf pitch, hard-play area and Early Years play garden/play area.

Games lessons and home fixtures are played at Sulhamstead Cricket Club which is a short drive from the school's campus. The school enjoys exclusive use of this facility during pre-booked sessions and works closely with the club to mutually support each other's interests. Football and rugby pitches are available during the winter months and the school enjoys the full use of the club's cricket facilities (including a top-class pitch and practice nets) during the summer term. Pupils swim weekly at The Oratory School.

Inspection

The school was last inspected by the Independent Schools Inspectorate in February 2016. The inspection report, recognised the high quality of the education the school provides, the impressive achievements of the pupils and the warm and nurturing environment St Edward's offers.

What the inspectors said:

- The school is successful in meeting its aim of providing pupils with an education which inspires and challenges them to reach their full potential.
- The wide range of subjects provided is well suited to meeting the varied entrance requirements of senior schools. The curriculum for the older pupils makes effective use of the specialist subject expertise available.



- Children in Reception are highly articulate and enjoy learning. They are creative and keen to make their own choices and think things out for themselves.
- Older pupils in the school are highly numerate and have good scientific skills, and can apply these logically to solve problems. This can be seen in their cross-curricular work in science, technology, engineering, art, mathematics and design topics. They are able to use their rapidly developing ICT skills to support their learning in other subjects.
- All pupils show excellent self-knowledge, self-esteem and self-confidence. Pupils demonstrate excellent social skills. They have outstanding manners and are friendly and polite towards visitors. They work well together in collaborative activities, encouraging and supporting others.
- Children are happy at school and enjoy highly positive relationships with adults. They feel safe and secure and trust the adults who care for them. Throughout the school, relationships are generally warm and positive between all members of the community. Teaching is effective in promoting the good progress of pupils.
- The governance of the school is excellent. The new proprietor has a clear vision for its future development. Highly effective support is provided by the advisory board, and through the sharing of good practice within the group of Wishford schools.

Wishford Schools

Wishford Schools is a small, friendly group of seven prep schools. 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.

As a family-run group, the group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.

Heads 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.

Heads work closely with the group's educational leadership team, an Advisory Board of experienced school leaders, and with each other, meaning that someone is always available to offer advice and support.

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

Terms

An excellent salary and benefits package, including access to the Teachers' Pension scheme and school fees remission will be offered to the right candidate.

A formal contract, detailing terms and conditions, will be drawn up on appointment.



The following notes provide guidance, without prejudice, on the main provisions.

General notes:

- A competitive remuneration package is available, with a salary commensurate with the experience of the candidate. The Directors review the salary annually;
- There is a generous discount on fees for the Head's children as pupils at the School, which is currently not a taxable benefit;
- The School is part of the Teachers' Pension Scheme;
- The appointment is subject to two terms' notice;
- Holidays are by arrangement with the Executive Chairman but the Head should expect to be available for some periods outside term-time;
- The Head's performance will be subject to a regular review;
- The School will be supportive, whenever possible, of external professional activities such as inspecting, committee membership and professional body activities, as agreed with the Executive Chairman. The school is a member of IAPS;
- Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Full details are given on the application form;
- Longlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with past employers;
- The successful applicant will be required to complete a self-disclosure Medical Questionnaire;
- The appointment is subject to satisfactory references, clearance from the DBS, proof of identity and qualifications and a medical report.

Application Process & Important Dates

Candidates are invited to contact Sam Antrobus, Executive Chairman, by email or telephone (sam.antrobus@wishford.co.uk or 01249 479070) for a confidential discussion.

Candidates are welcome to visit the school by prior arrangement in advance of submitting an application. To arrange a visit, please contact Andrea Cottle (HMPA@stedwards.org.uk).

To apply, please complete the application form at www.wishford.co.uk/Jobs/

The deadline for receipt of applications is noon on Friday 19 January 2018.

Long list interviews will be held at the school on Friday 26 January 2018, with final interviews on Monday 5 February 2018 [*provisional date*].

St Edward's Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post.

Job Description

Overview

The Head is responsible to the Board of Directors (the “Board”) for the leadership and day-to-day management of the School. The Head will work with the Board to define and deliver the strategic aims of the School.

Curriculum

- Ensure the school’s programmes of study satisfy regulatory requirements, are creative and innovative, and cater for pupils of all abilities.
- Provide a breadth of extra-curricular activities and sports.
- Foster creativity and excellence in all aspects of school life.
- Contribute to current educational thinking via IAPS and/or other professional bodies.

Staffing

- Lead and manage the Senior Management Team and all teaching and support staff.
- Recruit, motivate and deploy staff effectively, ensuring the highest quality of teaching and customer service.
- Maintain a thorough performance management programme to ensure the quality of provision and that staff reach their potential.

Pastoral

- Foster the all-round development and pastoral welfare of all the school’s pupils, maintaining a safe and positive culture within the school.
- Ensure the School provides a happy, nurturing and supportive environment in which all out pupils can thrive.

Compliance

- Ensure that safeguarding the children in our care is at the heart of the School’s ethos and 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 and compliance with regulation.
- Ensure the 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 high profile within the local community.
- Maintain a culture of customer service, building a strong relationship with the parent body and ensuring that all staff understand the school’s high standards for communication and service.
- Protect and promote the ethos and character of the School; acting at all times as an ambassador for the school and its values.
- Promote links with secondary schools and maintain a detailed understanding of entry processes and requirements and their particular characters so as best to advise parents on their options.
- Work with the Board to set the strategic vision for the school and manage the school within agreed budgets.

- Work with the other Heads in the Wishford Schools group and the Advisory Board to exchange ideas and best practice.
- Provide the Board with such information and regular reports as they may request.

Person Specification

The successful candidate will have the following skills and qualities:

- A confident, assured leadership style with excellent communication skills enabling strong, productive relationships to be built with pupils, parents and staff;
- A clear educational philosophy, and the ability to clearly articulate this and his/her vision and strategy for the school;
- Ambition, energy and an enthusiasm to build on the school's successes and lead the school into the next phase of its development;
- Drive and determination to achieve the best for every child within the school community in line with the school's ethos;
- Excellent marketing skills and a confident social presence with the ability to interact confidently with parents, senior schools, and the wider community including press and other media;
- Ability to think strategically, preparing and implementing plans to ensure the continuous development of the school and its offering;
- 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;
- A willingness to make difficult and/or unpopular decisions when required and to lead by example in implementing policy.
- An entrepreneurial spirit and solid understanding of the business and financial aspects of school management; and
- The ability to play a significant role in the local community, building the school's profile.

The successful candidate will have the following experience:

- Educated to degree level with qualified teacher status and a track record of success;
- Leadership and management experience in a similar environment; and
- A good working knowledge of 11+ transfer and preparation.

A particular enthusiasm for STEM subjects would be beneficial, but is not a requirement.