



## HEAD OF STAFF AND CO-CURRICULAR

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Information for candidates

Required for September 2020



The closing date for applications is Monday 24th February 2020

Interviews will take place from Monday 2nd March 2020.

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## THE SCHOOL

Lambrook is a leading Independent day and flexi-boarding Preparatory School for 570 boys and girls aged between 3 and 13. Lambrook offers excellence in Independent education and attracts, develops and inspires some of the country's best teaching talent.

The School comprises of two sections: the Pre Prep, for pupils in the Early Years Foundation Stage and Years 1 and 2, and the Prep for pupils in Years 3-8. Boarding is accommodated in two houses and flexible boarding is encouraged, with over 200 pupils making use of this provision.

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## PROVEN TRACK RECORD

Lambrook has been rated 'excellent' in every area following our ISI Inspection; which included the quality of teaching, pupils' achievements, opportunities in sport, music, Performing Arts and extra-curricular activities, as well as boarding provision and pastoral care.

Lambrook has an outstanding track record in preparing its pupils for the top senior schools in the country.







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## A DISTINCTIVE APPROACH

The school is a forward-thinking yet traditional school with a strong family ethos. Founded in 1860, the school has a rich history of success and is proud of its reputation as one of the leading prep schools in the country. Lambrook offers some of the best facilities in the independent sector at Preparatory level. The School has recently completed a £6m new development which provides pupils with a remarkable environment in which to unleash their talents in Art, Design & Technology and the Performing Arts, as well upgrades across many other areas including classrooms, IT provision and sports amenities. This development compliments the School's other recent projects which include a Diamond Jubilee Performing Arts Centre, a 25 metre indoor swimming pool and the refurbishment of our Lower School teaching block.

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## THE FUTURE

Such improvements have had a transformational effect upon the Lambrook community, not only in terms of our facilities, but more importantly in the quality of the education that we are able to provide for all of our pupils. The earlier years are the most formative; through nurturing potential and providing these opportunities, we work with pupils to build their own foundation, so that they are able to progress and then flourish both at senior school and in their lives ahead. We are committed to continue to do this through the development of our School campus and also through the provision of bursaries, for those who would truly benefit.





## CANDIDATE SEARCH

We are looking to appoint an outstanding and inspirational individual to join our Senior Leadership Team in an exciting new position as Head of Staff and Co-Curricular. Experience for such a role will need to include management of a significant department for several years, a strong understanding of the pressures and expectations of a school of this size, an appreciation of long working hours and leading by example, a clear thinker and organised approach to all things, a solution finder, a team player, ability to engage with and energise others, a natural communicator and someone who is at ease when talking to both parents and pupils. To meet the demands of the post you will need to be an experienced and qualified teacher.

## SPECIFIC RESPONSIBILITIES - GENERAL

- To attend all Senior Leadership Team meetings and staff meetings.
- To teach a part time timetable in a given subject.
- To implement the School's agreed policies.
- To maintain effective discipline through implementation of the School's agreed procedures.
- To participate in the formulation of whole school strategy.
- To share in the responsibility of wider school matters as directed by the Headmaster.

## SPECIFIC RESPONSIBILITIES - STAFF

- To work proactively as 'Head of the Common Room' to support teaching staff in fulfilling their professional duties and general staff wellbeing.
- To oversee all areas of staff training and development to ensure all training meets the needs of both the School and the individual.
- To collate and circulate daily cover to colleagues in a timely and effective manner.
- To oversee Staff Duties ensuring a fair balance of expectation across all colleagues.
- To keep up-to-date with teacher training development by ensuring an awareness of initiatives and their usefulness to the School.
- To hold responsibility for supporting all staff participating in PGCE and NQT training.
- To chair Common Room meetings and ensure the views of the teaching staff are represented in an appropriate way to the Headmaster.

## SPECIFIC RESPONSIBILITIES - CO-CURRICULAR

- To oversee all School Trips and Educational Visits to ensure we are fully compliant with procedure and policy at all times.
- To ensure we remain in line with recommended best practice when children and staff engage with offsite activities.
- In conjunction with the Deputy Head, to ensure the production of an accurate, balanced and well informed School Calendar.
- To line manage the Director of Sport, Head of Performing Arts, Creative Arts Team, and Head of Activities.
- To monitor standards of provision within Co-Curricular areas ensuring that there are appropriate levels of engagement for all levels of ability and age ranges.
- To monitor and track levels of participation and performance in all areas of the Co-Curricular provision, in conjunction with the key staff.
- To ensure the Pre Prep are well served and supported by the Co-Curricular provision within the School.

## SPECIFIC RESPONSIBILITIES - COMMUNICATION

- To prepare agendas for and chairing meetings.
- To support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant staff.

## SPECIFIC RESPONSIBILITIES - CHILD PROTECTION, DISCIPLINE, HEALTH & SAFETY

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the School Premises and when they are engaged in authorised school activities elsewhere.





## PERSONAL SPECIFICATION

The successful candidate is likely to have the following qualifications and experience:

- Good honours degree and Qualified Teaching Status.
- Be an outstanding classroom practitioner.
- Experience in schools, either Prep or Senior.
- Successful leadership of an academic department or similar for a minimum of three years.
- A commitment to school improvement.
- An understanding of, and commitment to, the nature of boarding school life.
- Evidence of a commitment to their professional development.
- Evidence of specific expertise (well beyond the norm) in several areas i.e. Child Protection, Health and Safety Committee, Performance Management, Curriculum Development.
- Experience in policy development, implementation, monitoring and evaluation.
- Evidence of ICT confidence.

## PERSONAL QUALITIES

- A natural and confident leader.
- Excellent planning, administration, time management skills.
- The ability to work to deadlines.
- First class written, oral and presentational skills.
- A confident and outgoing personality that will be able to maintain the support of Common Room, parents and pupils.
- The self-confidence to lead public gatherings of pupils, parents, staff and other visitors to the school.
- Courageous decision maker.
- Enjoy the networking process and the need to promote the school.
- Have a range of leadership styles, and be able to recognise when to adopt different styles successfully.
- Enjoy the parent-school interface.
- Good conflict resolution skills.
- Be able to take the initiative.
- Be able to take an idea and develop it through to completion.
- Able to see the 'bigger picture'.
- Be observant, have an eye for details, spot problems and develop generic solutions.
- Integrity and strong moral values.
- A good team player and someone to provide unswerving support to the Headmaster and the Governing Board.



## SCHOOL AIMS

Since 1860, Lambrook has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Lambrook aims to keep a happy balance between the two. During their time with us, we give our pupils the 'Feathers to Fly' so that when they leave us, they will spread their wings and will take flight; leaving Lambrook as confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.

### Inspiring

Inspiring pupils from Nursery through to Year 8, ensuring an outstanding level of education from our exceptional staff.

### Nurturing

Nurturing all pupils through an outstanding level of pastoral care, enabling them to flourish in a happy environment

### Providing

Providing pupils with an abundance of opportunities to discover, develop and showcase new talents.

### Preparing

Preparing our children for the next stage of their educational journey by giving them the skills for scholarship and Common Entrance entry at leading Senior Schools.

### Equipping

Equipping our children for the ever-increasing challenges of the world in which they live; giving pupils the skills and the confidence to understand technology, the environment and other cultures better, thus enabling them to make a difference in the world, both now and in the future.



## PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of identity and qualifications
- A check at the Department for Education List 99 and the Protection of Children Act List, as appropriate
- A satisfactory DBS Enhanced Disclosure
- Verification of professional status, such as GTC registration, QTS status (where required), NPQH
- Verification of the successful completion of a statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness in accordance with the Department of Education Circular 4/99 "Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training"
- Satisfactory completion of the probationary period.

## SALARY & BENEFITS

The school has its own generous salary scale and is a member of the Teachers' Pension Scheme. A generous package commensurate with experience will be awarded to the successful candidate. If the candidate has children of Prep school age a means tested fee remission is available. Family or single accommodation may be provided on site.





## THE APPLICATION PROCESS

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- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. A sharp, incisive and interesting letter will win more hearts than one with clichéd educational musings! Letters should be sent to [headmaster@lambrookschool.co.uk](mailto:headmaster@lambrookschool.co.uk)
- Applications will only be accepted from candidates completing the enclosed Application Form in full with an accompanying photograph.
- The successful applicant will be required to undergo Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

- You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Department for Education Children's Safeguarding Operation Unit.

## INVITATION TO INTERVIEW

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- If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.
- References will be requested before interview unless there is a valid reason not to do so.
- All candidates invited to interview must bring documents confirming any professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them three forms of identification. Either three from Group A or two from Group A and one from Group B:
  - Group A
    - A current driving licence together with paper licence,
    - A passport,
    - A full birth certificate,
    - Marriage certificate (if applicable).
  - Group B
    - A utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.
- Please note that originals of the above are necessary. Photographs or certified copies are not sufficient.



# TATLER

Prep School of the Year 2016



"Lively and unstuffy"



"excellent" rating across the board



"Best All-Rounder Prep"

