



EWELL CASTLE  
SCHOOL

# HEAD OF PREPARATORY SCHOOL FOR SEPTEMBER 2021

# INTRODUCTION



Ewell Castle School seeks an inspiring and visionary leader for our Prep school setting, to join us in September 2021 and to take us from strength to strength. We are a thriving, independent school located in the conservation area of Ewell Village in Surrey. Ewell Castle is a co-educational and genuinely mixed ability school with a focus on achieving the best for each individual child. We have an excellent reputation for our family-friendly ethos, with a strong focus on pupil wellbeing, and confidence in our strong academic provision. The School has a vibrant community spirit including regular events for staff, parents and friends of the School.

The Prep School typically has two classes per year group from Nursery to Year 6. Teachers assume responsibilities for subject areas and there are specific roles assumed for Early Years, Learning Support (incl. EAL), Sport, Drama and Music. Teaching staff are supported with appropriate numbers of Teaching Assistants and pupils benefit from using Senior School facilities in science, ICT, DT and sports.





# THE CANDIDATE

The Head of the Prep School role is likely to appeal to a professional with experience as a Head or significant experience as a Deputy Head within a primary or prep school setting. The Head of the Prep School leads the Prep School Leadership Team (PSLT) and in this capacity is also a member of the whole School Executive Leadership Team (ELT). The Head of the Prep School is supported by two Deputy Heads and a wider leadership team.

The successful candidate joins the School at a time of development and growth, with a number of exciting initiatives planned or underway:

- *The Learning Power Initiative* – coaching our children to develop their own successful learning habits including perseverance, managing distractions, collaboration, empathy and listening, reasoning and imagining as well as higher order thinking skills and Meta-Learning
- *Behaviour for Learning* approach, empowering our children to be more independent and responsible for managing their own engagement and distractions, with a focus on resilience and Growth Mindset
- Digital strategy enhancers; building on the success of Smart boards in every classroom as well as class sets of laptops and iPads, the School is rolling out a 1-2-1 devices strategy in September 2021
- In collaboration with *7billionideas*, a whole School entrepreneurial programme that begins in Year 6
- A whole School approach to staff CPD and INSET, including partnerships with *Leadership Matters*, *PiXL* and *Voice at the Table*, as well as an in-house programme of research reading groups, working parties, teach meets and the sharing of best practice through Learning Walks and coaching
- Being a leading voice for diversity and inclusion, overseeing: the decolonization of the academic curriculum across the School; equal access to a rich learning experience for all pupils; awareness-raising and cultivating growing confidence for pupils to address gender and LGBTQ inclusion

The Head of the Prep School will take a leading role in shaping and realising the future direction of staff and pupil experience through the next strategic phase of the School's development, in collaboration with the ELT, and in consultation with staff, parents, pupils and Governors; encompassing our estates strategy and future community links.



## TERMS & CONDITIONS OF EMPLOYMENT

This role is a full-time post and the starting salary for this position will be on the Ewell Castle Leadership scale which currently tracks in excess of the maintained Surrey Fringe scale.

All new colleagues enjoy a structured induction programme.

### BENEFITS CURRENTLY INCLUDE:

- Children of members of staff benefit from a generous remission of fees
- Lunches are provided during term time, free of charge
- The School contributes to the Teachers' Pension Scheme
- A laptop is provided for the Head of Prep's professional use
- A 'cycle to work scheme' is offered
- The School also part funds MQSL, NPQSL, NPQH and MA courses, in line with the School's Strategic Plan
- Personal Bupa Medical Insurance





# JOB DESCRIPTION

This specific job description is in addition to the Teacher's job description. The Head of Prep School is accountable to the Principal.

## PRIMARY ACCOUNTABILITIES

- Take overall responsibility for the day-to-day leadership and management of the Prep School
- Demonstrate a personal and professional commitment to excellence in Prep education
- Present Prep School reports at Governors' Meetings
- Be a key member of the Executive Leadership Team (ELT), and lead and line manage the Prep School Senior Leadership Team (PSLT)
- Line manage the role of PA to the Head of Prep School
- Oversee and quality-assure distributed and delegated responsibilities
- In close collaboration with The Principal and the ELT, create and deliver the Prep School's Strategic Development Plan and financial management priorities
- Update ISI inspection documentation, policies and related compliance
- Management of the Prep School Teaching and Resources Budgets
- Meet with the link Governor for Prep School as required

## TEACHING

- Undertake the teaching of a minimum of at least six full contact periods per week



## STAFF

- Take a leading role to ensure strategic collaboration between the ELT and the PSLT, keeping the Principal informed about areas of concern
- Ensure that new members of staff are fully inducted upon joining the Prep School
- Collaborate with the Principal in the performance management and appraisal of Prep School staff
- Review and quality-assure appropriate job descriptions for all Prep School staff
- Ensure that Prep staff's continuing professional development is clearly linked to the strategic needs of the Prep School (and the whole School where appropriate) and to Prep colleagues' appraisal objectives
- In close collaboration with the Principal and Director of HR & Compliance, take a leading role in the appointment of all Teachers, Teaching Assistants and Educational Support Staff at the Prep School
- Monitor Prep staff absence, approving exceptional leave in line with the School's policy and protocols, seeking guidance from HR and the Principal arranging for extra staff cover when necessary
- Determine appropriate Prep School staffing levels with the Principal and the Bursar

## WELFARE

- Act as Designated Safeguarding Lead (DSL) for the Prep School and maintain up to date training, delivering annual safeguarding updates and robust safeguarding induction for new Prep School staff
- Liaise closely with the Designated Safeguarding Lead for the Senior School to share best practice and to ensure continuity of judgement across the whole School
- Attend the scheduled update meetings with the Safeguarding Governor
- Oversee the quality and statutory content of the PSHEE/ Citizenship programme
- Ensure that SENDCo responsibilities are undertaken effectively
- Oversee the continuity and consistency of day-to-day behaviour for learning and pupil wellbeing
- Monitor and review Risk Assessments for the Prep School settings and attend to Health and Safety matters as required by the Principal and the Bursar's Team
- Monitor the quality of provision, and develop as appropriate: the programme of co-curricular activities; including the planning and design of stretch and challenge activities which complement the curriculum
- Ensure attendance registers are completed

## PARENTS

- Be the public face of the Prep School and a figurehead who epitomises its ethos, values, vision and mission statement
- Communicate with parents frequently and professionally to foster mutual respect and trust, co-operation and genuine partnership
- Work supportively with the Chair & Secretary of PTA Forum (Prep)
- Work purposefully and collaboratively with the Prep School Parent Ambassadors

## ADMISSIONS AND MARKETING

- Take responsibility for recruiting and retaining pupils at the Prep School, working closely with the Admissions Department
- Work closely with the Principal and parents of Years 5 and 6, with the ambition that all pupils see the transition to Ewell Castle Senior School as “the obvious next step”
- Work in partnership with Marketing, the ELT and the Principal's Office at the Senior School to capitalise on every opportunity for improving the pupil roll at the Prep School
- Be the public face of the Prep School:
  - taking the lead at Admissions Open Events,
  - meeting and touring with prospective parents,
  - collaborating with the Principal and Marketing, Development & Alumni Manager regarding marketing and brand propositions
  - encourage and foster links with former pupils
  - providing pupil references

## ACADEMIC MATTERS

- Take the leading role in raising academic standards through: the learning power initiative; behaviour for learning approach; digital strategy enhancers as well as building pupil wellbeing and resilience
- Ensure a diverse and inclusive curriculum that inspires pupils, engages them in their learning experience and equips them to excel in the 21st century
- Oversee and quality-assure the performance management of subject coordinators; evaluation and review of schemes of work, policy and practice and improving subject provision
- Ensure a comprehensive and appropriate programme of assessments, recording and reporting
- Oversee tracking and target-setting procedures to ensure that all pupils are making excellent progress
- Promote stretch and challenge in the curriculum, enhanced by a More Able & Talented programme that prepares all Prep pupils for the academic rigours of 11+ education
- Oversee the production of the annual Prep School timetable, in collaboration with the Senior School Timetabling Team



## SCHOOL EVENTS

- Oversee the coordination of calendar matters with the Senior School and other stakeholders
- Oversee the quality of organisation and management for arrangements of School Events such as: Prize Giving, Sports Day, Swimming Gala, Open Days, Harvest Festival and Carol Services

## OTHER RESPONSIBILITIES

- Take overall responsibility for Prep School Assemblies, staff meetings, working groups and consultation initiatives
- Attend CPD and INSET relevant for own professional development, and for the benefit of the School's strategic development
- Uphold the National Standards for Headteachers
- Promote links with educational stakeholders, particularly supporting trainee teachers and NQTs
- Promote links with local community stakeholders especially the Church, Local Councillors, community groups and the Library
- To be aware of and abide by all the School's policies, in particular safeguarding
- To attend all Prep School functions
- To perform such other duties as may be reasonably required by the Principal

This job description will be reviewed as and when necessary in accordance with the needs of the School.





# PERSONAL SPECIFICATION

## QUALIFICATIONS

### ESSENTIAL

- Qualified teacher status
- University Degree or equivalent academic qualification

### DESIRABLE

- Post-graduate qualification
- National Professional Qualification for Headship (NPQH)
- Additional evidence of recent professional development appropriate to the role of Headteacher
- Completion of appropriate Designated Safeguard Lead training
- Safer Recruitment training

## EXPERIENCE

### ESSENTIAL

- Evidence of successful senior leadership as a Headteacher or Deputy Headteacher in a primary or prep school
- Record of substantial and successful class teaching across a wide range of pupil ages and abilities
- A proven track record of raising pupil progress and achievement across all abilities and backgrounds including children with EAL and SEND
- A proven track record of leading academic excellence and school improvement planning, setting clear targets, consulting with staff and ensuring implementation across the school
- A proven track record of managing and working resourcefully within an annual budget and the ability to undertake realistic financial planning
- Experience of distributed leadership and motivation of staff, as well as delivering staff training, coaching and mentoring
- Experience of school self-evaluation and performance management processes and an understanding of their impact on raising standards
- Experience of collating and evaluating school data and feedback to monitor progress in children's learning and to inform future school improvement priorities

### DESIRABLE

- Experience of collaborating and networking with other schools in order to improve outcomes and provision
- Experience of working in a split site school and an awareness of the challenges and opportunities this presents
- Experience of multi-agency working to support vulnerable children and families, and working knowledge of Keeping Children Safe in Education 2020





## KNOWLEDGE & SKILLS

### ESSENTIAL

- Excellent verbal and written communication skills
- Strong leadership and influencing skills through collaboration and teamwork across the whole School
- The ability to effectively plan, prioritise and organise self and others
- The ability to think strategically and to view the School in the context of wider external (local, national, global) environments
- The ability to build on the School's existing vision and values, clearly and confidently communicating that vision to inspire others and manage change successfully
- An understanding of early childhood development and the EYFS
- In-depth knowledge of evolving educational policy and legal frameworks and an up to date understanding of current curriculum and pupil assessment requirements
- Confident working with technology, as an administrative and learning tool
- Confidence in presenting to a wide variety of stakeholders
- Understanding of General Data Protection Regulations and the requirements of this in relation to the processing of school data (GDPR)

### DESIRABLE

- Working knowledge of ISI and EYFS compliance requirements
- Knowledge of the opportunities and challenges of leading within a large through school

## PERSONAL QUALITIES

### ESSENTIAL

- Emotional and social intelligence
- A passionate and creative approach to children's learning
- Committed to evidence-based pedagogical practice and to rigorous forms of evaluation
- Committed to engaging with children, listening to and taking into consideration their views
- A positive approach to pupils' behaviour for learning and an appreciation of wellbeing issues within a school community
- Enjoys being highly visible to parents and committed to the engagement of parents/carers in a child's education and in the communal life of the School
- Relentless optimism and resilient drive to inspire the very best in others
- A commitment to fostering the wellbeing of all members of the School community
- A commitment to own professional development and that of individual staff
- A commitment to transparency and fostering a fair and equitable culture
- A reflective practitioner
- A problem solver with sound professional judgement
- Willing to embrace risk, innovation and creativity

### DESIRABLE

- Conversant with relevant educational issues and developments within the specific field but also in more general areas





## HOW TO APPLY

Ewell Castle School is committed to safeguarding and promoting the welfare of children and 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). Staff recruitment is also subject to the School's 'Equal Opportunities' policy and monitoring procedure.

Further information about the School and an application form are available on our website: [www.ewellcastle.co.uk](http://www.ewellcastle.co.uk).

For more information about the role or to arrange a suitable time for a confidential discussion, please contact Natalie Harris, Director of HR and Compliance, at [recruitment@ewellcastle.co.uk](mailto:recruitment@ewellcastle.co.uk).

A completed **application form** with a **covering letter** (maximum two sides of A4, Calibri font 11) should be sent to Natalie Harris by email, to [recruitment@ewellcastle.co.uk](mailto:recruitment@ewellcastle.co.uk). Please note that we are unable to accept CVs. Correspondence should be marked '**Head of Prep School - Confidential**'

Applicants invited for interview will be required to provide proof of identity e.g. passport, driving license and qualifications.



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