



CRICKLADE
MANOR PREP

Head of Pre-Prep

Candidate Pack





Introduction

An energetic, enthusiastic and ambitious Head of Pre-Prep is required to help lead this highly regarded co-ed prep school through an exciting phase of development and expansion.

Key dates:	Apply by Monday 25 th February 2019
Job start:	September 2019 (or sooner)
Location:	Cricklade, Wiltshire (SN6 6BB)
Contract type:	Full Time
Contract term:	Permanent

The Setting

Cricklade Manor Prep (formerly Prior Park Prep) is a long established Independent Prep School located in the heart of Cricklade, Wiltshire. Cricklade is a short drive from the M4 and A419, making it easily accessible from Cirencester, Swindon, Malmesbury and surrounding areas.

The school is housed on an 8-acre site within the town, including a handsome Grade II listed manor house, a separate Pre-Prep department housed within a walled garden, a number of purpose-built classroom blocks and extensive sports facilities including astroturf and grass pitches, a sports hall and swimming pool.

The Experience

Cricklade Manor Prep educates boys and girls from age 2 to 13. At the end of their time at the school, pupils move on to a wide range of independent, grammar and maintained schools.

The school aims to:

- Develop the academic, musical, creative, sporting and other talents of each boy and girl.
- Provide outstanding pastoral care in a secure, happy, nurturing environment, underpinned by principles of tolerance, kindness and respect.
- Create an outward-looking ethos, building links with parents and the local community.
- Prepare leavers for entry to senior schools at 11+ and 13+.
- Enable leavers to be confident, capable, caring and independent minded.

To find out more about the school visit: www.cricklademanor.com



The Future

In September 2017, the school joined the Wishford Schools group and Guy Barrett was appointed as Headmaster to lead an exciting period of investment, modernisation and development. The school was relaunched as Cricklade Manor Prep in January 2018.

Guy was previously Head of Heywood Prep, a fellow member of the Wishford Schools group. Heywood Prep is a thriving day prep school with 250 pupils located in Corsham. Wishford Schools and Guy worked closely together to make the school into a huge success, investing in the staff, facilities and resources required to deliver a first class education within a caring, nurturing environment. Key to that success was Guy's ability to build a fantastic team of teachers and get the very best out of them. You can read more about his time at Heywood Prep here: <http://www.wishford.co.uk/News/Moving-on-five-years-at-Heywood-Prep/>

Wishford Schools

Wishford Schools is a small, friendly group of nine independent 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.

Schools 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. In addition, Heads work closely with 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

The Opportunity

The Headmaster invites applications for the role of Head of Pre-Prep.

Candidates are sought who have experience of, or can demonstrate the potential of, successful leadership and particular aptitude for:

- Communication and relationship-building;
- Design and deliver an exciting and 21st Century curriculum;
- Planning, implementing and managing change; and
- Teamwork and attention to detail.

The successful candidate will join the Wishford Schools Leadership Development Programme, and can expect to be aiming for further promotion within three years.

A full job description and person specification can be found below.

Remuneration

An excellent salary and benefits package will be provided including school fees remission.

Application Process & Important Dates

Applicants should obtain an application form from www.wishford.co.uk/jobs and submit this by email to Lesley Bayliss, School Business Manager, at Lesley.bayliss@cricklademanor.com

The application form may be accompanied by a covering letter of no more than one page.

Visits to the school can be arranged; please contact the School Business Manager to make an appointment.

The closing date for applications is noon on Monday 25th February 2019

Interview date will be Friday 1st March 2019

Contact Details

If you have any queries or would like further information, please do not hesitate to contact Lesley Bayliss, School Business Manager, on 01793 750275 or Lesley.bayliss@cricklademanor.com



Job Description

Head of Pre-Prep

Principal requirements:

- To lead the development of curriculum and teaching/learning initiatives within the Pre-Prep to ensure an excellent level of educational provision in an exciting, innovative and dynamic setting.
- To play a leading role in marketing and promoting the Pre-Prep and wider school offering. To be involved in the admissions process, to ensure the school meets its pupil recruitment targets.
- To be responsible to the Headmaster for the day to day internal management, organisation, operation and administration of the Pre-Prep Department.
- As part of the Senior Leadership Team, to assist the Headmaster in planning and implementing the school's strategic development plan.
- To work closely with the Nursery Manager to jointly manage the EYFS and ensure a smooth transition and full retention between Nursery and Reception.
- To teach a year-group, initially Year 2 on a reduced timetable.
- To act as a subject coordinator.
- To run at least one after school activity club.
- To maintain a high standard of professional commitment.
- To co-operate and liaise with fellow staff from each department for the good of the pupils and of the school.
- To contribute to the overall life of the whole school.

Pupils:

- To provide a secure, stimulating and exciting environment in which pupils' happiness, welfare and all round development can be nurtured.
- To provide a sound foundation for pupils' progress and to monitor it carefully.
- To ensure a wide range of activities for pupils and to give them confidence in their ability to take on new challenges.
- To identify any children with particular educational or emotional needs and, where necessary, to make provision for them by liaising with the school SENCO.

Colleagues:

- To liaise between the Headmaster and Pre-Prep staff where appropriate.

- To be responsible for appraising and monitoring the work of the Teaching Staff and the Teaching Assistants in Pre-Prep.
- To lead the team of Pre-Prep Teachers and assistants and encourage their continuing professional development through regular appraisal and INSET.
- To assist in the appointment and induction of new staff.

Parents:

- To ensure that positive communication is maintained with parents through reports, parents' evenings, letters and other informal opportunities.

Academic:

- To effect the continuing development of a broad, balanced and stimulating curriculum.
- To ensure that schemes of work are regularly updated and policy documents are reviewed.
- To oversee the delivery of the curriculum.
- To ensure that records are kept and to monitor the use of records to inform planning and target setting.
- To keep abreast of current educational thought and contribute actively to discussions about how best to advance the school's academic provision.

Organisational:

- To keep the Headmaster aware of events in Pre-Prep, through attendance at weekly Senior Leadership Team meetings and other opportunities, as appropriate.
- To co-ordinate the Pre-Prep academic and administrative timetables.
- To deploy teaching and non-teaching staff in Pre-Prep department in an efficient manner.
- To organise appropriate cover within Pre-Prep in the event of illness, training and rescheduling.
- To ensure the efficient management of available resources.
- To monitor and oversee the ordering, maintaining and updating of resources within the department.
- To ensure the efficient management of the annual budget for the department.
- To delegate as necessary and appropriate to ensure that the department fulfils the requirements of the whole school policies.
- To organise educational and recreational outings and visits from speakers.
- To have responsibility for the organisation of Pre-Prep events such as special assemblies for parents, plays and concerts, new intake days, parents' evenings, moving-up days, open days, prize giving, etc.



Person Specification

Head of Pre-Prep

The successful candidate will:

- Be an engaging, high quality, energetic practitioner with experience of, or ability to demonstrate potential of, successful leadership and management including the setting of clear goals, effective delegation and time management, an understanding of the importance of performance management and appraisal in a similar environment if possible;
- Have a desire to encourage children to flourish and develop in a fun environment;
- Have a strong and supportive leadership style
- Have a head for the necessary supporting processes and policies
- Be able to present a clear vision and be able to maintain a nurturing and dynamic ethos within which children can discover and develop their gifts and talents;
- Be able to play a significant role in developing relationships in the local community and raising the school's profile;
- Be able to take on the role of Phonics Lead in the Pre-Prep;
- Take on the role of Pre-prep SENCO;
- Lead by example in honesty and integrity when dealing with the immediate and wider school community;
- Have the ambition, energy, enthusiasm and commitment to deliver the successful development of Cricklade Manor Prep;
- Have the drive and determination to create the best possible academic and extra-curricular opportunities for all pupils;
- Have excellent communication skills and ability to build relationships with pupils, parents and colleagues with a natural welcome for families;
- Be educated to degree level with qualified teacher status and a track record of success;
- Leadership qualities including authority and empathy to connect with and inspire teaching and support staff;
- Excellent management skills