



BROOMWOOD HALL

LOWER SCHOOL



Candidate information

Deputy Head for September 2021

A WELCOME FROM OUR CEO



Dear Applicant

A school is only as good as its staff - teaching, administrative and support teams alike - and at Broomwood Hall we recruit only the best and make no apology for doing so. It is a truly wonderful place to work: the children are enthusiastic, friendly, willing and courteous and the staff are entirely dedicated in their duty of care. Great camaraderie abounds, laughter and good humour filter from every corner of the school and teamwork prevails throughout. Broomwood Hall really does stand out from the crowd.

Our current Head, Carole Jenkinson, retires at the end of the current academic year after 28 years of outstanding service to Broomwood Hall. Her retirement has led to a restructuring of the school whereby the Northwood Schools' Board has recently appointed two new Heads for September 2021, Jo Townsend for the Lower School (boys and girls aged 4-8) and Louisa McCafferty for the Upper School (girls only aged 8-13). We are now looking for a Deputy Head for each setting.

These are tremendous opportunities for two exceptional teachers who have either had significant middle management experience or a senior management role; it could be those with aspirations to pre-prep and/or prep school headship in the future.

Our day is long (0800-1730) and the successful applicants will need to be willing and committed to work hard, to lead by example and possess the necessary personal qualities to inspire others to follow by dint of personality, charm and charisma.

Our school motto is '*to do your best to be your best*' and, as such, we understand our obligation to offer our children nothing other than the best. Their happiness, welfare and education underpin all we do in providing every one of them with the best possible start to their young lives. Importantly, we also understand our responsibility towards staff morale and staff welfare.

I hope you will be interested in this challenging yet hugely rewarding position as Deputy Head of Broomwood Hall Lower School. If, however, you would like to have an initial discussion with me before completing an application, I would be very happy to hear from you.

Peter Clare-Hunt
Interim Chief Executive



FROM THE HEAD



Dear Applicant,

Thank you for showing an interest in applying for the post of Deputy Head at Broomwood Hall Lower School.

Broomwood Hall Lower School sits within the Northwood Schools' family as the co-educational starting point for the highly successful group of schools. With over 300 pupils in the Lower School each day is different, but the resonating sound of laughter and happiness accompanies all walks of life for the children.

Over two sites on Ramsden Road, The Vicarage houses our Preps (Reception) and Class 1 pupils, and at 50 Nightingale Lane our Class 2 and Class 3 children are based. The beautiful buildings and excellent facilities on site allow our children to thrive within an inspiring environment with innovative teaching from a highly skilled staff set.

Broomwood Hall Lower School continues to provide a broad and ambitious curriculum to boys and girls aged 4-8. This is alongside the continued commitment to be a kind and caring community with a shared purpose. Links within the parent body and local community are at the forefront of the management team with a focus on raising our profile within the local area.

Our focus on "soft skills" resonates throughout the Lower School with children focusing on Learning Powers such as Resilience and Curiosity and adapting their thinking to ensure they are achieving their very best. Alongside this we are educationally at the forefront of many initiatives leading the way in Thematic Learning and the use of ICT, as well as equipping children with the skills they will need later in life.

Working at Broomwood Hall Lower School allows the right candidate to hone their skills in both the academic and pastoral elements of leadership as well as having a very real opportunity to bring new initiatives and a desire to drive educational excellence in all areas alongside the Senior Team.

We look forward to receiving your application for this exciting position for September 2021.

Jo Townsend
Head designate, Broomwood Hall Lower School



ABOUT BROOMWOOD HALL LOWER SCHOOL

The Northwood family of schools offers an education from 4 to 16. Most children who go to Broomwood Hall Lower School move on to either our girls' prep school, Broomwood Hall Upper School or our boys' prep school, Northcote Lodge, where they are prepared for entry to some of the best and most selective boarding and day schools in the country both single sex and co-ed. The addition of Northwood Senior, the group's new co-educational day school for pupils aged 11-16, expands parental choice.

Our motto, 'To do your best, to be your best' exemplifies the ethos of our school. We provide a dynamic, rounded education in a traditional setting, tailored to the modern world, where boys and girls are nurtured and stimulated in a small, friendly environment with small class sizes.. Above all, we believe that a supportive but focussed environment – without undue stress or 'hot-housing' – is the best way to help children fulfil their potential, both inside and outside the classroom.

Our Ethos

Children only achieve their full potential if they are both happy and confident and at Broomwood Hall Lower School, children work hard because they enjoy what they do and thrive in our supportive environment.

Academic

Through curiosity to mastery . The Lower School curriculum has been designed to provide children with a thorough mastery of the fundamental building blocks of education, delivered in a way that is inclusive, enjoyable and, above all, harnesses a child's natural curiosity and desire to learn. We take pride in knowing that our children look forward to coming to school.

A mantra for life

We educate our children for life, not just for their next school Our children are encouraged to become independent, articulate, confident learners; to feel the satisfaction of achievement through their own efforts and to recognise the importance of considering others. This is 'The Broomwood Way'.



ABOUT THE ROLE



Following the retirement of Carole Jenkinson, Head of Broomwood Hall, the Directors of Northwood Schools reviewed the school structure and agreed that Broomwood Hall should, from 2021, operate as two schools, Upper and Lower. Further to the recent appointment of the current Deputy Head, (Pastoral) to the role of Head of the Lower School we have an opportunity for an experienced, junior school practitioner to take on the role of Deputy Head of Broomwood Hall Lower School.

This is an exciting opportunity to take on new responsibilities and, working with our new Head, shape the future of the school, building a management team to take Broomwood Hall Lower School into a new chapter of its life.



The role will encompass all aspects of Lower School life, working with children from 4—8 years of age, ensuring the successful transition from nursery schools and when the time comes, progression to their future schools within our group.

As Broomwood Hall Lower School is the main entry point into the group for most children, all staff within the school play a significant role in marketing Northwood Schools as a whole. The successful candidate will work closely with the Head and CEO promoting the schools and espousing the value of a Northwood Schools' education to prospective parents, feeder nurseries and our wider community.



Finally, and succinctly, the role of Deputy Head is to deliver the school's ethos to ensure that children are happy and confident and are able to achieve their full potential.

“Each child is taught in a way that brings out the best in them”

KEY RESPONSIBILITIES

- Stand in for the Head as required
- With the Head and wider SLT set the vision for the school, and ensure that it is implemented and enacted every day
- Ensure the smooth running of the school on a day to day basis
- Working with the Head, create ambitious short, medium and long term goals for the teaching staff team across Broomwood Hall Lower School
- Oversee the calendar of events across the school including assemblies, sports days, guest speakers, workshops and cross site meetings

Pupils

- Working with the Head, develop a broad, challenging and engaging curriculum
- Ensure that all pupils have access to an effective and fulfilling education that delivers excellent academic standards
- Within a mixed ability pupil base, supporting the Head to ensure that each pupil is academically challenged, their talents celebrated and their weaknesses supported
- Ensure that the transition from nursery to the Lower School is smooth and successful and similarly from the Lower School to the Upper School/Northcote Lodge
- Maintain personal knowledge of changes and best practice within education and use the knowledge to research and implement new initiatives
- Ensure that teachers are informed of any relevant information regarding the children's welfare
- Be recognised as an authority on EYFS and Key Stage 1 within the group
- Promote links between Northwood Schools and secure an understanding of the teaching and learning and pastoral care on other sites.

Staff

- Manage timetabling across the school to make best use of resources while ensuring that the curriculum is effectively delivered
- Provide professional guidance to staff ensuring that excellent teaching and pastoral care are being provided, through written guidance, meetings and inset
- Play a key role in the performance management process by completing formal and informal lesson observations, work scrutiny and planning checks and moderating where appropriate
- Help teachers with and advise on pupil progress, both academically and pastorally
- Be involved with the recruitment of staff. Also, be responsible for the recruitment of gap assistants, supervise them and carry out appraisals as necessary
- Oversee the induction tutors for NQTs and keep up-to-date with the induction standards from ISC

Compliance and Safeguarding

- Be constantly vigilant with regard to child protection and health and safety issues, ensuring appropriate measures for child protection and health and safety are taken by all staff
- Work with other safeguarding and child protection stakeholders such as the local authority, while building effective relationships that support safeguarding and child protection within the school.
- Ensure all relevant documentation is updated regularly so they are inspection ready
- Maintain the relevant sections of iSAMS information

Parents and prospective parents

- Ensuring that all communication with parents is professional and effective and that they are well briefed and confident in their child's progress within the school
- Respond to concerns as they arise, including complaints in accordance with the school policy, ensuring they are managed in a sensitive and efficient manner, supporting staff members as necessary and escalating to the Head as appropriate
- Develop strong relationships with the parental body

Teaching & Learning

- Demonstrate a secure subject knowledge of and understand how to assess the relevant subject and curriculum areas
- Plan and teach well-structured lessons that include effective use of resources
- Adapt teaching to respond to the strengths and individual needs of all pupils through effective differentiation
- Manage behaviour effectively to ensure a good and safe learning environment
- Ensure all topics are relevant to the children and where possible cross-curricular including adequate use of ICT
- Guide pupils to reflect on the progress they have made and their emerging needs through self-reflection, peer and teacher feedback
- Evaluate and reflect systematically on your own teaching and the pupils' learning
- Track and monitor all pupils' progress
- Make accurate and productive use of formative and summative assessment
- Use digital testing data to inform planning and compare with teacher judgements and other forms of assessment
- Ensure regular feedback is given to children and evidenced, through effective marking and verbal feedback
- Ensure reports and any parental feedback are personalised and relevant to the pupils' progress

Marketing and Admissions

- Working closely with the Head and Marketing and Admissions' team in promoting the schools, meeting prospective parents and sharing with them the vision and ethos of the school
- Represent the school at external events, promoting not only Broomwood Hall Upper School but the wider Northwood Schools' group
- Build positive and proactive relationships with local nurseries, play groups and pre-preps, expanding their awareness of Broomwood Hall and the academic and pastoral excellence on offer.

Financial management

- Monitor budget holders' activity within the school to ensure that they are acting within budgetary constraints
- Work with the Catering Manager to ensure that the food supplied to children and staff within the school is nutritious, healthy and of sufficient quantity and quality

General responsibilities

- Comply with applicable professional ethical guidance and all relevant internal rules, policy and procedures, including those relating to health and safety, data protection, IT security and all those contained within the issued staff handbook
- Undertake other duties and tasks that from time to time may be required and that are appropriate to the role

PERSON SPECIFICATION



The successful candidate will:

Education and experience

- Be qualified to degree level or equivalent, ideally with a relevant post graduate or teaching qualification
- Knowledge of EYFS practices would be an advantage.
- Have proven experience in a management role within a junior or prep school setting, with significant teaching experience across any relevant discipline

Regulation and compliance

- Be able to demonstrate a knowledge of the regulatory framework for schools and ideally independent schools
- Have a clear understanding of Keeping Children Safe in Education and experience of its practical applications

People management

- Be able to demonstrate experience in managing change
- Have experience in managing challenging staff scenarios

Personal qualities

- Be organised, curious, forward thinking, diplomatic and calm
- Have an ability to problem solve, multi-task and work under pressure
- Be motivated and aspirational for themselves, their staff and their pupils
- Be prepared to challenge and express independent views
- Be an excellent communicator, able to adapt their style and tone whether that is speaking with a Year 1 pupil or in writing to their parents .



WORKING AT NORTHWOOD SCHOOLS

This role is offered on a full time permanent contract from September 2021. Hours of work are 8:00 am - 5:30 pm during term time.

Northwood Schools offers

- A competitive salary dependent on skills and experience
- Subsidised private healthcare
- All teaching staff are provided with a personal iPad
- Access to our Employee Assistance Programme
- Opportunities for development and progression including funding support
- Excellent pension benefits
- Free lunch and refreshments during term time





HOW TO APPLY

A letter and a fully completed application form should be sent to:

Jo Townsend, Head designate, Northwood Schools, 29b Sudbrooke Road, London SW12 8TQ
or emailed to the CEO's PA, Mrs Suzanne Thompson S.Thompson@northwoodschools.com

Enquiries to Mrs Thompson, 020 8696 8788

Closing date: 1:00 pm, Friday 15 January 2021

For further information about our school please visit our website, **www.northwoodschools.com**

Northwood Schools are committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to an enhanced DBS check.







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192 Ramsden Road, London. SW12 8RQ. Tel: 020 8682 8820

50 Nightingale Lane, London. SW12 8TE. Tel: 020 8682 8840