



WOODFORD GREEN PREP
SCHOOL APPOINTMENT OF HEAD
SEPTEMBER 2023

An Introduction

On behalf of the Governors of Woodford Green Preparatory School, I would like to begin by thanking you for your interest in our school and for applying for the position of Head, which has become available due to the current Head taking on a new headship after 8 very successful years at Woodford Green.

Woodford Green Preparatory School is a remarkable co-educational day school, where pupils, staff and parents are very much seen as part of a local community. The school has a strong track record for preparing pupils to go onto a large number of academically selective senior schools. The school is forward-thinking and places key emphasis on its core values; nurture, curiosity, creativity and excellence.

The school has successfully created a broad and exciting curriculum that allows each pupil to experience intellectual curiosity and a wide range of experiences; all built on excellent pastoral care and a commitment to promote the wellbeing of both pupils and staff. The school has recently been accredited with a national Wellbeing Award for Schools. Results at 11+ are outstanding; in the last seven years 113 scholarships and 673 places have been awarded by independent senior schools. A high number of grammar school places have also been awarded. Whilst the site is relatively compact, we regularly use a range of local resources for activities such as hockey, squash, tennis, cricket, cross county and swimming. Sporting success is notable, as has been an ever-increasing uptake of music lessons, reflected in a number of recent music scholarships.

Due to very strong word of mouth reputation, demand for places is strong and there are waiting lists to get into the school at its two key entry points, 3+ and 7+. Interest in the school is at all-time high, despite the wider national pressures. Parents entrust us to provide an environment where every child achieves their own personal best and is supported in becoming a confident learner, ready to go on to future successes. The school is well placed to develop further, with a significant capital spend project having recently gained planning permission. We are at our current maximum capacity of 384 pupils. However, we already have DfE approval to increase the roll to 400 and may wish to expand further.

Throughout its 90-year history, the school has enjoyed a super reputation. We are proud of the achievements our pupils have made. However, the world is fast-changing and, as such, we are committed always to being forward thinking and ensuring development for our young learners. Our latest School Development Plan includes further opportunities to blend both adaptive learning and outdoor learning into the curriculum, as well as new models of learning that excite and challenge our pupils.

We are therefore looking to appoint an outstanding individual to help continue the school's journey of success. Applications are welcomed from those who have experience at deputy head level or higher. It is an exciting time to be joining us and we trust that the successful candidate will have many happy and rewarding years with us.

Gillian Haddon
Chair of Governors





KEY DATES

Friday 27th January 2023 at noon - Closing date
Wednesday 8th or Thursday 9th February - First interviews
Tuesday 28th February - Final interviews

Further information about the school and the role, and an application form
can be downloaded from the school's website at
www.wgprep.co.uk.

Candidates potentially interested in applying are requested in the first instance to
contact our recruitment adviser David Stephens on 07739 457000 for a confidential
discussion about their interest in and suitability for this role.



About the School

Our Vision

To be known as a school where every pupil is nurtured, encouraged to be curious and achieves their very best.

Our Aims

(based on our School Values; Nurture, Curiosity, Creativity and Excellence)

- Ensuring each child is provided with care and nurture, so that they can demonstrate kindness, honesty and good manners to others.
- Encouraging curiosity in the children's learning, seeking ways to explore their ideas.
- Promoting creativity and imaginative thinking, for children to eagerly welcome new challenges.
- Fostering a sense of pride and excellence in all areas of school life, with a commitment to always giving our best and celebrating each other's successes.

Whilst we are a non-denominational Christian school, we are a diverse community welcoming pupils of all faiths and of none. Our commitment to Equality, Diversity and Inclusion runs throughout the school and applies to all our families, staff and governors.

Location

Woodford Green Preparatory School is located on the border of north-east London and of Essex. It therefore has easy access to Epping Forest and the wider countryside, as well as being only a 5 minute walk from the nearest London Underground station. Car parking is available on the school site.

Role summary

Senior Leadership Team

The Head is supported by an experienced and highly capable Senior Leadership Team, encompassing the Bursar, Deputy Head, Assistant Head, Head of Early Years and two Phase Leaders.

Governance

The school benefits from a highly experienced and committed Governing Body, which is chaired by Gillian Haddon. The Board of Governors includes a number of educationalists, representing both the prep and senior school sectors, as well as governors from a wide range of professional backgrounds. Woodford Green Prep School is both a charitable trust and a company limited by guarantee and is administered by a committed and capable Board of Governors. There are termly Full Board and sub-committee meetings.

The Head of Woodford Green Prep has the following key priorities:

- To maintain a culture where the safeguarding and wellbeing of Woodford Green Prep's pupils are central to the school's thinking and operations.
- To lead, motivate and develop the school so that it fulfils the academic, pastoral, and social needs of the pupils, staff and parents by providing excellent broad-based education and a nurturing, collaborative place to work and learn in line with the school's ethos.
- To maintain the current excellent pupil numbers and financial management to enable long term continued reinvestment in the school.
- Ensure that Woodford Green Prep continues to provide a broad and enriching education, where academic progress is valued and monitored, without losing sight of the importance of celebrating the children's successes wherever they take place.

The current Head is a member of the Independent Association of Prep Schools (IAPS), a team inspector with ISI and a governor at another independent school. The Governors are open to the idea that the new Head may wish to participate in related and relevant roles such as the current Head has done, once appointed.



The Head is appointed by the Board of Governors and is responsible to them through its Chair for leading, motivating and developing the school so that it fulfils the academic, pastoral and social needs of pupils, staff and parents by providing excellent broad-based education in line with the school's ethos.

The appointed candidate will be provided with a full job description on appointment.

The following list is an illustrative guide of the key areas of responsibility.

The Head is responsible, directly and by delegation, for:

Leadership and Management

- Working with the Board of Governors and Senior Leadership Team (SLT) to create and develop a shared vision and strategy for Woodford Green Prep, and then ensuring that through clear oversight of a School Development Plan there is a clear path to delivering on strategy.
- Horizon scanning and business planning in order to ensure that Woodford Green Prep continues to meet and respond to the challenges and opportunities that schools like us are meeting.
- The overall financial performance of the school, working in close partnership with the Bursar and the Governors, as appropriate.
- Leading, managing, and motivating the SLT and, with them and through them, all Academic and Support Staff.
- Providing inspiring leadership to the Woodford Green Prep community, particularly for the pupils, staff and parents.
- The appointment (and, if necessary, dismissal) of members of staff, with the exception of the Bursar, who are appointed in conjunction with the Board of Governors.
- The assessment, appraisal, guidance, support, and professional development of all teaching staff.
- To set an example of continuous personal development, participating in appropriate training in order to maintain up-to-date professional expertise. The Head should be aware of trends in education, the requirements of Senior Schools and of the National Curriculum and, where appropriate, recommend policy changes to the Governors.

Safeguarding and Regulatory Compliance

- Maintaining and developing a culture where the safeguarding and wellbeing of Woodford Green Prep pupils are central to the school's thinking and operations and carrying out regular reviews of practices to ensure that the school is operating in a way that meets best practice.
- Lead the SLT to ensure that the school meets all its legal obligations, including compliance with Safeguarding regulations and guidance, Health and Safety, ISI and EYFS regulations. This includes ensuring that appropriate training is offered across the school and personally attending training where needed.

Pupil Recruitment

- Play a lead and active role in pupil recruitment, acting as an engaging and compelling advocate for the school, as well as leading pupil recruitment initiatives with enthusiasm and commitment.
- Ensuring that numbers within the school remain buoyant, working with the Director of Marketing & Admissions Registrar to achieve this across a range of different channels and settings.
- To take a lead on articulating the Woodford Green Prep message to the external world, ensuring that this remains consistent and relevant to all stakeholders.

Oversight of the educational offering

- The development of each pupil and for maintaining excellent academic standards which allow all pupils to reach their potential.
- Creating the appropriate balance between all areas of school life and activity, including those not leading to formal examinations such as art, drama, music, sport and community involvement.
- Planning and implementing an effective curriculum and the academic organisation of the school and reviewing these as appropriate.
- Ensuring that individual pupil progress is monitored and there is a culture of working to ensure pupil attainment is as good as it can be.
- Building effective and open relationships with parents in recognition of the school's long-held view that supporting the pupils' development is best done in a triangle of child, school and parents.
- The pastoral care, safety and welfare of all pupils and staff.
- Ensuring that Woodford Green Prep maintains a high level of pastoral care and keeping abreast of developments in this area, with an eye to ensuring that the school continues to make a difference in this area.
- Ensuring that pastorally related incidents or allegations are handled in an appropriate way and that the happiness and well-being of the pupils is the school's primary objective.

External Relations

- Establishing and maintaining good relationships and regular contact with Senior Schools, including an understanding of their distinct character, and working with parents to ensure they are well supported by Woodford Green Prep when making choices for their children.
- Maintaining good communications with external stakeholders including pre-schools, the local community, professional bodies and former pupils and parents.

Working with Governors

- Building an effective and open relationship with the Chair of Governors.
- Working in a way that ensures that Governors are engaged and connected with Woodford Green Prep.
- Sharing their commitment to Equity, Diversity and Inclusion (EDI) and able to help them deliver in this area in the ways that they see as important.
- Similarly, supporting the work of Governors in other areas as and when they arise as being of strategic importance.
- Reporting regularly to the Board of Governors on progress towards the strategic priorities and the achievement of Board policies.
- In partnership with the Chair and senior members of the SLT, ensuring that the Board receives sufficient and timely information and advice in order to make informed decisions.
- Submitting policy proposals for the approval of the Board or assisting the Board in the development of tactical and strategic policies and implementing and monitoring these policies.

Experience, Knowledge and Attributes Sought

The Board of Governors recognises that most candidates will not meet all of these criteria and encourages applications from those who feel they have potential as well as those who have proven track record across these areas. It is likely, however, that candidates will:

- Have educational leadership and management experience; governors are open to the idea that this may have been gained in a different setting from that of Woodford Green Prep, but prior experience of the home counties or London market would be highly advantageous. Experience in academically selective schools would also be highly advantageous.
- Be child-focused, ideally with interest in, and knowledge of, how children develop and learn. Candidates will have an obvious enthusiasm for, and delight in, working alongside children of pre-prep and prep age and be at ease in the company of pupils of this age range.
- Have the ability to plan and think strategically and be proactive in guiding and advising the Board on discussions about organisational direction, priorities and imperatives.
- Able to lead change, where needed, to meet strategic priorities, engaging effectively with stakeholders whilst doing so.
- Be able to review school development with Governors regularly and effectively and ensure that effective systems are in place to monitor and review all school policies.
- Have been an outstanding classroom practitioner, with a clear sense of what excellence looks like in modern classroom practice.
- Know what excellence looks like and how to maintain and build on a successful culture, by providing clear leadership and vision, coupled with the ability to recruit and retain excellent and motivated staff.
- Be able to market and represent the school effectively, with the communication skills, drive and focus to ensure that the school remains attractive to prospective parents.
- Be ambitious for the school and able to offer new ideas and initiatives that ensure Woodford Green Prep continues to offer a relevant and excellent educational experience for its pupils.
- Have experience of dealing with parents and be able to maintain open and honest relationships with them.
- Have experience of leading positive change to improve standards.
- Understand the 11+ systems, bringing with them good knowledge of what senior schools are looking for from Prep Schools.
- Be able to provide a clear educational direction whilst being responsive to current educational initiatives, and able to provide regular review and assessment of the school curriculum.
- Be the public face of the school and a compelling ambassador at all times with the ability to introduce new ideas and initiatives to the school and wider community with confidence.
- Have a clear understanding of a school's financial environment and the ability to work effectively with the Bursar and the Board of Governors to ensure that finances are managed prudently.
- Have a track record of establishing and monitoring standards and expectations.
- Be confident and up to date in all matters concerning inspection and compliance and able to, with the support of others on the SLT, guide Governors on matters relating to Safeguarding and other regulation.
- Have proven administrative skills.



PERSON SPECIFICATION

The Head will have the personal qualities to lead, motivate and inspire the school, and will be able to demonstrate natural authority and presence, leading by example, and commanding the respect and confidence of children, staff and parents. The Head must also demonstrate knowledge and understanding of the vital importance of Safeguarding in every aspect of school life and a commitment to ensuring it is at the centre of all that is done in the school.

In addition, it is highly likely that candidates will demonstrate many of the following:

- A passionate commitment to the development of the pupils, with a natural empathy for, and interest in, children and young people.
- Energy and imagination, with a vision for what a school like Woodford Green Prep should achieve in the future and a good grasp of the market in which it operates.
- Be a standard setter for all sections of the school community, with a genuine interest in striving for excellence in everything the school does for its pupils.
- A naturally down to earth and welcoming personality, with a desire to be a visible part of the school.
- A genuine commitment to the EDI agenda, embracing and fostering the school's inclusive and diverse community.
- An open, participative, collegiate style, with an inclusive and empowering approach to management and an ability to build trust and foster team spirit.
- Resilience, good judgement and the ability to deal sensitively, yet determinedly, with conflict.
- Demonstrate personal strength of character through transparency, integrity and fairness.

Qualifications Sought:

- Evidence of valuing education and CPD along with a university degree.
- Teaching qualifications (including perhaps a Masters in Education Management and/or NPQH).



Professional Development

The Head will be expected (and encouraged) to keep abreast of the latest educational and, when possible, to attend relevant meetings and professional development courses.

Terms and Conditions

A highly attractive remuneration package is offered, reflecting the seniority and significance of the post. Salary will be negotiable and will depend on experience.





How to apply

Candidates potentially interested in applying are requested in the first instance to contact our recruitment adviser, David Stephens, on 07739 457000 for a confidential discussion about their interest in and suitability for this role. Further information about the school and the role, and an application form can be downloaded from the school's website at www.wgprep.co.uk

Completed application forms should be sent by email to v.hurst@wgprep.co.uk, titled "Head" and with your name, as well as a cover letter FAO the Chair of Governors, Gillian Haddon, expressing your motivations and suitability for the position.

Early applications are encouraged and the school reserves the right to make an appointment at any time.

Closing date for applications is **12pm Friday 27th January 2023.**

Selected shortlisted candidates will be interviewed at the school on Wednesday 8th February or Thursday 9th February, and final stage interviews will be scheduled for Tuesday 28th February.



Woodford Green Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

