

Candidate Brief for the position of

## Deputy Head Teaching & Learning

Newton  
PREP

*Newton Prep was rated as 'Excellent' across the board by ISI Inspectors in March 2022*



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# The School

Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently over 658 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most appropriate senior school.

Newton Prep is a model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

## Location

The School is conveniently situated in close proximity to Battersea Park Station (just a 2 minute walk or a 4 minute journey from Clapham Junction and Victoria Station) and Queenstown Road Station (a 4 minute walk or 4 minute journey from Clapham Junction and 7 minutes from Waterloo Station). Battersea Power Station and the surrounding area have undergone major development over the last 8 years, including the opening of the London Underground Northern Line extension to Battersea Power Station (an 8 minute walk) enabling a connection into central London within 15 minutes.



## Summary of the Role

Following the current post holder's successful promotion to headship we are seeking to appoint a passionate, dynamic and innovative Deputy Head Teaching & Learning to lead and further develop the quality of the education provided at Newton Prep and the standards achieved by its pupils.

The Deputy Head Teaching & Learning is a member of the School's Senior Leadership Team (SLT) and is responsible for the day-to-day running of academic life at Newton Prep, from Nursery to Year 8.

The Deputy Head Teaching & Learning has overall responsibility for the curriculum, quality of teaching, assessment and, ultimately, the learning outcomes for all pupils at Newton Prep. A passionate educator, they report directly to the Head and will be expected to provide vision, leadership and a clear strategic direction for the academic operation of the School. The Deputy Head Teaching & Learning line manages the Teaching, Learning & Enrichment Coordinator, the Heads of Department, the SENCo and the Data Manager, as well as working closely with the Lower School Subject Coordinators and Heads of Year in the operational and strategic running of the School.

Start date: **September 2023**





# Main duties & responsibilities

The responsibilities of the Deputy Head Teaching & Learning include:

## Strategic Leadership

- Playing a leading role in the identification, creation and delivery of the School's academic priorities outlined in the School Improvement Plan
- Overseeing the creation and implementation of the Subject Development Plans formulated by the School's Heads of Department
- Reporting to the School Council, and its various sub-committees, throughout the academic year
- Playing a key strategic role in weekly Senior Leadership Team meetings
- Deputising for the Head as and when it is necessary
- Undertaking thorough academic data analysis, providing updates to the teaching staff, Senior Leadership Team and Education Committee as and when required
- Championing the importance of Assessment for Learning and impactful feedback
- Implementing and sustaining effective systems and processes for the continual professional development of staff
- Allocating and evaluating the work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities
- Chairing fortnightly Academic Department meetings, as well as meeting regularly with individual Heads of Department, to ensure that the School moves forward operationally and strategically

## Academic Leadership

- Maintaining and improving the quality of the education provided by the School and the standards achieved by its pupils
- Inspiring best practice and fostering excellence in teaching and learning by setting high professional standards and expectations
- Tracking the academic progress of all pupils through both standardised testing (CATs, Progress Tests etc) and internal assessments
- Working closely with the Head of Digital Learning to ensure that technology is effectively embedded within the curriculum to enhance pupil learning
- Identifying new opportunities for the development of the School's academic offering
- Playing a key role in the recruitment of new academic staff

- Formulating the INSET and Staff Meeting programmes in liaison with other members of the Senior Leadership Team
- Leading staff meetings and INSET sessions as and when appropriate

## Operational Management

- Creating the School's academic timetable, including the organisation of the teaching groups (ability sets, language groups etc.)
- Creating the Upper School's Homework Timetable
- Managing the School's internal assessment cycle
- Supporting the Deputy Head Pastoral (Years 6, 7 & 8) with all external processes and examinations
- Reporting to parents by managing both the written report and parents' evening cycles
- Monitoring the performance and effectiveness of departments and individual members of staff through the design of lesson observation schedules, mutual observation groups, work scrutiny and Book Looks etc
- Overseeing the induction of new members of the academic staff, working closely with the Head of HR and Deputy Heads ►





- Managing the Early Career Teachers (ECTs) as the 'Induction Lead'
- Managing the School's Appraisal Process for teaching staff
- Managing the School's suite of policies, liaising with other members of staff who are responsible for writing and updating them and sharing the regulatory updates from ISI and the DfE
- Writing and updating policies that relate directly to academic matters (Curriculum Policy, Feedback & Marking Policy etc)
- Organising the School's ISI inspection documentation, ensuring that it is up-to-date and ready to be sent when inspection is announced
- Managing the budgets for CPD/INSET, Exams & Testing and Prize Giving, as well as overseeing the budgets for all academic departments
- Organising the academic prizes for Prize Giving ceremonies at the end of the school year
- Organising the SLT proofreading schedule for academic reports
- Leading whole school and year group assemblies
- Teaching a reduced timetable, appropriate to the strategic and operational importance of the role

### External Representation

- Be a compelling ambassador for Newton Prep in all that we do
- Organising the Assessment Day for prospective pupils in liaison with the Deputy Head Communication and Head of Admissions
- Assisting in the organisation of, and attending, the School's Open Day
- Working closely with the Communications Office for any externally published academic documentation (Curriculum Handbooks, Job Descriptions etc)
- Visiting other schools and networking with their staff as well as making sure that the Heads of Department play a key role in their IAPS 1S Cluster Group
- Fostering and maintaining close relationships with current parents through regular meetings, attendance at school events and by communicating in a courteous and timely manner



# Person specification

It is expected that the Deputy Head Teaching & Learning will be an inspirational, creative, organised and ambitious leader who is passionate about high quality teaching and learning from EYFS to Year 8. The successful candidate will have the following key skills, experience and attributes:

## Skills, Knowledge and Experience

- A track record of successful subject or senior leadership experience, developed within the independent prep school sector
- Proven experience of working within, leading and developing teams with a clear commitment to providing outstanding educational opportunities and the continuing professional development of their colleagues

## Leadership

- Outstanding track record of leading initiatives to improve teaching and learning
- Excellent communication skills with ability and confidence to work effectively with all members of the Newton Prep community
- Committed to the delivery of the highest academic and pastoral standards
- Genuine desire to lead collaboratively as part of a wider Senior Leadership Team

## Academic

- Outstanding teaching track record and knowledge of the national and international independent educational landscape, including the 11+ and 13+ curricula
- A strong commitment to rigorous school improvement and promoting academic excellence in pupils and staff

- A willingness to bring ideas and initiatives which will further enhance the curriculum, teaching and learning at Newton Prep
- A commitment to maintaining and improving the quality of professional development of staff
- A willingness and enthusiasm to promote interest and support for a wide range of activities beyond the core academic subjects, including Computing, Music, Sport, Art and Drama

## Managerial

- The ability to work effectively with the Head, Senior Leadership Team, Directors and School Council to achieve the School's strategic aims and objectives
- Digitally literate with an appreciation of how digital technologies can and will be used to enhance learning
- Ability to multi-task and prioritise
- Excellent literacy skills and confident when speaking to large audiences

## Style & Personal Attributes

- Possess the drive towards achieving and maintaining excellent academic standards, with a profound interest in pedagogy at the primary level

- A naturally collaborative style of leadership with a strong understanding of the balance between consultation and effective decision-making
- A highly personable leader with the energy and enthusiasm to build strong relationships across the whole school
- Ability to influence and motivate people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Professional appearance, hardworking, enthusiastic and possessing a sense of humour

## Qualifications & Experience

- Hold a good honours degree, with any management and leadership qualification an advantage
- Have qualified teacher status
- Have evidence of continuing professional development
- Have some understanding of the dynamics of an 11+ and 13+ prep school
- Demonstrate a range of interests and achievements (cultural, artistic, sporting or other)



## Summary of terms & conditions

The following information provides guidance, without prejudice, on the expected main terms and conditions of employment. A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of our provisional offer of employment.

### Salary

This is a senior appointment and an appropriate salary will be offered in accordance with the School's Leadership Salary Scale which will reflect the experience and qualifications of the successful candidate.

### Period of employment

Permanent, Full-Time

### Pension

The School currently provides access to the Teachers' Pension Scheme administered by Teachers' Pensions and governed by the Teachers' Pensions Regulations 2010 as amended from time to time. This may be subject to change on reasonable notice. The post holder will automatically be enrolled unless they express a wish to opt out.

### Fee remission

A discount of up to 50% is given on school fees for children attending Newton Prep (subject to satisfying the School's admission criteria).

### Probation

This post is subject to a probation period of twelve months. During this probationary period either you or the School may terminate your employment by giving not less than one month's prior written notice.

### Performance appraisal

The post holder's performance, following satisfactory completion of their probation, will be subject to a bi-annual review conducted by the Head.

### Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, training and development opportunities.





# Application

Newton Prep 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 School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

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 on a self-declaration

form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of employment since leaving School. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

The closing date for applications is **9.00 am Monday 6<sup>th</sup> February 2023**.

Application is by form only. Alongside the application form, please send a covering letter explaining your suitability for the role, and details of your relevant experience. The covering letter should be addressed to the Head, Alison Fleming.

The application form and covering letter should be emailed to the HR Manager, Liesl Chaudhury: [hrmanager@newtonprep.co.uk](mailto:hrmanager@newtonprep.co.uk). An application form may be downloaded [here](#) or from [newtonprepschool.co.uk](http://newtonprepschool.co.uk).

All applications will be acknowledged by email. If you have not received acknowledgement within two working days of sending (during term time) please contact the HR Manager on **0207 720 4091 Ext 1254**.

Candidates will be invited to teach a lesson and to give a short presentation to the interview panel about their education philosophy and what excites them about the post. During the interview candidates will be given the opportunity to discuss various aspects of the role and the key areas of responsibility outlined in the Job Description. Candidates will also be given a tour of the School and the opportunity to meet with other members of the Senior Leadership Team.

Interviews will be held week commencing **Monday 20<sup>th</sup> February 2023**. However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.







We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

**Newton**  
PREP

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