



Norland Place School
London W11 4UH
IAPS coeducational day school
Boys & Girls 4-11

PREP SCHOOL COORDINATOR

About Norland Place School

Norland Place is an independent non-selective proprietary day school for approximately 230 boys and girls, aged 4 - 11. It was founded in 1876 and remains on its original site with the addition, some fifty years ago, of No.162 Holland Park Avenue.

The school is located in the leafy residential West London area of Holland Park and enjoys easy access from the underground (Central Line: four minutes' walk). Located on the western border of Kensington & Chelsea, it is within easy reach of many major routes including the M40, M3 and M4.

A school rooted in the local community, the majority of pupils come from Holland Park, Notting Hill and the nearby Brook Green areas. Norland has an excellent reputation for high academic standards and traditional values combined with a forward-looking modern day relevance.

Norland is a happy, dynamic and successful school that prides itself on bringing the best out of each and every pupil. A central aim at Norland Place is to provide a happy, stimulating environment where children will thrive. We hope that they will all find strengths, have support for areas that need development and develop the confidence, independence and self-esteem that will stand them in good stead for the future.

The staff comprises the Headmaster, a Deputy Head, Prep School Coordinator, Pre-Prep Co-Ordinator, class teachers from Reception to Year 6, subject specialists in French, Music, Art, Sport and Technology, together with classroom assistants in Reception to Year 3. The school has a dedicated SENCO with visiting teachers in both the Learning Support and Music departments.

Non-teaching staff include the Caretaker and Kitchen Staff. The School Secretary, Admissions Registrar/Head's PA, Bursar and Operations Manager, complete the school team.

Norland Place is non-denominational, but has an underlying core based on Christian values: all pupils take part in traditional assemblies and local churches are used to host a Nativity Play and Carol Concert each year. Whilst the academic progress of each pupil on their path to 11+ is a paramount priority, Norland has a strong reputation for providing a broad and balanced curriculum where music, art, drama, language and PE/sports are all important and vibrant aspects of school life. Our superb new STEM lab and art studio have been created in commitment to our aims.

Mr Patrick Mattar, is both the Director of the company and the Headmaster. Mrs Andrea Mattar, who works as a part-time member of staff at Norland, is also a Director.

The Headmaster and staff are supported by an Advisory Panel which currently consists, of an educational management consultant and a retired Headteacher.

For further insight into life at Norland Place, please visit our website:
www.norlandplace.com.

Job Description

PRINCIPLES

The Prep School Coordinator is expected to undertake all the professional duties of a teacher under the reasonable direction of the Head. In addition, the Prep School Coordinator will be expected to assist the Head in the management and development of the school through the duties detailed below.

In fulfilment of all responsibilities and duties, the Prep School Coordinator should show a commitment to the aims, policies and ethos of the school and strive to maintain these through personal conduct and effective relationships with colleagues, pupils and parents.

This job description identifies the responsibilities of the post. This job description should be seen as enabling rather than restrictive and will be subject to regular review.

OVERVIEW

It is the responsibility of the Prep School Coordinator to:

- assist the Head in the management and development of the curriculum in school by monitoring the work undertaken by subject Coordinators and class/subject teachers
- oversee a programme of curriculum improvement, to ensure that all pupils have access to an exciting, innovative and relevant curriculum that prepares children for the academically competitive 11+ exit examinations
- be a lead practitioner in establishing creative and effective approaches to teaching and learning
- act as a class teacher (and core subject teacher/leader) as specified in the appropriate job descriptions
- maintain good order in the classroom and around the school with due regard to the school's policy on behaviour and discipline
- provide a good role model for pupils and for staff by classroom practice and professional conduct which sets a standard for other teachers to emulate
- safeguard the health & safety of self and others in accordance with the school's Health & Safety Policies and Procedures
- maintain a thorough knowledge of the Independent School Standards Regulations and requirements for school inspections

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Managing the curriculum

- taking an overview of the curriculum and teachers' planning and co-ordinating programmes of study, in consultation where appropriate with the Pre Prep Coordinator, ensuring that pupils of all abilities are appropriately supported and challenged
- ensuring that staff are kept abreast of curriculum developments, including best practice in learning and teaching
- arranging the termly school timetable as well as the Prep School duties rota
- ensuring that curriculum policies are understood and implemented
- supporting subject Coordinators in the management of their curriculum areas
- discussing and agreeing with subject Coordinators their action plans for their subject areas
- ensuring consistent practice between all subject Coordinators and teachers
- co-ordinating exercise book reviews at different points during the course of the year and giving feedback in collaboration with the Pre-Prep coordinator as appropriate
- establishing and maintaining links with other schools in order to facilitate educational continuity and progression

Duties

It is the duty of the Prep School Coordinator to assist the Head to develop and implement:

- the aims and objectives of the school
- policies through which these shall be achieved
- the whole school development plan
- appropriate systems for monitoring, evaluation and recording of pupil progress, including standardised tests such as PIPs, InCAS, Quest and CATs.
- the whole curriculum including cross curricula strands
- the school's staff appraisal and induction process

Additional Duties

- administering internal and external assessments/examinations
 - monitoring and evaluating data on pupil progress and attainment in consultation with class/subject leaders, and ensure assessment data is used purposefully to inform and improve learning and teaching
 - liaising with class/subject teachers and Learning Support Coordinator in respect of Learning Support and extension activities for the more able pupils.
 - maintaining and monitoring the Higher Ability (MAPS) and Learning Support Registers and putting in place strategies for pupil progress
 - co-ordinating the transfer to senior schools at 11+ by organising mock exams and interviews, preparing exit reports and by liaising with senior schools and parents as necessary
 - co-ordinating the writing of reports/target cards at different points of the year and ensuring consistent quality
 - ensuring that parents receive timely and effective feedback on their child's welfare through personal consultations and written reports
 - ensuring that the academic side of the school adheres to the ISI rules and regulations by taking responsibility over ISI Self Evaluation Form and evidence collection
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Additional Duties Cont'd

- overseeing the mentoring of NQTs and the process of induction for new staff
- taking a lead role in the monitoring of lessons, giving feedback and subsequent follow up, as required, in collaboration with the Pre Prep coordinator as appropriate
- identifying individual staff and subject-specific training needs and arranging for those needs to be met
- contributing to the school's new staff induction programme
- organising the assessment of prospective pupils (occasional vacancies) and ensuring the process is smooth and effective
- contributing to the school's programme of extracurricular activities
- organising activities and events to promote independent learning, such as Independent Homework Week and Independent Work Days
- participating in school residential trips
- managing a rolling programme of school policies review
- implementing the SMSC criteria and devising methods to audit curriculum planning and extra-curricular activities to provide evidence in relation to ways in which SMSC and British Values are promoted throughout the school
- assisting the Headmaster, if required, in recruiting new staff

It is also the duty of the Prep School Coordinator to attend the following meetings

- weekly meetings with the senior management team
- weekly staff/Prep meetings (07:45 start), as well as weekly core subject meetings
- meetings, as required, relating to the curriculum, administration and organisation of the school

Develop personally and professionally through

- reflection of own practice and private study
- participation in appropriate in-service education programmes

Relationships

The Prep School Coordinator is required to be responsible to:

- the Head

Cooperate with:

- the Head
- the Deputy Head
- the Pre Prep Coordinator
- all colleagues, both teaching and non-teaching
- subject Coordinators
- inspection teams
- parents

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The Person

The successful applicant will possess and be able to demonstrate the vision and drive that are necessary to make a success of this important role in the school.

Qualifications/skills

- Educated to degree level, with a teaching qualification
- Outstanding communication skills (both oral and written) with staff, parents and pupils
- A keen eye for detail
- Good IT skills

Management/leadership abilities and skills

- Good listening skills, able to handle situations sensitively and sympathetically
- The ability to motivate and inspire others
- Confident, firm when required, and willing to take difficult decisions
- The ability to work under pressure
- A standard-setter with high expectations and exceptional planning and organisational/administrative skills
- The ability to lead by example
- Hardworking, willing, accepts responsibility and is able to get things done
- Always meets deadlines

Qualities

- Energy, efficiency, physical and emotional resilience, flexibility, tact, commitment, with a sense of humour
- ability to work under pressure
- The initiative to work on their own and the sensitivity to work as part of a team (with all staff and senior management) and foster teamwork among others, recognising the strengths and contributions of others
- Forward looking, enthusiastic and imaginative
- A solution finder able to find and define constructive strategies and targets
- A positive outlook
- The ability to see and understand the 'wider picture' of school life and support and foster the integrated efforts of both teaching and non-teaching staff

Teaching

- Is an excellent teacher
- Has excellent classroom discipline
- Inspires pupils
- Uses a range of teaching techniques
- Has high expectations of pupils of all abilities
- Is a role model for pupils and other staff

Personal

- Commitment to excellence
 - Attention to detail
 - The ability to establish good relationships with senior colleagues, all other colleagues (teaching and non-teaching), pupils and parents
 - Well-presented and personable
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Further Information

Salary

Salary will be dependent on experience, qualifications and skills

Probationary Period

There will be a probationary period of two terms

Hours

Although a day school, the demands of the role are such that the applicant must be prepared to devote whatever time is necessary to the successful discharge of their duties. The Prep School Coordinator may be required, on occasions, to make themselves available for school related work either at weekends or during the school holidays as necessary in agreement with the Headmaster.

Benefits

- Membership of the senior staff health scheme is offered after probation
- Free lunches and refreshments during term time
- Free annual flu vaccination
- Support with continuing professional development
- Access to confidential 24-hour counselling helpline
- Death in Service Insurance
- Norland Place is a phased withdrawal school, in respect of the Teachers' Pension Scheme. New members of the teaching staff will therefore not be eligible to join the Teachers' Pension Scheme and are instead offered an alternative pension scheme, currently provided by Royal London

Application

For further information and an application form, please contact Jonathan Ellen at deputyhead@norlandplace.com

Short listed applicants will be invited to an interview shortly thereafter to explore the candidate's ability to perform the duties of the post, knowledge of current educational issues, ability to relate appropriately with pupils, parents and colleagues, and willingness to contribute to the school community. There will also be an opportunity to tour the school and meet some of the staff.

Child Protection

Norland Place School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Candidates must be willing to undergo child protection screening, including reference checks with previous employers and criminal records and social media checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Norland Place School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, religion, disability or age. Candidates will only be assessed against relevant criteria in selection and recruitment.
