



The Daiglen School

PERSEVERE & EXCEL



Headteacher

Candidate Information

The Daiglen School

Key Facts and Statistics

Type of School	Independent Nursery, Pre-Prep and Prep School
Denomination	Christian ethos, welcomes all faiths
Age Range	3 - 11
Location	Buckhurst Hill, Essex
Year School Established	1916
Co-educational or Single sex	Co-Educational
Number of Children	115
Average Class size	14
Number of Teaching staff	12
Number of Teaching Assistants	8
% of Children with EAL	40%
% of Children with SEN	14%
Awards Shortlisted	Independent Schools of the Year 2023





The School

The Daiglen School is an independent co-educational day school built around an elegant Victorian house situated on the borders of London and Essex. The School provides a happy and secure environment for all pupils and aims to develop confident, articulate and independent learners. The School's child-centred approach to learning combines the right balance of challenge and support. The School celebrates individual and group successes as pupils learn the importance of pursuing their ambitions with determination and perseverance.

The Daiglen School is a Charitable Trust and, as such, is a not-for-profit organisation.

History and Setting

The Daiglen School was founded in 1916 and the nursery established in 2005 and is full of history and tradition. The School has been extensively refurbished and extended to provide a stimulating and relevant learning environment.

School Aims and Ethos

The School values the unique talents of every pupil and aims to instil in them a love of learning which prepares them for the opportunities, responsibilities and experiences of life. The School believes that nurturing the social and emotional development of pupils will provide the foundation for their future happiness and success both personally and academically.

The School aims to enhance and enrich the pupils' personal, social, creative, academic and physical development in order that they become confident, independent and responsible citizens who show kindness and consideration to others and contribute positively to society.

The School aims to enable all pupils to achieve their full potential by:

- Promoting self-reliance, creativity and initiative along with the resilience to cope with adversity
- fostering a sense of teamwork and co-operation in mutually supportive relationships
- maintaining the highest academic standards in a happy, stimulating and purposeful environment
- providing a broad and balanced education that enables pupils to develop appropriate knowledge, skills, attitudes and values
- encouraging pupils to take pride in themselves and their school, their efforts, achievements and aspirations and
- instilling a sense of right and wrong in all aspects of behaviour and conduct in order to uphold the Christian values of the school.

In striving to achieve these aims, the School takes care to:

- employ staff of the highest quality to inspire and motivate pupils
- provide support for less able children, enrichment for the more able and challenge for all
- teach all subjects and skills required by selective and non-selective independent and state schools up to scholarship level
- cover the Development Matters and Early Learning Goals in Nursery and Reception and all elements of the National Curriculum for Key Stage 1 and 2 and
- provide the very best facilities and opportunities we can offer.

The Nursery

The School's Nursery aims to develop the children's personal, emotional and social skills as well as early learning skills in communication and language development, physical development, literacy, mathematics, understanding the world and expressive arts and design. The Nursery maintains a high ratio of dedicated and well qualified early years staff and the children also benefit from the expertise of specialist staff in lessons such as Spanish, music and physical education.

The setting has benefited from extensive refurbishment and is large and inviting. The children have access to safe and secure indoor and outdoor play areas. The knowledge and experience gained in the Nursery establish an excellent foundation for entry into the Reception Class. The Nursery and Reception Classes form the Early Years Foundation Stage Department and staff work together to provide a smooth transition into the pre-prep department.

Parental Involvement

The Daiglen School recognises the importance of parental contribution to children's education and aims to work in partnership with parents for the benefit of its pupils. The staff are friendly and approachable and are always happy to talk to parents about their children and to discuss any concerns, no matter how minor.

The Friends of Daiglen organise events for parents, pupils and staff to raise funds for the benefit of all pupils.

Extra-Curricular activities

The School firmly believes in the value of extra-curricular activities in developing talent and promoting excellence. The School therefore offers an array of activities, varying from term to term and may include prep club, arts and crafts, band, karate, football, multi-sports and gymnastics clubs.

Pupil Selection

The Daiglen School is a non-selective school and welcomes applications from all pupils regardless of race, religion, sex and disability.

Comments from ISI Inspection

“Throughout the School pupils make excellent progress in the development of their knowledge, skills and understanding. The personalised and individually supported approach throughout the School, ultimately enables pupils of all abilities to make significant progress in all curriculum areas.”

“Pupils throughout the School from EYFS upwards have an exceptionally positive attitude to learning. They are consistently enthusiastic and eager to learn.”

ISI Inspection 2022



The Role of the Headteacher

Job Profile - Headteacher

The Governors of The Daiglen School invite applications for the position of Headteacher.

This is an exciting opportunity for an inspirational, engaged and ambitious leader with a passionate interest in curriculum development, who will be willing to build on the School's achievements. The new Headteacher will take over a vibrant School offering a well-rounded education.

The Governors are keen to appoint someone who will continue to enhance and develop the School and promote its academic results, market it effectively and ensure that the highest standards are achieved in every aspect of school life. At the same time, the new Headteacher will need to develop their own vision and plans for the future. They will inspire and engage with pupils, staff, parents, alumni and other members of the School community.

The Headteacher will be responsible to the Governing Body.

The Governors are aware of the challenges which face all independent schools and are looking for a Headteacher who displays exceptional leadership and staff management qualities, as well as an ability to recruit pupils with the highest academic potential in a market place that is subject to increasing pressures.

Key responsibilities

- Working alongside the Governing Body to ensure a clear strategic direction for the School
- Leading and managing the School to ensure that all pupils have the best possible care, have access to a broad and balanced curriculum and achieve the highest standards, in line with the ethos of the School
- Fostering and maintaining a safe, happy and productive atmosphere across all aspects of the School's life for the children, the staff and parents
- Securing the recruitment and admission of pupils who will gain from and contribute to the education and other opportunities offered by The Daiglen School
- Getting the best out of every child, ensuring all children are happy and focused on maximising their abilities and talents within a structured and challenging environment
- Maintaining the School's reputation as a school that achieves the highest academic standards and offers an exceptional programme of extra-curricular activities to foster the personal development of every child
- Leading and promoting excellence and innovation in teaching and learning through the monitoring, reviewing and evaluation of classroom practice and individual pupil progress
- Recruiting, motivating, managing and developing staff to contribute to the achievement of high standards of teaching and learning as appropriate to pupils' needs; to work as a team and to contribute to the wider life of the School
- Managing all aspects of contact with parents, ensuring the establishment of effective and positive partnerships to promote the welfare and develop the potential of every child
- To ensure that Health and Safety regulations are observed and reviewed
- Ensure provision is made for all abilities of pupils
- Identify innovative teaching and learning practices inform changes that may need to be made to the curriculum to maximise learning opportunities
- Oversee provision of extra-curricular and enrichment including educational and residential trips
- Developing and implementing appropriate marketing strategies to celebrate the pupil's achievements, extend the reach of the School's publicity, develop relationships with other schools and achieve the best possible partnership with the wider community
- Exercising sound financial management, by working with the School Manager and Finance Secretary and ensuring that administration is efficient, effective and responsive
- Ensuring that school policies and practices take account of and are fully compliant with national requirements
- Manage discipline ensuring that pupils understand the School's expectations regarding behaviour
- Liaise with parents and maintain the excellent professional relationships that exist currently
- Co-ordinate assemblies to reinforce the School's ethos, promote a sense of community and celebrate success
- Meet prospective parents, organise and manage Open Days etc
- Keep parents fully informed and respond to pastoral, academic, social and developmental issues

Person Specification: Headteacher, Independent Preparatory School

Position Overview

The Headteacher is the senior leader of an independent preparatory school and nursery, responsible for providing visionary leadership, strategic management and operational oversight. This role requires an inspirational and engaged individual who can lead the School to excellence in academic achievement, pastoral care and extracurricular activities, while maintaining the School's ethos and values.

TRAINING, SKILLS AND EXPERIENCE

Qualifications and Training

- Qualified Teacher Status (QTS) or equivalent
- A degree in education or a relevant field (Master's degree in education or leadership preferred)
- Professional development in preparation for a headship role e.g. National Professional Qualification for Headship (NPQH) or Senior Leadership (NPQSL) or equivalent qualification

Leadership Experience

- Substantial experience in senior leadership and management within a school environment, preferably in an independent or primary school setting
- Involvement in school self-evaluation and development planning
- Proven track record of raising educational standards and leading school improvement
- Experience in line management and managing staff performance, development and well-being
- Experience in engaging with the local community and fostering partnerships
- Awareness of education trends and the ability to adapt them to the School's context

Personal Qualities

- Strong strategic vision for the development of the School in alignment with its ethos and values
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Emotional intelligence and empathy, with an ability to build positive relationships across the School community, fostering a supportive and inclusive school culture
- Capacity for innovative thinking, problem-solving and change management
- Resilience and the ability to adapt to changing circumstances and remain focused amid complexity and uncertainty
- Evidence of sound decision-making skills and the ability to delegate effectively
- An outstanding classroom practitioner with the proven ability to inspire, motivate and lead a diverse team of staff and pupils
- Commitment to providing a broad, balanced and creative curriculum that caters to the needs of all pupils
- Excellent communication skills, both written and verbal, with the ability to engage confidently with pupils, staff, parents and external stakeholders
- Strong public speaking and presentation skills, with the ability to represent the School at external events and functions

Curriculum Knowledge

- In-depth knowledge of primary education curriculum, including EYFS, assessment and teaching methodologies
- Demonstrable experience in curriculum innovation and the integration of new technologies and teaching methods

Pastoral Care and Safeguarding

- Proficiency in Keeping Children Safe in Education guidelines, experience or knowledge of the Designated Safeguarding Lead role, including responsibilities such as overseeing safeguarding policies, procedures and training
- A strong understanding of safeguarding legislation and best practices in ensuring pupil welfare
- Proven ability to promote emotional well-being, inclusivity and diversity in a school setting
- Experience of working closely with parents, governors and external bodies to ensure high standards of care and communication

SKILLS AND ATTRIBUTES

Organisational and Management Skills

- Strong organisational abilities, with experience in managing complex operations and multi-faceted budgets
- Ability to market and represent the School effectively through excellent communication to current and prospective parents and the wider community, including media to increase the School's market share in a competitive market
- Experience in handling school administration, including policy development, school compliance and inspection processes (e.g. ISI, Ofsted)
- Ability to manage resources efficiently, ensuring financial sustainability while delivering high-quality education

Ethos and Values

- Commitment to the holistic development of children, ensuring their academic, social and emotional growth
- Strong alignment with the School's values, including respect, inclusivity, integrity and resilience
- Passionate about creating a safe, nurturing and stimulating environment for learning

SAFEGUARDING AND CHILD PROTECTION

The successful candidate will be required to undergo an enhanced DBS check and provide evidence of their eligibility to work in the UK. They will also be expected to adhere to the School's safeguarding and child protection policies.





The Application Process

Prospective candidates interested in the role of Headteacher at The Daiglen School are invited to apply. The deadline for receipt of applications is 3 pm on 8th January 2025.

Applications should be addressed to the Chair of Governors via email using the email address cgoodman@daiglenschool.co.uk.

Please submit a covering letter addressed to the Chair of Governors outlining your rationale for applying as well as detailing your suitability for the role and a completed Application Form.

The process is as follows:-

- All applications will be acknowledged via email;
- Longlist interviews with a panel of Governors will take place in the week commencing 13th January 2025 and
- Shortlist interviews with the Governing Body will take place in the week commencing 20th January 2025

The Daiglen School is committed to continuing to attract and retain high calibre staff to ensure excellence in teaching and learning and to maintaining a non-discriminatory and inclusive workplace where all are treated with respect.





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www.daiglenschool.co.uk