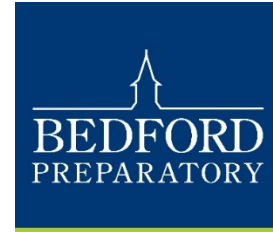


402 Boys (Prep School)
IAPS Boarding and Day
713 Boys (Upper School)
HMC Boarding and Day



Prep School Deputy Head



Bedford Prep School

Bedford School is one of the region's leading boarding and day schools, educating boys from the ages of 7 to 18. Part of The Harpur Trust, Bedford's leading educational and social welfare charity, we're a vibrant school with a very strong sense of community, set in a beautiful 50-acre estate in the heart of the town. The Prep School, educating boys from 7 to 13, is situated in its own part of the Bedford School estate.

We believe that boys learn best when they're happy, confident and their curiosity is stimulated, so we feel it's very important that learning is fun, creative, inspirational and active. We also recognise boys learn differently to girls, and this informs our teaching.

Whether it's music and the arts, science and technology, language and literature, or sports and games, boys are encouraged to learn new skills and embrace new experiences.

Visit our classes and you'll find boys thoroughly engaged in their learning, inspired by challenge, competition, high expectations and risk within a safe environment. Our expectations are high but achievable, and our curriculum encompasses and transcends the National Curriculum, uniting traditional practice with innovative teaching, and the best of the creative and academic.

Our extensive campus offers boys outstanding academic, sporting, music, drama and art facilities. The Prep School shares superb facilities, such as the swimming pool, recreation centre, playing fields, astro and tennis courts with the Upper School and make use of the school's fantastic theatre and other specialist facilities.

The School was inspected in November 2016, and we are particularly proud of the fact that ISI (Independent Schools Inspectorate) gave us the top ratings possible. Full details, including a copy of the inspection report can be found here:

<http://www.bedfordschool.org.uk/Inspection-Report>

Working with each boy, we help them develop their sporting talents. We provide expert coaching in a wide variety of sports, including rugby, hockey, cricket, golf, skiing, cross country, swimming, badminton and rowing.

Creative arts are a big part of school life, with boys taking part in concerts, exhibitions and performances throughout the year. In our dedicated music building with a state-of-the-art music technology suite and well-equipped practice rooms, many of our boys learn to play one or more instruments.

Boys can also get involved in a wide range of extra-curricular activities, from cookery to steel band, chess to canoe building, there is something for every boy.

The school's ongoing development programme has included the construction of a new Library (2003), Observatory & Planetarium (2003), a new Music School (2006) and a wonderful new theatre in St Luke's Church, on the edge of the estate (2015). Other developments have included renovation of the school dining halls and kitchens (2009), fitness suite (2010), staff common room (2011), sports pavilion (2012) and science department (2015).

The Prep School

The Prep School classrooms are well appointed and resourced in terms of technology and learning resources. Boys obtain an excellent grounding in the subject whilst in the Prep School and go on to perform very well as they progress into the Upper School.



The Role

We wish to appoint an outstanding candidate for September 2021, to assist the Headmaster to lead and manage staff and boys in this forward-thinking school. Bedford prep educates boys from 7-13 and is a thriving and dynamic independent school with first class facilities, small class sizes and enthusiastic pupils.

The post will suit an ambitious Head of Department or Director of Studies who is looking to further their career. The successful candidate will be a talented and passionate leader, with the experience and drive to contribute fully to the future development and continuous improvement of the Prep School. The Deputy Head will sit on the school's Senior Leadership Team.

Benefits of Service

Bedford School has high expectations of its staff and therefore looks to reward them with generous salary scale increments and beneficial conditions of service. All teachers are offered membership of the Teachers' Pension Scheme and have longer holidays than the maintained sector. Class sizes are small and most teachers have their own classroom. A wide range of opportunities for professional development exist and staff are encouraged to develop their skills and consider career options at all levels. There is ample opportunity to take on additional responsibilities for which there are allowances.

Fee concessions are available across the Harpur Trust schools and a health care scheme is also available for teaching staff.

All staff enjoy free on-site parking. Lunch and free refreshments are available throughout the day; other meals are available according to staff commitments.

Bedford is a dynamic and incredibly rewarding place to work with a strong sense of community.



General Information

Full-time teachers at Bedford are expected to:

- Play a full part in the extensive games and activities programme
- Be a Form tutor

Bedford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Staff are normally expected to find their own accommodation, although there may be some school accommodation available in certain circumstances.

Application Process

Applicants are asked to complete the School Application Form; CVs in place of an Application Form cannot be accepted.

Short-listed candidates will be invited to the School for interview on the advertised date. The selection process will involve a lesson observation and interviews.

The Prep School Headmaster, Ian Silk, would be happy to talk to prospective applicants and can be contacted by email on isilk@bedfordschool.org.uk

Bedford School is part of The Harpur Trust

PREP SCHOOL DEPUTY HEAD

Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role	<p>Job Title: Prep School Deputy Head</p> <p>Location: Bedford Prep School, De Parys Avenue, Bedford</p> <p>Department: Prep School</p> <p>Reporting Line: Prep School Headmaster</p> <p>Hours: Full-time</p> <p>Salary: School's own salary scale</p> <p>Job Purpose: The Deputy Head reports to the Headmaster and is responsible for ensuring that the school runs highly efficiently and effectively in all areas. The Deputy Head is a leading member of the Prep School Senior Leadership Team (SLT), which entails involvement in the strategic planning of the Prep School.</p>
Line management responsibility for	<p>Teaching and Support Staff in the Prep School</p>
Main duties and responsibilities	<p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p>The main duties and responsibilities of the Prep School Deputy Head are as follows (this list is not exhaustive):</p> <ul style="list-style-type: none"> • Lead the SLT in ensuring that all areas of school function efficiently and effectively • Advise the Headmaster and Governors on strategy and development • Deputise for the Headmaster • Lead and Manage the Prep School staff • Run the staff appraisal system (Professional Development Review) • Maintain cover provision and oversee staff absences • Manage Prep School Events and Visits (as EVC) • Oversee the creation of the Prep School timetable • Investigate and resolve complaints as required by the Headmaster • Oversee arrangements for setting and streaming throughout the Prep School, in tandem with the Assistant Head Teaching and Learning and the Headmaster • Manage the Prep School budget

- Ensure the Prep School policies are up to date
- Ensure that Prep School digital learning is outstanding
- Take a lead on preparing the school for ISI inspection
- Liaise with the Deputy Bursar and other SLT colleagues to ensure proactive oversight of estate development
- Represent the Prep School on the Health and Safety Committee
- Act as Fire Officer for the Prep School
- Work closely with the Prep School Office Team to ensure oversight of School routines and the requirements for pupil record keeping, registration and attendance
- Maintain excellent links with the Deputy Head in the Upper School and with equivalent roles in partner schools in order to ensure smooth transitions
- Support colleagues in maintaining a purposeful learning environment in the classroom

In addition, the Deputy Head will also provide support in the following areas:

- Assist the Headmaster with the appointment of new staff
- Assist the Headmaster with pupil admissions
- Maintain a high profile at meetings, concerts, plays, presentations, parents' evenings and other major School events
- In conjunction with the Headmaster and the Assistant Heads, initiate and manage the staff INSET programme
- Play a full part in the assembly programme
- Take part in the duties rota and support the extra-curricular programme
- Play a full part in the marketing of the Prep School
- Oversee initiatives, in consultation with the Headmaster, which enhance the quality of care and education of the boys
- Support the running of the boarding house
- Uphold the school values at all times
- Play an active part in the strategic development of the Prep School
- Ensure that equality, diversity and inclusion are promoted in all aspects of Prep School life
- Assist the Headmaster where necessary in ensuring that Bedford Prep School delivers an outstanding education

In addition, the job holder will be expected to carry out any other duties commensurate with the post as may be reasonably required by the Prep School Headmaster.

The job holder will be responsible for ensuring that their working knowledge and skill base is kept up-to-date, to ensure that they can support the Prep School appropriately.

Review date: The Deputy Head will undergo an annual appraisal during which the job description for the post will be reviewed. In addition, it may be reviewed at other time should circumstances prove necessary.

You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – Prep School Deputy Head

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Degree or equivalent qualification Evidence of continued career development		<i>Certificates and application form</i>
Experience	Extensive experience in academic management of staff and pupils Experience in the application of a broad range of ICT in education An understanding of budget management and financial planning	Experience in the delivery of an effective performance management system Ability to lead on ICT provision for staff and pupils Management of academic change	<i>Application form and references</i>
Skills and Knowledge	An inspirational classroom teacher with proven delivery of high quality outcomes An awareness of recent curricular developments nationally An up-to-date understanding of educational issues relating to 7-13 year olds An awareness of current best practice in education, including the use of ICT An understanding of and commitment to an independent school ethos An ability to approach complex tasks with a strategic, analytical and innovative mindset Effective communication skills in all contexts and forms	Expertise in the processing and application of academic data Understanding of the impact of mobile learning on 21 st Century education	<i>Application form, references and interview</i>
Personal competencies and qualities	Capable organiser, planner and administrator Confident communicator with a passion for education Resilient; personable; tactful		<i>Application form, references and interview</i>

	<p>Natural authority, leadership by example; personal integrity</p> <p>Energy; imagination; courage to innovate</p>		
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