

Candidate Information Pack

**Deputy Head of Prep  
Radnor House Sevenoaks**

April or September 2022



## Radnor House Sevenoaks Information

Radnor House Sevenoaks is a fast growing independent co-educational day school educating circa 500 pupils aged 2-18. Located on a beautiful and historic site close to the town of Sevenoaks, Kent, the school was originally founded in 1924 as Combe Bank School before joining the Radnor House Group in 2015, becoming fully co-educational from Nursery to Sixth Form. The school is a member of IAPS and ISA.

A Radnor House education prepares our pupils for life with a strong academic foundation, essential skills and attributes, and a moral compass to guide their choices.

Fostering intellectual curiosity in every individual is at the heart of teaching and learning at Radnor House Sevenoaks. The school offers academic excellence and tailor-made, individual support in the classroom, in the sports arena and throughout an extensive co-curricular programme.

This personal approach to the needs of each student is central to Radnor and at the heart of all strategic planning and decision making. Radnor House Sevenoaks challenges the idea of limits in all areas of student development and its pastoral care is second to none. The result of this provision is confident, articulate and caring pupils who will be perfectly placed for high levels of achievement whatever their chosen path.

This vision is underpinned by four values:

- **Excellence:** To expect the very best of ourselves in everything we put our hand to. Excellence is a habit.
- **Respect:** To treat others as we would expect to be treated ourselves.
- **Courage:** To always do the right thing, not the easy thing. To be proud of one's decisions.
- **Perseverance:** To pursue the difficult meaningful goal with rigour and passion.

The values of Radnor House Sevenoaks permeate every aspect of school life. They are celebrated in assemblies and delivered in lessons and the wider curriculum. These values will serve as the guiding principles for young people after they leave Radnor House Sevenoaks.

In addition, the values underpin the strategic human resource function and colleagues are encouraged to live the values throughout their working career supported by a strong focus on professional development.



## Prep School Information

A child's first school experience is an incredibly important one, they are learning about the world around them and will be excited to make new friends and experience new adventures.

We believe strongly in building character through a set of common principles. Along with our school values of Excellence, Perseverance, Respect and Courage we also have a wide range of experienced staff who are dedicated to bringing out the very best in every child.

We pride ourselves on having a genuine family feel which guarantees that children feel valued and cared for from the first day they join our school all the way through their Radnor journey.

We are extremely proud of all our pupils, their enthusiasm for life and learning, their concern for others and their many achievements, both academic and co-curricular.

We recognise the importance of continued development to the highest possible standards without losing sight of the individual needs of every child in our care. We aim to inspire a love of learning within an atmosphere of happiness and warmth which motivates children to work and play to the best of their abilities.



## The Role - Deputy Head of Prep

### **Key role as Deputy Head:**

The Deputy Head is a key member of the Prep Leadership Team, reporting directly to the Head of the Prep School and working closely with Senior Colleagues.

The main role is to oversee the day-to-day logistical running of the Prep School and the overall monitoring, evaluation and development of the curriculum, teaching, learning and assessment practices from Pre School to Year 6 inclusive including the Prep School's contribution to our global education initiatives.

- Be an active member of the whole school Extended Leadership Team and Prep Leadership Team in operational and strategic planning
- Deputise for the Head of the Prep School in their absence
- Be fully involved with the life of the school, both inside and outside the classroom



## **Job Description - Deputy Head of Prep**

### **Administrative**

- Write an effective timetable for the whole Prep School annually which shows clear progression and a broad provision in liaison with other senior colleagues
- Take responsibility for the allocation of Cover for the Prep School including the development of an annual Cover Rota and the setting of planned and an unplanned cover supervision, including liaison with supply agencies as needed
- Devise the duty rota to cover supervision of the Prep children before and after school and during break and lunchtimes.
- Co-ordinate the production of the Prep School Pupil Planners annually.
- Monitor the calendar and liaise with the administrative and maintenance teams as well as specific subject specialist staff to ensure provision for events e.g. parent consultation evenings, prizegiving, Sports Day and the Carol Service
- Support the Head of Prep School in the organisation and arrangements for any ISI inspection
- Attending IAPS D2 Deputy Head meetings and Deputy Heads' annual conference
- Ensure that areas of the website relating to academic matters are regularly updated

### **Staff**

- Advise the Head and Head of Prep School on staffing requirements and to play a lead role in the recruitment of new staff, including liaison with the Human Resources Manager to ensure safer recruitment protocols.
- Support the welfare and induction of new staff
- Undertake to lead meetings, initiatives and working parties from time to time for the benefit of the school and the pupils according to whole school requirements as directed by the Head of the Prep School, LT and the Governors

### **Pastoral and Co-curricular**

- Lead the delivery of the Prep Recognition and Consequences Process with support from the Head of Pre-Prep and Lower Key Stage 2 and Upper Key Stage 2 Leaders
- Monitor the provision of Co-curricular clubs across the Whole Prep School to ensure a wide variety and high pupil engagement with support from the Head of Pre-Prep and Lower Key Stage 2 and Upper Key Stage 2 Leaders and the Assistant Head Co-Curricular
- Work with the Heads of House and Assistant Head Co-Curricular to develop the scope of the house system for the benefit of the pupils, including House charitable activity
- Liaise with colleagues in the Senior School and lead the Prep School's approach supporting global education initiatives.



## Job Description Cont. - Deputy Head of Prep

### Data, Tracking, Assessment & Transfer

- Develop and manage the systems regarding data, tracking and assessment
- Oversee specific tracking details for all pupils regarding their achievement and progress and be responsible for ensuring the school is effectively managing its systems for data analysis, systems implementation and accountability
- Ensure efficient collation and analysis of data from assessment and standardised / base line testing, ensuring it is appropriate and fit for purpose: ensuring data is meaningful, particularly in relation to how it is to be used and being mindful of the uses of data and the limitations
- Develop the staff's use of the School Management System for academic purposes, especially the tracking of pupils' assessment
- Lead and manage the reporting process to parents in liaison with the Director of Studies and Head of Pre-Prep, including the collation of parental and pastoral feedback
- Provide relevant data to staff for discussion regarding pupils' progress after examinations or for future class selection
- Share the analysis results with staff to inform their teaching and learning
- Share the data with parents, ensuring that appropriate explanations and context are provided to aid their understanding
- Monitoring academic performance Prep School pupils in collaboration with the Director of Studies and Head of Pre-Prep
- Oversee Work Scrutiny across the Prep School in collaboration with the Director of Studies and Head of Pre-Prep
- Monitor and respond to the Effort and Attainment results of pupils
- Co-ordinate the termly Pupil Progress Meetings with the Director of Studies and Head of Pre-Prep including the preparation and presentation of reports
- Working with appropriate colleagues, oversee arrangements for Parent Consultation Evenings
- Assist in the preparation of Year 5 and 6 pupils for senior school tests and interviews and the collation of references
- Support the Director of Studies to liaise with the Senior School to ensure a smooth academic transfer
- Organise, with Director of Studies, scholarship assessments for internal candidates in liaison with the Head of Prep.
- Support the Director of Studies in their role to make all the arrangements for the administration of the Kent 11+ and collection of evidence from year 5 work for Head Teacher Appeals
- Work closely with the Special Educational Needs and Disabilities Co-ordinator to develop strategies of support for children with specific learning needs and disabilities (SEND)



## Job Description Cont. - Deputy Head of Prep

### Monitoring, Evaluation and Development of Teaching and Learning

- Lead, support, and inspire colleagues by promoting innovative strategies and high standards in the development and delivery of the curriculum and outstanding teaching and learning.
- Monitor the quality, breadth and depth of the curriculum taught from Pre School – Year 6 in conjunction with the Director of Studies (for Years 3-6) and the Head of Pre-Prep (for Pre School – Year 2)
- Implement initiatives and practices which enhance the learning experiences provided to the children
- Devise and deliver training to ensure that staff are well prepared to deliver the school's educational programmes to an excellent standard
- Support the work of the Director of Studies and Head of Pre-Prep with Subject Coordinators in developing schemes of work, policy documents and development plans, and ensure that relevant planning and evaluations are completed in relation to curriculum and teaching and learning
- Monitor and evaluate teaching and learning across the Whole Prep School through a programme of curriculum observation, including mutual observation and work scrutiny with a focus on pupil outcomes
- Communicate effectively with parents to ensure they are aware of curriculum and teaching and learning expectations and initiatives
- Keep the school up to date over the latest educational issues in the independent and state sectors, attending courses and conferences as appropriate, and maintain an excellent knowledge of ISI standards and practices
- Provide and promote academic liaison between the Pre-Prep, Prep and Senior School
- Consider the educational value and breadth of learning opportunities arising from trips, visitors to the school and theme days
- Develop and manage suitable systems of tracking and reporting across the whole Prep School to monitor pupil performance, and liaise with the Director of Studies and Pastoral Leaders regarding intervention strategies

### Other Responsibilities:

- Support the Head of Prep in the development and review of all policies as needed
- Acting as a Line Manager for key staff in the Prep School
- Take a full part in the pastoral arrangements of Radnor House Sevenoaks including attendance at, and on occasions leading, assemblies
- Contribute to the co-curricular life of Radnor House Sevenoaks
- Undertake such other duties as the Head may reasonably request
- Continue the roles outlined in this job description to the highest level



## The Person - Deputy Head of Prep

The Deputy Head of Prep will be/have:

- A well-qualified and experienced teacher with expertise in academic leadership
- An accomplished and successful leader with experience of raising and maintaining high standards of learning and teaching
- Knowledge and understanding of current educational policy and curriculum developments
- Accepting senior responsibility while being able to demonstrate initiative, take action and make sound judgements where required
- Demonstrates strong administrative skills and is detail orientated to ensure duties are completed to a very high standard
- Knowledge of effective strategies for staff development especially in supporting behaviour for learning, community and safeguarding
- Experience of coaching others in the pursuit of excellence
- Able to build strong relationships across the school community
- Knowledge of how the effective use of data and target setting can contribute to raising standards
- The ability to analyse data and accurately draw implications for school development planning
- Excellent IT skills and a good awareness of the role of IT in supporting learning and teaching
- Efficient and highly organised while having the ability to work calmly under pressure and balance a high workload
- Empathetic, compassionate with excellent listening skills
- Approachable and readily accessible
- Very high standards of numeracy and literacy
- Resilient, thorough approach with a positive 'can do' attitude



## Working with us

### Celebrating every individual

Radnor House Sevenoaks' ultimate purpose is a preparation for life for all, not only our pupils but also for staff through their worthwhile and satisfying employment in a vibrant and growing community. We are all dedicated to supporting our pupils in achieving their full potential.

### Our staff community

As a staff member at Radnor House Sevenoaks, you are part of a community that works together to achieve the best for each of its pupils. There are 150 members of highly dedicated staff team in teaching and support roles. The culture of Radnor House Sevenoaks is founded on the following principles:

#### Purpose

*"Preparation for life"*

Our purpose is to provide each pupil with a strong academic foundation, essential skills and attributes, and a moral compass to guide their choices.

#### Vision

Radnor House Sevenoaks will be known for developing active and responsible young people equipped to thrive in the world of tomorrow.

#### Values

Our core values of excellence, perseverance, courage, and respect inform our behaviours.

We aim to create a secure, happy and active learning environment of the highest quality which

celebrates every individual. Teachers provide outstanding pastoral care alongside teaching of the highest standard and deliver a wide range of co-curricular opportunities.

Radnor House Sevenoaks also has a highly professional support staff creating and maintaining the structures and environment for teachers to help pupils achieve their best.

We actively support colleagues in seeking to improve their professional practice and working in partnership with parents to enhance opportunities for students. This includes helping them to develop an awareness of and contribution to both the local and broader community and wider field of education.

We want every colleague to fulfil their potential at work through ongoing development opportunities and by taking on new challenges to develop their career. Colleagues receive regular feedback on performance and are encouraged to engage with continuous learning opportunities.

We also offer a wide range of benefits to staff including free breakfast, lunches and complimentary refreshments from our Café throughout the day, on-site parking, private pension scheme, Life Assurance, 24/7 Employee Assistance Programme and use of the swimming pool, fitness suite and exercise classes.



## How to Apply - Deputy Head of Prep



**Candidates are welcome to contact the school with additional questions prior to submitting an application.**

Application forms can be found on our website at:  
<https://www.radnor-sevenoaks.org/job-vacancies>

If you wish to apply for the role please send a completed application form including details of two referees to Kate Ratsma, HR Administrator, at [cratsma@radnor-sevenoaks.org](mailto:cratsma@radnor-sevenoaks.org) or by post to the school address.

The closing date for all applications is: Midday on Friday 7th January 2022

Interviews will take place during the week of 17th January 2022

*Radnor House Sevenoaks is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. Applicants must be willing to undergo child protection screening appropriate to the post, including checks on past employers and the Disclosure and Barring Service (DBS)*