



THE PERSE
PELICAN SCHOOL
CAMBRIDGE

Brief for the position of Pelican Head

An opportunity to lead a highly successful 3-7 Pre-Prep and Nursery which are part of the academically outstanding and distinguished 3-18 Perse School

The history of The Perse School

The Perse School was founded in 1615 by the will of Dr Stephen Perse, a Fellow of Gonville and Caius College. It was first established in Free School Lane, to provide for 100 free scholars from all backgrounds.

A series of energetic masters developed the School during the late 19th Century and it moved into new buildings at Gonville Place in 1890. The illustrious headmaster W.H.D. Rouse (1902-28) built a glowing

reputation for the School and also set up a Prep School. The Upper School eventually moved to Hills Road in 1960.

From 1945-1976 The Perse was a Direct Grant school offering free places to some 40% of pupils. Following the government's withdrawal of the grant, The Perse became independent.

The Sixth Form began welcoming girls in 1995 and the School's move to fully co-education was completed in 2012. The Perse celebrated its 400th anniversary in the academic year 2015/16.



The Perse today

The Perse School is a charitable company and one of the country's leading independent day schools. Our vision is to love learning and strive for the greater good. The **values** that define our community are: intellectual curiosity and scholarship, endeavour, breadth and balance, and valuing one another and our environment. All aspects of the School were classified as outstanding in our **2016 inspection** by the Independent Schools Inspectorate.

We educate girls and boys from 3-18 on three sites in Cambridge: the Pelican Nursery and Pre-Prep, the Prep and the Upper. Children progress through three different schools, with an integrated curriculum and pastoral care system.

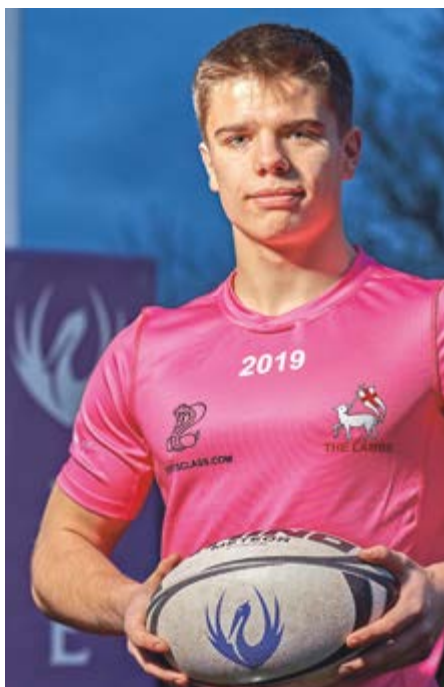
We have a clear **learning philosophy**. We are academically selective, where bright children thrive and embrace the many opportunities we provide to go beyond the curriculum. We provide a rounded education, with first class opportunities in sport, art, outdoor pursuits, music and drama, and a large number of thriving clubs, societies and extra-curricular activities in which all pupils participate.

The pastoral system is strong and supportive, the student body is diverse, and the atmosphere is open and friendly. We provide more than £1 million each year in means-tested bursaries at the Upper, to ensure children from all backgrounds can benefit from a Perse education.

In the last decade we have invested over £40 million in new and improved facilities across the three sites. At the Pelican an updated playground has been created with artificial turf. The interior is also undergoing a three year refurbishment with improved lighting and doors.

There are around 400 staff across the whole Perse School (Upper, Prep and Pelican), around half of whom are teachers.

For an overview of the benefits of working at The Perse, please see our **reasons to work at The Perse** section.



The Perse 3-18

The School educates nearly 1,650 boys and girls from 3-18 on three separate sites.

The Perse Pelican is a Pre-Prep and Nursery located in a former boarding house on Glebe Road. The Perse Pelican currently has 158 pupils from Nursery to Year 2, the vast majority of whom progress to The Prep School and thereon to the Upper subject to a continuous assessment review.

The Perse Prep is set within a 16 acre site off Trumpington Road, to the south of city centre. There are currently 282 pupils from Years 3 to 6. The Prep benefits from subject specialist teachers and impressive facilities.

The Upper School is situated on a 27 acre site on Hills Road with extensive playing fields and recreational areas. There are currently 1250 pupils from Years 7-13. Many of the Upper facilities are available for 3-18 use.

For staff, there is 3-18 curriculum, pastoral and extra-curricular co-ordination with common Perse policies and regular meetings of staff from the Pelican, Prep and Upper to share best practice and ensure integrated provision. Some services are provided centrally on a 3-18 basis. These include estates management, finance, human resources, ICT, communications and development.

The Heads of the Pelican, Prep and Upper work closely together and meet on a weekly basis with the Bursar. The Head of the Pelican is responsible for the day to day running of the School and ultimately reports to the Head of the Prep School. One board of governors oversees all three schools.



The Perse Pelican

Site

The Pelican opened in 1997 in buildings formerly occupied by the junior boarding house of the Perse Upper School. The Pelican quickly established itself as one of the leading Nursery and Pre-Preparatory Schools in the country and is significantly over-subscribed.

The Pelican is superbly equipped, and housed in a beautifully adapted Edwardian building located with its own gardens on a quiet residential street. Classrooms are bright and spacious, and are equipped with smart boards. There is a well-stocked library, dining hall, and an outstanding multi-purpose hall used for assemblies, drama, music, PE and evening events. Each of the Nursery, Reception and main playground areas have been redesigned over the past six years to provide striking hard and soft play areas, a wildlife garden, and outdoor classroom areas.

Structure

Pelican pupils are arranged in four year groups. There are 32 children in Nursery and usually 21 in each of the Reception, Year 1 and Year 2 classes. Each class has a teacher and dedicated full-time teaching assistant. Nursery children are accepted into the Nursery in the September following their third birthday.

All children attend for a minimum of 3 days a week and many are full time.

The core school day runs from 8.35 to 3.15pm. However, with before and after school care and clubs, some pupils are on site from 8am to 5.30pm.

Pelican staff also run the Club Pelican holiday club for pupils for eight weeks of the school holidays, organising many enjoyable activities and outings for the children. Take a look at the **Beyond the Classroom** section for information about Pelican clubs.

Academic

The Pelican delivers a rich and stimulating curriculum that takes into account pupils' individual interests, setting similar learning objectives in a range of different contexts in different years. We endeavour to provide an education where all pupils reach their potential in all areas of the **curriculum**. Children learn through a range of play-based activities as well as more formal methods of learning and have many opportunities to develop independence.

We meet children's individual needs with our staffing ratios of one adult to approximately 10 children for Reception, Year 1 and Year 2 (and one to eight in Nursery). In terms of technology, smartboards, PCs and iPads are all in daily use at the Pelican. This enables the children to work independently by making videos or taking photographs, and assists staff in delivering the curriculum in diverse and interesting ways. Seesaw is now in use across the School with parents able to access their children's work.

Pastoral

A happy, secure, confident child makes excellent all-round progress at school. We focus on helping each child make a smooth transition between home life and their first school and gain the skills to become increasingly independent and resilient. Our excellent staff ratios and careful planning allow us to identify children's strengths and areas for development, and to use that insight to provide each and every one with the best possible opportunities to be excited about their learning and achieve their full potential. Well-being classes are taught throughout the School.

We give as much thought and care to the development of our children's **social skills** as we do to the academic curriculum. Many of the friendships formed at the Pelican last throughout The Perse, and on into adulthood.

Beyond the Classroom

Our extra-curricular **provision** is broad and aims to provide something of interest to satisfy everyone, allowing all our children the opportunity to sample a variety of activities and discover new hobbies. Whether their talents lie in music, drama, sport, circus skills, kung fu or chess, every child can flourish and broaden their range of skills outside the curriculum.



Facilities

Whilst Pelican facilities are excellent, the children benefit from being able to use the extensive facilities available nearby at the Upper. There are close links with the Prep to ensure that the transition from Pre-Prep to Prep is smooth. The School runs a daily minibus service between the three sites to ease collections for parents at the end of the day.

Admissions

There are two key entry points into the Pelican: Nursery and Reception. Each year, around 32 children join us in Nursery, our main entry point. In Reception, around eight external applicants will join children progressing from Nursery. Occasionally vacancies arise in Year 1 and Year 2 and we hold a waiting list of children who would like to be considered for a place should one become available. Selection is by a sensitive and low-key screening process. There is continuous assessment of Pelican pupils throughout their time at the School to ensure they meet the entry requirements of the Prep and realise their own potential. Take a look at the **Admissions** section of the website for future information.

3-18 Strategy and Governance

The Pelican Head has day-to-day responsibility for the leadership and management of the Pelican Pre-Prep and Nursery and appoints all Pelican staff. The Pelican Head reports to the Head of the Prep School. The Heads of the Upper, Prep and Pelican, together with the Bursar, meet on a weekly basis. The Pelican Head contributes to the wider strategy of The Perse School through a Management Strategy Group, Governors' meetings and strategic away days.

The Pelican Head presents reports to the governors via the Education Committee, which exercises Governing Board oversight of the Pelican School. The Pelican Head also attends meetings of the Governors' Finance and General Purposes Committee, and relevant sections of the Full Board.



The Role

The Pelican Head has overall responsibility for the day to day running of the School. The Head is assisted by the Deputy Head and a Senior Leadership Team of senior teachers with specific roles.

The Perse is committed to continuous improvement, and the headship of the Pelican will be an outstanding opportunity for a high calibre school leader who is ambitious for their pupils and enjoys working in a dynamic and successful environment.

The main responsibilities of the Pelican Head include:

- To lead a happy and successful school ensuring the wellbeing of children and staff and developing excellent relationships with parents.
- In conjunction with the Prep and Upper, provides a clear vision and strategic plan for the future development of the Pelican which is consistent with the aims and values of the overall Perse School.
- Producing an annual Pelican School Development Plan which translates strategy into clear and measurable targets for implementation and monitoring.
- Recruiting sufficient girls and boys of appropriate ability for entry to the Pelican.
- Recruiting and retaining excellent teaching and support staff who enthuse pupils to ensure high quality learning and rapid pupil progress.
- Maintaining the Pelican's excellent level of academic achievement, evaluating the standard of teaching and learning and implementing an appropriate curriculum timetable in conjunction with senior staff.
- Delivering a balanced curriculum which meets the needs of Pelican children, with a vibrant extra-curricular programme in art, drama, music, sports, clubs and trips.
- Communicating and liaising effectively with parents (including the Association of Pelican Parents – APP), professional bodies, local residents and other relevant groups.
- Leading the Pelican's Senior Leadership Team.
- Deploying and managing the Pelican's teaching staff; promoting their development and ensuring that high standards of professional performance are maintained.
- Promoting positive behaviour amongst pupils whilst ensuring that they receive supportive pastoral care.
- In conjunction with the Bursar, the Director of HR and senior staff, ensure compliance with all aspects of Child Protection and Safeguarding.
- Working with the Bursar and Estates Manager to ensure a safe and high quality environment for Pelican pupils.
- Working with the Chief Financial Officer to ensure the Pelican has an appropriate budget and financial controls.
- Playing a full role in the development of an outstanding and integrated 3-18 education experience for pupils and parents.

Key criteria for selection

Experience

- Track record of teaching excellence and senior, strategic leadership experience.
- Strong academic and intellectual credentials.
- Experience and understanding of a pre-prep school environment, ideally within a larger 3-18 foundation.

Skills and attributes

- Proven leadership skills, including leading by example, and an ability to inspire the whole school community.
- High levels of emotional intelligence and an awareness of the factors which promote a successful school community.
- Ability and commitment to market the School effectively to prospective parents.
- Excellent written and oral communication skills.
- A commitment to continuous improvement.
- A good understanding of issues affecting the education sector.
- A clear understanding of the financial aspects of school leadership.
- High levels of integrity.
- A high degree of self-awareness and a commitment to personal and professional development.
- A generosity of spirit towards the demands of a busy school. The role requires flexibility and will involve out of hours, weekend and holiday work.





The Process

First stage interviews will take place in the week beginning Monday 11 November, during which candidates will have a tour of the Pelican with the current Head, a tour of the Prep with the Prep Deputy Head and a tour of the Upper with the Upper Deputy Head. There will also be an interview with the Head of the Prep and the Director of HR, and some written exercises. Final interviews will take place in the week beginning Monday 25 November with the Head of the Upper, the Bursar, the Head of the Prep and a Governor.

Terms of appointment

The new Head will take up the post on 1 September 2020. A competitive remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered. The salary is pensionable under the Teachers' Pension Scheme. Benefits include:

- Private health insurance.
- Assistance with fees at the Pelican, Prep and Upper subject to pupil entry requirements and the staff fee remission policy.

Applications

Applications are to be made using the School's online application form, available from the School website www.perse.co.uk/job-vacancies

Any queries regarding the application process should be directed to the HR Co-ordinator, recruitment@perse.co.uk

The closing date for applications is noon on **Wednesday 16 October**.

Safer Recruitment

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.



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