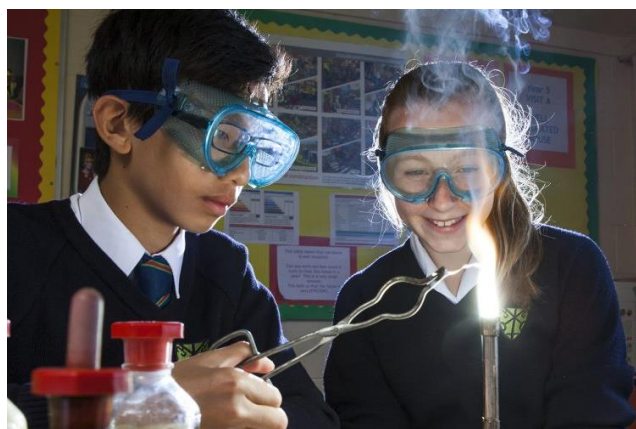




PRIOR PARK
PREP SCHOOL
CRICKLADE, WILTSHIRE

DIRECTOR OF TEACHING & LEARNING & ENGLISH OR MATHS COORDINATOR Candidate Pack





Introduction

Key dates:	Apply by 1 February 2018
Job start:	September 2018
Location:	Cricklade, Wiltshire (SN6 6BB)
Contract type:	Full Time
Contract term:	Permanent

The Setting

Prior Park Prep is a long established Independent Prep School located in the heart of Cricklade, Wiltshire. Cricklade is a short drive from the M4 and A419, making it easily accessible from Cirencester, Swindon, Malmesbury and surrounding areas.

The school is housed on an 8-acre site within the town, including a handsome Grade II listed manor house, a separate pre-prep department housed within a walled garden, a number of purpose-built classroom blocks and extensive sports facilities including astroturf and grass pitches, a sports hall and swimming pool.

The Experience

Prior Park Prep educates boys and girls from age 3 to 13. At the end of their time at the school, pupils move on to a wide range of independent, grammar and maintained schools.

The school aims to:

- Develop the academic, musical, creative, sporting and other talents of each boy and girl.
- Provide outstanding pastoral care in a secure, happy, nurturing environment, underpinned by principles of tolerance, kindness and respect.
- Create an outward-looking ethos, building links with parents and the local community.
- Prepare leavers for entry to senior schools at 11+ and 13+.
- Enable leavers to be confident, capable, caring and independent minded.

To find out more about the school visit: www.priorparkprep.com

The Future

In September 2017, Prior Park Prep joined the Wishford Schools group and Guy Barrett was appointed as Headmaster to lead the school through an exciting period of investment, modernisation and development. The school is to be relaunched with a new name in January.

Guy was previously Head of Heywood Prep, a fellow member of the Wishford Schools group. Heywood Prep is a thriving day prep school with 250 pupils located in Corsham. Wishford Schools and Guy worked closely together to make the school into a huge success, investing in the staff, facilities and resources required to deliver a first class education within a caring, nurturing environment. Key to that success was Guy's ability to build a fantastic team of teachers and get the very best out of them. You can read more about his time at Heywood Prep here: <http://www.wishford.co.uk/News/Moving-on-five-years-at-Heywood-Prep/>

Wishford Schools

Wishford Schools is a small, friendly group of seven prep schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care. In addition, Heads work closely with an Advisory Board of experienced school leaders, and with each other, meaning that someone is always available to offer advice and support.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

The Opportunity

The Headmaster invites applications from high quality, experienced candidates for the role of Director of Teaching & Learning who have the passion, motivation and leadership qualities to drive change across the school community and in all curriculum areas. This is an important role on the School's Senior Leadership Team.

Candidates will need to demonstrate a track record of successful leadership and particular aptitude for:

- Raising standards of teaching and learning;
- Teaching and coordinating English or Maths to 11+ and/or 13+ level;
- Communication and relationship-building;
- Planning, implementing and managing curriculum development; and
- Teamwork and attention to detail.

The successful candidate will join the Wishford Schools Leadership Development Programme, details of which can be found on the Wishford Schools website.

Full job descriptions and person specification can be found below.

Remuneration

An excellent salary and benefits package will be provided including access to the Teachers' Pension scheme and school fees remission.

The school has some accommodation which can be made available to staff on attractive terms.

Application Process & Important Dates

Applicants should obtain an application form from www.wishford.co.uk/jobs and submit this by email to Jacky Barratt, Head's PA, at Jacky.Barratt@priorparkprep.email.

The application form may be accompanied by a covering letter of no more than one page.

Visits to the school can be arranged; please contact the Head's PA to make an appointment.

The closing date for applications is noon on Thursday, 1st February 2018.

Interviews will be held on Thursday, 22nd February 2018.

Contact Details

If you have any queries or would like further information, please do not hesitate to contact Jacky Barratt, PA to the Headmaster, on 01793 750275 or jacky.barratt@priorparkprep.email



Job Description

Director of Teaching & Learning

Overview

The Director of Teaching & Learning will:

- Deputise for the Deputy Head and Headmaster in their absence.
- Have responsibility for the oversight and management of all academic matters. The aim of the role is to develop and facilitate the highest professional practice and standards from the teaching staff.
- Play a key role in the school's growth and development, working flexibly to support the Headmaster.
- Work closely with the Wishford Schools Director of Strategy & Education and the Assessment & Reporting Coordinator.

Main Responsibilities and Tasks

Strategic Planning

- To develop and implement the Curriculum Development Plan and support the overall School Development Plan.

Academic Curriculum and academic life of the school

- To lead, develop and implement the educational philosophy and aims of the school, working collaboratively with the Headmaster and staff and the group Director of Strategy & Education.
- To play a major role in the school improvement and school self-evaluation planning process.
- To ensure that the curriculum delivered is appropriate and relevant for the age groups.
- To lead the development of academic policies, ensuring that there is progression within the curriculum.
- To ensure the school is operating cohesively, that pupils can transition smoothly from one year to the next and that a balanced curriculum is delivered.
- To co-ordinate departmental target setting and ensure that detailed schemes of work are in place.
- Coordinate academic information evenings for parents.

Monitoring, Evaluation and Development of Teaching and Learning

- To develop and implement the Teaching and Learning Plan in collaboration with the Senior Management Team and Subject Coordinators.
- To organise and oversee the monitoring of annual departmental reviews.
- To oversee the Curriculum Policy and annual curriculum plans and booklets.
- Encourage high teaching standards and to act as a role model to colleagues, in and out of the classroom.
- Set agendas for and distribute minutes of Subject Coordinator meetings, and chair these meetings, as well as monitor other department meetings.

- Work closely with Subject Coordinators in developing schemes of work, policy documents and development plans, and ensure that relevant planning and evaluations are completed.
- To ensure that the teaching and learning at the school is of the highest standard so that the curriculum is delivered effectively to all pupils.
- To monitor the work of teachers, including undertaking lesson observations and giving feedback and suggesting where changes might be considered for improvement and development.
- To sample pupil work as part of the process to monitor the performance of staff and pupils.
- To assist teachers with pupils who are causing concern.
- To feedback observation findings relating to classroom teaching issues to the Headmaster for consideration as part of the staff performance management process.
- To co-ordinate the identification of staff professional development needs and liaising with the Deputy Head to organise relevant INSET at the start of terms.
- To articulate a culture of high expectations and standards by setting targets and putting in place effective systems for school evaluation and school improvement planning.
- To support academic initiatives such as the implementation of new schemes of work.
- To oversee the management and timetabling of homework; monitoring its effectiveness and giving support where appropriate.
- To take a key role in preparing for inspections.

Staffing and Allocations

- To assist the Deputy Head in the induction of new staff, including NQTs.
- To work with the school SENCO on the identification and provision of Learning Support.
- To advise colleagues on academic issues.
- To plan and run regular academic meetings with teaching staff to chart pupil progress.
- To appraise colleagues as part of the school performance management system.
- To lead and manage the Subject coordinators to encourage, support and challenge them to maintain and raise the already high academic standards.
- To chair all Subject Coordinator meetings.
- To assist and advise the Deputy Head with staff academic professional development.
- To assist the Headmaster with interviewing applicants for teaching posts and to advise on the appointment of staff.

Pupil Assessment - Assessment, Tracking and Admissions

Work with the Assessment & Reporting Coordinator:

- To manage testing of all prospective pupils with appropriate staff in charge of admissions.
- Provide relevant data to staff for discussion regarding pupils' progress after examinations or for future class selection.
- Upload all relevant information to the ISI portal website for Inspection purposes.
- To manage the requirements of Senior School entrance for relevant pupils, ensuring that staff have access to up to date scholarship and entrance exam papers.
- To ensure that detailed records are kept of pupil progress at all levels to facilitate pupil tracking.
- To oversee standardised testing across the school.
- To identify Able, Gifted & Talented pupils and monitor progress in conjunction with teachers.
- To collaborate with the Headmaster to develop a detailed knowledge of future schools and the individual exam requirements for the range of schools we prepare pupils for.
- To liaise with the registrar and record and track future school choices.
- Assist in the preparation of pupils for senior school tests and interviews;
- Produce reference reports for current pupils' future schools in liaison with the relevant Form Tutors.
- To further develop tracking systems and target-setting procedures.

Key Events and Academic Calendar

- To liaise with the Headmaster and Deputy Head about dates and timings for all academic events, such as academic meetings, Parents' evenings, future school meetings, etc.
- To attend school and Parents' Association events. Co-ordinate the termly Subject Coordinators Meetings, including the preparation and presentation of reports to the SLT and SMT.

Continuing Professional Development

- To ensure up-to-date knowledge of educational issues and trends.

- To ensure a good working knowledge of the regulatory framework within which the school operates, including a detailed knowledge of the Independent School Standards.
- To attend relevant professional training courses and independent school sector conferences.
- To train as an ISI Team Inspector or Compliance Team Inspector.

Parents

- To ensure good, timely and appropriate communication is maintained with parents of pupils.
- To advise and guide parents, where appropriate, regarding curriculum and classroom issues; investigate and respond to parental enquiries and concerns regarding the curriculum, standards of teaching and the academic management of pupils.
- To keep the Headmaster informed of issues arising from parental concerns.

General Duties

- To deputise for the Headmaster and Deputy Head in their absence.
- To attend SLT meetings and any senior management or Wishford meetings as required
- To promote and market the school locally, nationally and internationally.
- To contribute, to the recruitment of academic staff, including interviewing candidates for teaching posts and observing lessons.
- To actively contribute to the activities of the school and support colleagues.
- To be aware of and comply with Health and Safety policies, legislation and best practice.
- To work within school procedures and codes of practice.
- Keep abreast of educational developments in the independent and state education systems and possess a thorough and up-to-date working knowledge of the Independent Schools Inspectorate requirements;
- To undertake such other duties as are required by the Headmaster.

This job description may be adapted to best fit the skills and needs of the appointed candidate. Over time, the job description may be modified through consultation between the post holder and the Headmaster.



Job Description

Subject Coordinator (English or Maths)

Title of post:	Subject Coordinator
Responsible to:	Headmaster / Deputy Head / Director of Teaching & Learning / Director of Pastoral Care
Purpose:	To work with the pupils and staff to successfully raise standards of pupil progress
Relationships:	<p>The post holder is directly responsible to the Headmaster, Deputy Head, Director of Teaching & Learning, and works closely with the Form Tutors, Subject Teachers and SENCO as appropriate.</p> <p>The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school Pastoral and Academic structure in the School.</p>
Key Competencies	<ol style="list-style-type: none"> 1. High level classroom practitioner with a wide range of teaching skills; 2. Ability to prepare pupils for selective 11+ and 13+ academic entry at secondary schools and teach at scholarship level; 3. High level inter-personal skills enabling effective team leadership; 4. Ability to evaluate the work of others and enable their development through consultation, coaching and support; 5. Ability to analyse data and information, identify patterns and trends; 6. Ability to formulate strategies for improved learning as a result of the above
Key Tasks:	<p><u>General Responsibilities</u></p> <p>The Subject Co-ordinator will:</p> <ul style="list-style-type: none"> • Carry responsibility for promoting and safeguarding the welfare of children with whom he/she comes into contact. • Stay in touch with any relevant developments in his/her field. • Be responsible for maintaining and updating all departmental curriculum documents, policies, schemes of work and examination papers. • Ensure the smooth running of the department and that all members of the department understand and follow agreed practices. • Ensure that the requirements of the syllabus is properly met and will guide, monitor and support members of the department. • Take responsibility for the development and profile of the department and runs regular departmental meetings for which an agenda should be published in advance and minutes copied to the Director of Teaching & Learning.

Management

- Define policies within the department and plan strategies to promote effective, lively teaching to pupils throughout the whole ability range
- Lead and co-ordinate the work of the department and liaise with the Deputy Head and where appropriate, with individual teachers and parents
- Support and encourage members of staff in the department, advising them and motivating them
- Monitor pupil performance efficiently and effectively
- Hold regular departmental meetings and provide minutes
- Co-operate and liaise with teachers in the School and other educational establishments as appropriate
- Attend Subject Co-ordinator meetings
- Ensure the implementation of those elements of school policies which relate to the work in the department
- Be involved in the appointment of departmental staff
- Carry out a yearly audit of the work of the department for discussion with the Headmaster, Deputy Head and Director of Teaching & Learning
- Be responsible for producing material for departmental handbooks and website

Curriculum

- Prepare suitable schemes of work and select appropriate books and materials for pupils, taking into consideration the provision for able and less able pupils in liaison with the SENCO
- Monitor and evaluate the effective delivery of the curriculum
- Keep abreast of the latest developments in teaching within the subject area and with curricular issues and debate
- Undertake the duties laid down in the job description of an Form Tutor

Administration

- In coordination with the Director of Teaching & Learning, organise the setting, production and marking of internal examinations and external Entrance examinations where appropriate, in accordance with school policy
- Manage the departmental budget
- Organise departmental resources
- Organise educational visits/visiting speakers where appropriate

Support for the School

- To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- To display pupils work to reflect their achievement
- To supervise pupils on outings and visits as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headmaster
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice
- To be a proactive member of the school team
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects
- To perform other duties that the Headmaster considers reasonable, that are commensurate with the post



Person Specification

Director of Teaching & Learning

In addition to the requirements of being an excellent classroom teacher, we are looking for a Director of Teaching & Learning who has the following:

Personal Qualities & Attributes:

- Creative, warm, engaging, transparent and intelligent
- Well organised, calm and very positive, confident and assuring
- Able to quickly engage and build appropriate relationships with children
- High levels of emotional literacy
- Able to lead, encourage, inspire and motivate staff
- Dependable and reliable, with an excellent record of attendance
- Willing to go the extra mile, have high levels of stamina, energy and determination
- Effective team leader/member and a model of professionalism
- Flexible, able to respond quickly to changes and think on your feet

Essential requirements:

- Experienced and inspirational teacher
- Experience, flexibility and willingness to confidently teach other KS2 subjects, as required
- An ability to prepare pupils for selective 11+ and 13+ academic entry to secondary schools.
- The ability to contribute significantly to the school development plan. This ability should be evident from past experience
- Ability to work collaboratively in a professional and forward looking environment
- Significant experience of working as a key curriculum leader in a primary, prep or senior school
- Experience as a current or recently practicing team builder/ leader/ manager
- Experience of working with children across the primary age range
- Experience of working with parents and carers, outside agencies, in partnerships and collaboration to secure achievement, enrichment opportunities and resources for children
- Qualified teacher status
- Able to effectively manage children's behaviour in a positive way and to promote good relationships and good behaviour
- Able to work as part of the Senior Leadership Team and take responsibility
- Highly developed interpersonal skills - able to talk effectively to children, parents, governors, external professionals and colleagues
- Able to liaise effectively with agencies, build good working relationships and rapport with colleagues
- Excellent written and verbal communication and able to help the school raise standards of achievement
- Able to produce careful, accurate, positive and well written reports, policies, guidance, letters and communications

- Able to read and use data and to use a range of sources of evidence to make judgments and identify next steps
- Confident in use of ICT as a teaching, learning, communication and administrative tool

Desirable requirements:

- Recent, relevant in-service training - particularly in relation to teaching, learning and assessment and in relation to leadership and management e.g. Leading from the Middle (NCSL) Skills