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150

Hendon Prep

APPOINTMENT OF HEADTEACHER

Candidate Brief

COGNITA

THRIVE IN A RAPIDLY EVOLVING WORL

> My children have been studying at Hendon Preparatory school for the past 2 years. I have noticed great improvement not only academically, but also in terms of their confidence and other important life skills.
>
> **Hendon Prep School Parent**

Join us

An exciting opportunity

Embark on a unique opportunity to lead Hendon Preparatory School, a vibrant tapestry where inclusivity, warmth, and academic excellence seamlessly converge.

Our commitment to excellence is interwoven into a dynamic curriculum, challenging pupils daily and nurturing lasting confidence and curiosity. Prioritising our children's wellbeing, we cultivate a supportive and cherished environment extending beyond academic achievement. At Hendon, these invaluable strands within a child's educational DNA blend seamlessly, resulting in academic success and personal growth.

Our children achieve outstanding results at the 11+, paving the way for a smooth transition to some of the most selective senior schools in the country.

Be part of the journey

Parents place confidence in the school's ethos, trusting that we deliver on our promise. Our commitment ensures every child not only attains academic success but also experiences personal growth, ultimately shaping them into confident, articulate, and happy individuals.

Hendon are looking for a Head who will wholeheartedly embrace the existing ethos and possess the foresight to build upon it. They must be able marry academic rigor with a nurturing touch, all while demonstrating the commercial astuteness needed to navigate London's competitive market.

Hendon Preparatory School

Nestled in the leafy suburb of Hendon, Hendon Prep offers a truly enriching educational experience within a warm and welcoming learning environment. Throughout the school, you'll discover distinctive individual learning areas, each a vibrant hub of knowledge housed within bright and well-resourced classrooms. From our dedicated ICT suite to the inspiring Art and Design studio, the harmonious music room, the treasure-filled library, and the fully equipped science laboratory, every corner of our school is designed to ignite curiosity and nurture creativity.

Venturing beyond the traditional classroom setting, our school embraces the outdoors with a generous playground and a unique outdoor learning space. Here, children enjoy ample room for play and engaging outdoor learning experiences. The playground is a hub of excitement, featuring a planting area, an Amphitheatre for creative performances, an Astroturf football and netball pitch for sports enthusiasts, and a giant chess board for strategic minds. At Hendon Prep, playtimes are moments brimming with laughter, exploration, and joy.

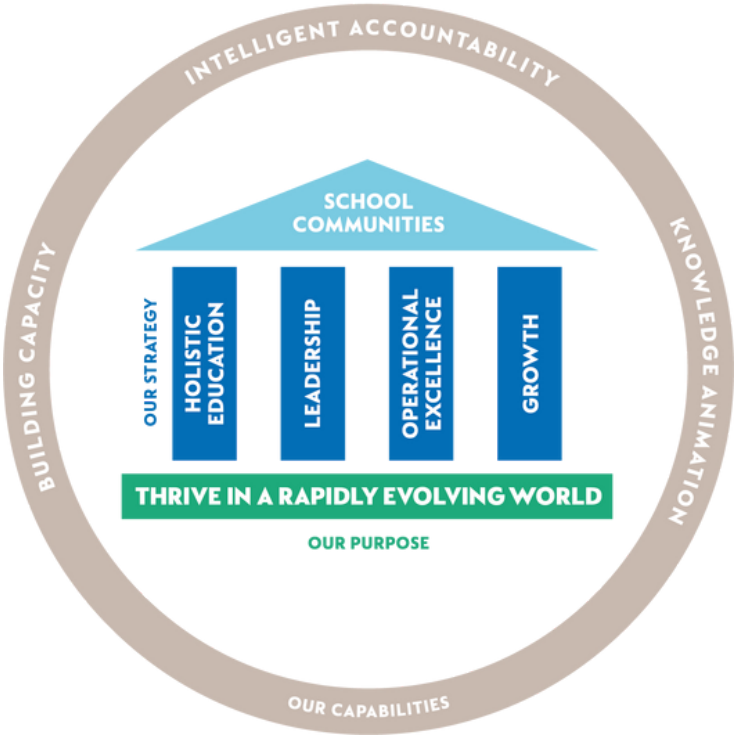
In addition to our on-site facilities, we actively engage with the broader community by tapping into fantastic local resources such as Poolside Manor Swimming Pool and Power League. This ensures our children have access to a myriad of opportunities, further enhancing their educational journey. Hendon Prep is a dynamic school, where our team aim to provide a truly extraordinary experience for every child.

About Cognita

Cognita is a global leader in independent education. Founded in 2004, we are a growing community of over 100 schools across 16 countries from Europe to North America, Latin America, Asia and the Middle East. Each of our schools is proudly unique, but our collective purpose is to create an environment where we can all thrive in a rapidly evolving world.

The Cognita Quality Framework

Our Quality Framework allows us to engage with our diverse range of schools with a clear and common language, shared across regions.
Each school has its own distinctive character and identity and the Quality Framework is the golden thread that connects us.



The Cognita Mindsets

To embed the Quality Framework into our culture in Europe we embrace four mindsets.

1. **We go together**
We operate with our collective goals in mind.

2. **We believe we can**
We take ownership of our responsibilities and always believe we can.

3. **We stay ahead**
We embrace change to stay ahead.

4. **We share a growth mindset**
We are open to new ideas and ways of working.

“The school meets its aim to stretch and challenge pupils to achieve the best they can as individual learners.”

ISI Inspection Report 2023

The Role

We seek an inspirational leader for Hendon Preparatory School. A leader who is able to embrace the ethos of the school, continue to build the strong community and ensure the legacy of academic excellence in a kind and caring environment continues to grow both locally and globally.

This is a for profit school within the Cognita group. Our Heads are appointed to ensure continuous improvement in all areas, delivering a Holistic Cognita Education whilst ensuring overall commercial success of the school.

Leadership

- Sets the vision & direction for the school in alignment with the Cognita Quality Framework so colleagues, students and parents are inspired by the direction and ethos.
- Ensure a clear long-term strategic growth plan is written and delivered in conjunction with the leadership team (and potentially a wider stakeholder group).
- Create a positive and growth-minded culture to develop a conducive environment where staff love coming to work and students have an inspiring environment to learn in.
- Effectively communicate all aspects of the school to its community and the wider organisation.
- Engage with the global learning network within Cognita and ensure positive interactions with central/POD teams and colleagues from other schools.

Holistic Education

- Ensure clarity of focus on safeguarding, academic achievement and personal development.
- Embed the Cognita Quality Framework: A3 – Attitudes, Adaptability and Agency.
- Ensure a rigorous focus on pupils' achievement, using data and assessment tools to monitor pupil progress and challenge underachievement with pupils and colleagues.
- Lead a successful preparation, application and transition program into the next phase of education for all students.
- Be accountable for all requirements regarding inspection and external reviews; ensuring that the School is fully compliant with all current requirements/policies.
- Be an advocate for student wellbeing and ensure the Cognita Be Well Charter is used as a key tool in student wellbeing.

Operational Excellence

- Be accountable for the school finances including budgeting, planning, and forecasting ensuring full ownership of the school P&L.
- Oversee school infrastructure and resources in a commercially appropriate way.
- Knowledge of the company procedures, deadlines and limits of authority, and ensure the school adheres to them.
- Ensure that all staff and volunteer roles are clearly defined, understood and agreed; and that individuals are held to account.
- Recruit, retain and develop staff as leaders in order to build capacity for improvement.

Growth

- Take a leading role in the management of Student Retention and Admissions experience.
- Ensure the marketing of the school is in line the direction/ethos that has been agreed.
- Recognise business opportunities & explores new avenues of growth, especially by attracting and retaining students.
- Ensure partnerships with parents to support and improve pupil achievement and wellbeing.
- Create partnerships within the local community to maintain the School's reputation.

People

- Recruit, retain and develop staff as leaders in order to build capacity.
- Ensure high engagement of staff.
- Be willing to tackle difficult issues.

Safeguarding & Compliance

- Demonstrate a personal commitment to safeguarding, health & safety.
- Lead the school so that it is compliant and provides a safe learning environment for students and colleagues.
- Ensure full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.

Governance

- Cognita is the proprietor of Hendon Preparatory School. As such, Cognita has the legal responsibility and accountability for ensuring that the School is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.

- Cognita schools do not have governing bodies. However they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.

- Lead a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.

- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

About You

	Essential	Desirable
Persona	• A nice, personable and charismatic person who has professional gravitas (in and out of school) • Understands the importance of 'frontline leadership' • Embraces and manages diversity • Understands why and how to build capacity	
Skills Attributes Traits	• Strong leadership skills with integrity and a strong moral compass • Has resilience but is willing to be open and learn • Enjoys empowering others and nurturing talent • Able and willing to have honest & tough conversations with colleagues and parents. • Ability to simplify the complex • Strong people skills with the ability to build teams and the school community • Excellent written and oral communication skills • Manage competing priorities and meeting deadlines • Able to develop and deliver strategic plans • Be adaptable in order to engage effectively with parents, pupils, colleagues • To be flexible and resilient, able to adapt to the changing needs of the school	
Experience Knowledge	• Demonstrate outstanding teaching practice • Good commercial acumen • Knowledge of safeguarding regulations and Independent Schools Standard & Regulations • Deep understanding of the curriculum	• Experience of delivering strong commercial and financial performance in schools
Qualifications	• Degree in Education • Relevant Educational qualification / qualified teacher status	• Masters in Education and/or leadership

Benefits of Leading a Cognita School

As a Cognita Head you are welcomed into a global network of peers. You join a Pod of schools under the leadership of a General Manager, who is the Chair of Governors. The Pod consists of a group of experts specialising in school improvement, finance, operations, IT, admissions and marketing. There are weekly on-line meetings as a POD and numerous opportunities to work with heads from across all schools in the UK and Europe. This collective experience of over 40 Heads provides a profuse network of support and advice. In addition to this we offer in-house specialist legal, compliance and Human Resources support.

Our employees enjoy a comprehensive range of benefits, not least professional development incentives that can see their talents and efforts being transformed into vibrant and rewarding careers. We do this through a number of formal and informal methods, such as:

Leadership conferences
The diverse scope of schools and people within Cognita provide you with a network of like-minded peers to discuss key issues and share best practice.

Work-related conferences, seminars, tuition and professional subscriptions
We believe building professional knowledge and practice should extend beyond Cognita. We encourage and support our people in such activities.

Coaching, mentoring and networking in the workplace
Whether formal or informal, training activity of this kind has an important role in the range of development we offer.

How to apply

- Applicants must submit a completed Cognita application form and a covering letter addressed to James Carroll, General Manager, addressing the criteria outlined in this Candidate Brief and accompanying person specification. The letter should be no more than two sides of A4.

- A current CV can also be added but it cannot replace the completed application form.

- All applications should be submitted to our Recruitment Specialist, Kamini Chouhan, by email: Recruitment@cognita.com and must be received by Sunday 3rd March 2024, 5pm.

- Shortlisting: Week commencing 4th March 2024.

- Shortlisted candidates will be invited to a two stage interview process at Hendon Prep School involving a number of key School and Cognita stakeholders.

Compensation and benefits

A salary package commensurate with the skills and experience of the appointee will be offered together with private medical insurance, a healthcare cashplan and fee discount for any children.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

This post is exempt from the Rehabilitation of Offenders Act 1974 and Cognita Schools is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Hendon Preparatory School
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