

Old Palace of John Whitgift School



Head of Preparatory School Application Pack Autumn 2019

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October 2019

Dear applicant,

Thank you for your interest in the position of Head of Preparatory (Prep) at Old Palace School of John Whitgift, Croydon. The post has become available due to the relocation of the current Head, Mr. Tim Horton, to Stratford Prep School, Warwickshire after nearly five years of outstanding service to the School.

Old Palace provides an excellent education for girls aged 1 to 18 across our Senior and Prep School sites. I started as the Head of Old Palace at the beginning of this term and so I am very much looking forward to appointing a Head of Prep who can work alongside me and the rest of the senior leadership team to develop and deliver the right strategy for the next stage of the school's history and secure Old Palace as the leading provider of girls' education in the local area.

In this pack you will find a wealth of information about Old Palace, the Whitgift Foundation and the requirements for the role. Additional information on the school can also be found on our website <https://www.oldpalace.croydon.sch.uk/>

I hope that after reading this information you will be interested in applying for the post of Head of Prep at Old Palace and I look forward to receiving your application.

Jane Burton

Head



Introduction to Old Palace School

Welcome

First and foremost, Old Palace is a place of learning. For every pupil who attends the school, Old Palace will be a key contributor to their development as an educated, compassionate and rounded individual, well prepared to address the challenges presented as they make their own contribution to society.



Every student at Old Palace enjoys a first class, academic education and experiences a wealth of opportunities to enable them to develop as an individual through an outstanding extra-curricular and enrichment programme. We promote a values-based education embracing four dimensions; knowledge and skills, service, courage and emotional intelligence. With this approach, pupils learn about who they are, what they stand for and leave Old Palace well prepared for the future.

Old Palace encourages and nurtures the special qualities of each and every individual entrusted to the school. The superb pastoral care ensures that every student is well supported as they move through the school and the vibrant community stimulates them to develop and flourish in ways beyond the reach of a conventional education.

The Four Pillars

An Old Palace education means more than excellent academic results. We want our students to experience fulfilment, courage, emotional intelligence and a broader education during their time here. The following explains the school's values which create the foundation for the education at Old Palace and are known across the school as 'The Four Pillars';

- Service- putting others before oneself
- Courage- being passionate about re-enforcing a moral code
- Skills and Knowledge- upholding the value of all things scholarly
- Emotional Intelligence- recognizing the importance of relationships with others

Old Palace Nursery and Pre-School



The Nursery School is based at our Melville Avenue site in South Croydon, along with the Prep School, and provides outstanding care to both girls and boys from the age of one through to Pre-School. Entry to Reception at Old Palace is open to girls only.

The Nursery and Pre-School are an integral part of the Old Palace Prep School site with the classrooms and facilities situated at the heart of the school. The provision is run by a Nursery Manager who reports to the Head of Prep.

Children at the Nursery and Pre-School enjoy a stimulating environment, beautiful grounds and well-resourced facilities. Learning through play, they are encouraged to develop a love of learning that will stay with them for the rest of their life.

Old Palace Prep

The Prep School is also based at our Melville Avenue site in South Croydon and educates girls from Reception through to year 5. The school is a place where learning is both exciting and provides academic stretch and challenge. Teaching is inspiring and the education is underpinned by the Old Palace Four Pillars.

Alongside the academic provision sits a wealth of extra-curricular and enrichment activities; a wide range of different sports with swimming at the senior school, a rich and diverse musical education, drama, dance and many other exciting opportunities.

At the end of year 5 the Prep School pupils move to the Senior School to complete year 6.



Old Palace Seniors and Sixth Form

The Senior School is based in central Croydon and educates girls from year 6 through to year 13. The facilities at the Senior School include unique, historic, Grade 1 Listed buildings through to modern and well-appointed classrooms, labs and other specialist spaces.

At the Senior School, the Four Pillars continue to underpin the educational provision and the girls benefit from stretch and challenge in their learning along with many other opportunities through a wide range of extra-curricular and enrichment activities.



Old Palace pupils achieve at the highest levels academically as demonstrated by the very strong GCSE and A level performance and the high calibre of universities that the students gain entry to when they leave the school.

The John Whitgift Foundation



There are three schools in the John Whitgift Foundation: Old Palace, Trinity and Whitgift. The foundation provides support to Old Palace in a variety of ways through its generous means tested bursary scheme. In the John Whitgift Foundation schools, 48% of students benefit from fee assistance which is demonstrated at Old Palace by the diverse student community representing all backgrounds and faiths.

All staff at Old Palace are employed by the John Whitgift Foundation and receive a number of benefits including fee discounts for any child accepted into one of its schools.

Governance at Old Palace

The Court of the John Whitgift Foundation are the over-arching governing body for the school. They delegate powers to the Old Palace School Committee who carry out their duties as governors providing both support and challenge to the Head and the senior leadership team.

The School Committee meets termly as do the two sub-committees (Education& Welfare and Finance & Premises). The Head of Prep would be required to attend and play a full part in the Education & Welfare sub-committee meeting and present at other governor meetings as required.

The role of the Head of Prep

The Head of Prep will be joining Old Palace at an exciting time. The post holder will play a key role, alongside the Head of Old Palace, the rest of the senior leadership team and the governors in shaping the future of the School.

The next few years will see Old Palace, like the independent education sector more generally, facing the UK wide challenges of affordability, teacher recruitment and financial pressures. Therefore, the ability to be resilient, flexible and innovative in this role will be very important.



The Head of Prep will value the support and challenge of the Head of Old Palace in their role along with further support from the governors and the Whitgift Foundation. In addition, they will benefit from the collaborative working with the other members of the senior leadership team

which includes a Deputy Head and two Assistant Heads. The senior leadership team meet once a week to discuss both strategic and operational issues and present at relevant governance meetings.

Finally, Old Palace is committed to ensuring that the Head of Prep will be supported in their development needs to allow them to shape their career as necessary.

Job Description



The primary responsibility of the Head of Prep is to provide an excellent standard of education for all students from Nursery to Year 5 through the highly effective leadership of teaching and learning within the school and the delivery of strong student outcomes. The Head of Prep reports to, and is supported by, the Head of Old Palace and this ensures that the Prep school and Nursery are aligned with, and benefit from, being part of the

wider Old Palace School community. The Head of Prep also plays a key role in the delivery of the strategic aims of both Old Palace School as a whole and the Whitgift Foundation.

To achieve this, the successful candidate must be an excellent classroom practitioner with the ability to lead people with emotional intelligence, energy and integrity. The Head of Prep will also reflect the values and strategic vision of Old Palace through their own practice and decision making.

Main responsibilities

Leadership and Management

- Motivate, influence and challenge staff at Prep and Nursery to create a positive and purposeful climate, maintaining high expectations for self and others and taking appropriate action when performance is poor
- Develop and be accountable for the delivery of the Nursery and Prep School development plan and the achievement of relevant targets set by the Head of Old Palace and the Governing Body
- Plan and deliver an exciting, challenging and creative curriculum for both the Prep School and the Nursery, in line with the ethos and vision of Old Palace School
- Respect and value all stakeholders and ensure that student and staff well-being are central to any decision making
- Create and maintain effective and positive relationships with parents to support their daughter's academic achievement and personal development
- Build and maintain a culture and curriculum that takes account of the diversity of the school's community
- Communicate regularly to the school and wider community celebrating and promoting both student and staff achievements and activities
- Keep abreast of the current national and local educational landscape and ensure planning takes account of this
- Manage their own workload and that of others to allow an appropriate work/life balance

Human Resources

- Ensure an effective programme of professional development, that sits alongside the wider Old Palace School staff development programme, for all staff in the Nursery and Prep school allowing them to continue to improve their teaching and professional duties

- Develop a staffing plan for the Nursery and Prep School, in conjunction with the Head of Old Palace, and ensure staff are recruited and deployed to deliver this
 - Implement the Performance Review process effectively in the Nursery and Prep school
- Finance & Facilities
- Regularly review the Prep school and Nursery level expenditure and take action as appropriate working with the Head of Old Palace and the Old Palace School Finance Manager
 - Resolve day to day issues regarding the Nursery and Prep School site and facilities working with the Old Palace School Facilities Manager and facilities team as appropriate
 - Ensure that the Health and Safety ethos at the Nursery and Prep School is consistent with School and Whitgift Foundation policies and procedures
- Systems and Procedures
- Communicate and implement all Old Palace School polices/procedures
 - Establish and sustain an organisational structure at the Nursery and Prep School that enables the management systems and processes to work effectively and in line with any legal requirements
- Governance
- Provide the correct level of information to the Old Palace School Committee and Whitgift Foundation to enable them to meet their strategic role
 - Attend the Old Palace School Committee and sub-committee meetings as required
- Marketing and Admissions
- Work with the Old Palace Marketing and Admissions team to ensure that the Prep and Nursery school are effectively marketed to prospective parents and the admissions process is effective and relevant
- Quality of Teaching and Learning**
- Culture of improvement
- Lead in developing pedagogy across the Nursery and Prep School in order to continuously improve and develop teaching and learning

- Proactively promote the Nursery and Prep School's participation in the Old Palace ethos of collaboration in order to deliver the highest standards of education
 - Establish regular dialogue with students, staff and parents to be able to evaluate the quality of teaching and learning
 - Regularly analyse and evaluate student performance at Nursery and Prep School, against relevant national and local data, holding others to account and taking appropriate actions in order to secure strong student outcomes
 - Ensure that the educational provision at Prep and Nursery caters for all students' needs including the need for stretch and challenge for the most able
- Quality assurance
- Establish an effective programme of quality assurance of teaching across the Nursery and Prep school in order to inform improvement
 - Monitor, analyse and update the EYFS self-evaluation form (SEF) using it as a tool to raise performance and contribute to the whole School SEF
 - Lead others in being prepared for, and successful in, any ISI inspection
- Assessment
- Establish, in line with the Old Palace assessment and reporting structure, appropriately planned curriculum and assessment programmes and communicate these to students and parents
 - Ensure regular and clear communication on progress to students and parents
- Student Development, Behaviour and Welfare**
- Student behaviour
- Ensure an effective pastoral system is in place at Nursery and Prep to support all students
 - Ensure that strategies are in place to secure high standards of behavior and attendance for all students
- Curriculum
- Develop and deliver a Nursery and Prep school curriculum that provides opportunities for students to meet their spiritual, moral, social and cultural development (SMSCD) needs including an understanding of British values

- Embed a wide range of enrichment and extracurricular activities for students and ensure that participation is encouraged and monitored

Safeguarding

- Act as the main safeguarding Lead for the Nursery and Prep School as one of the Deputy DSLs for Old Palace, ensuring the importance of effective safeguarding is embedded across the Nursery and Prep school.
- Lead in implementing The Old Palace safeguarding policies and procedures and ensure that that these are strictly followed by all staff and students

Payscale

The post holder will benefit from a competitive salary and a range of benefits being an employee of the John Whitgift Foundation including fee discounts for any child accepted into one of its schools.

Person Specification

The following criteria will be used when assessing the suitability of applicants:

Essential: without which candidates will be rejected

Desirable: useful for choosing between two strong candidates

Essential	Desirable	Evidenced by
Qualifications		
Good Honours degree, Qualified Teacher Status	Relevant Further Degree or professional studies	Application form
Experience		
Track record of successful teaching at Prep/primary school level in either the independent school or state school sectors	Experience of managing a registered Nursery provision	Application form Interview process References
Proven track record of raising standards of student achievement	Experience of	

Leadership in developing pedagogy and using innovative approaches to develop teaching and learning	preparing students for 11+ examinations	
Experience of managing a self-evaluation process of a school/department	Experience of managing a delegated budget	
Knowledge, skills and abilities		
<p>Demonstrable ability to establish a development plan and to lead, motivate and develop staff to ensure it is achieved</p> <p>Effective communication skills, both written and verbal, with a wide range of internal and external audiences</p> <p>Ability to analyse student performance data to set effective targets and plan effective intervention in order to ensure students make strong progress</p> <p>Ability to hold others to account for their performance and accountability for student outcomes</p> <p>Ability to work effectively as part of a wider team and with governors, staff, parents, students and others in the local community</p> <p>Ability to give and receive effective feedback in order to improve performance</p> <p>Personal enthusiasm for, and commitment to, the learning process supporting research and debate about effective learning and teaching</p> <p>Commitment to the academic, social, emotional and cultural development of all students including their understanding of British values</p> <p>Ability to recognise and take account of the diversity</p>	Experience of the ISI inspection framework including the EYFS requirements	Application form Interview process References

<p>of the school community</p> <p>Understanding of the current pedagogical and political developments in UK education</p> <p>Comprehensive understanding of the principles of effective safeguarding and commitment to developing a safe, secure and healthy school environment</p>		
<p>Personal qualities</p>		
<p>Possesses a passion for educating young people</p> <p>Able to form highly effective working relationships</p> <p>Excited by working as part of the larger Old Palace school community and is motivated by working collaboratively with the Head and the rest of the leadership team.</p> <p>Committed to the principles of independent and single sex education</p> <p>Demonstrates high levels of emotional intelligence</p> <p>Possesses personal presence and impact</p> <p>Able to inspire and motivate staff and students and retain the trust of parents</p> <p>Able to show sensitivity and flexibility as circumstances demand</p> <p>Resilient and able to work under pressure when faced with complex and demanding situations</p> <p>Willing to be involved in all aspects of school life including outside of normal school hours and days and is adaptable to meet the needs of the school.</p>		<p>Application form</p> <p>Interview process</p> <p>References</p>

Demonstrates a portfolio of professional development to date and is ambitious for their future career development		
Excellent and unequivocal references		

Notes to Applicants

Safeguarding

Old Palace School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of, and contribution to, a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction.

Your application:

If you would like to apply for the position of Head of Prep at Old Palace, please apply online at <http://www.latestvacancies.com/whitgift/default-oldpalace-john.asp>

In addition, please include a covering letter (no more than three pages of A4, font size 11) which fully addresses the competencies outlined in the job description and person specification and outlines your interest in the post.

If you are shortlisted, we will take up references prior to your interview unless otherwise specified.

Timescales

Closing date: Monday 11 November 2019 at 12 noon

Shortlisting: Tuesday 12 November 2019

Interview dates: Wednesday 20 November and Thursday 21 November 2019

School visit

Visits to Old Palace are by appointment only and can be arranged during the week commencing 4 November 2019. Please contact the Head's PA, Jane Thomas jthomas@oldpalace.croydon.sch.uk to arrange.

Contact Details

Further enquiries about this position or application process are welcome.

Please contact:

Jane Thomas

Head's PA

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