

A young child, likely a boy, is the central figure, standing on a pebbly beach. He is dressed in a vibrant green raincoat over a red hooded rain suit, and black rubber boots with red soles. He holds a green fishing net in his right hand. The background features a wooden pier structure, the ocean, and a white cliffside under a cloudy sky. The text 'BETTER' is overlaid in large white letters, with 'EXTRAORDINARY' written vertically inside the 'E'.

BETTER

EXTRAORDINARY



'Bede's has a reputation for offering innovation in the classroom, expansive opportunities outside it and outstanding care in every aspect of school life.'

Mr Giles Entwisle
Headmaster



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*from the
Headmaster*

I am delighted that you are considering applying to work at Bede's Prep School. This is a wonderful school to work in, not least because we enrich young people in the round, so that they may lead full, worthwhile lives as confident, balanced members of their communities.

As Deputy Head, you will be central to the delivery of our vision for Bede's, settling for nothing less than excellence both in your own practice and in those you lead.

Exceptional pastoral care and safeguarding are core to our success here, facilitating the fantastic level of teaching, both in and beyond the classroom. We are rightly proud of our academic results at Common Entrance and Scholarship level, the performing and artistic successes of our pupils as well as the excellent sporting reputation we enjoy locally, regionally and nationally.

We are looking to appoint a well organised, dynamic, enthusiastic and highly professional Deputy Head, with first class interpersonal skills, an ability to work under pressure, whilst maintaining good humour and displaying excellent professional judgement.

Pupils, colleagues and parents will see you as a central figure within the school, leading and modelling the values of the school with great integrity.

If you feel that this challenge appeals, and that you are the exceptional candidate we are looking for, I would love to hear from you.



About Bede's

Bede's Prep School was founded in 1895, having moved to its current location at the western end of Eastbourne seafront in 1900. The school campus is situated on the edge the South Downs National Park, on the cliff tops above Beachy Head, overlooking the sea.

Following its foundation, Bede's Prep School remained small for many years. Staff and boarders occupied the site's only buildings, two grand seaside houses, throughout this period. Our residency was broken only once, for a brief time during the Second World War, when the school was evacuated to Oxford.

The four houses or 'sections' were added in the 1930's, as was the school's chapel, which was used by military servicemen during World War 2.

During the post-war period, Bede's Prep School was one of many small boarding schools in the Eastbourne area, most of which have now closed. The School went on to expand greatly from 1960 onwards, flourishing and growing dramatically, acquiring adjoining properties and adding many facilities along the way.

Bede's Prep School has thrived because of its willingness to innovate and change. It was quick to become co-educational and was one of the first prep schools in the country to open its own Nursery and Pre Prep. This part of the School swelled to accommodate Holywell Mount, an art-deco villa next door to the School, acquired by St Bede's Trust in the 1980's.

During the same decade, Meads End was purchased, becoming a boarding house across the road, allowing classroom space in the main building to expand.

A swimming pool, theatre, sports hall, science block, kitchen and dining block have all been added in recent years, alongside the creation and refurbishment of our suite of modern classrooms.

Bede's Prep School is a school for children of all talents. We provide breadth and challenge to match each child's aptitudes and interests, offering a holistic and rigorous liberal education which is founded on the principal of discovering and developing the skills and aptitudes of each individual.

The school is now a thriving IAPS Prep School with over 400 pupils on roll from Nursery through to Year 8. We are known not only for our excellent teaching and active learning but also for the strength of the wider curriculum.

Our reputation in the arenas of sport, music, art, drama, dance and technology sets us apart, with our pupils living, working and thriving in a diverse and enriching community, into which we are proud to contribute through charity work and events based on the site.

Our timetable has been engineered to allow sufficient flexibility for children to pursue their interests and passions, and professional development programmes have been established in swimming, tennis, dance and drama.

The music centre, science rooms and library at Bede's Prep School are open to children in every break time, with the art room also open every lunch time. Children then have two timetabled 'options' periods within the week in which they sample a dizzying range of co-curricular subjects and disciplines.

Options sessions at Bede's Prep School are complemented by our superlative afterschool activities programme, a diverse and unique aspect of school life. From sailing to cookery, horse riding to computer programming, our pupils are provided with profound enrichment in a substantial number of specialist fields during their school day.

Academic subjects are set by ability from Year 7 at Bede's Prep School, with senior children set by ability in Maths, English, Science, MFL, Classical Languages, ICT, History, and Geography.

The school has a two form entry up to Year 5, with three forms in Years 6 and four forms in Years 7 and 8. The school also boasts an extremely well-resourced

Learning Enhancement Department. Children at Bede's Prep School are prepared for Common Entrance and scholarship exams to a range of senior schools, including Bede's Senior School, situated a short distance away in the midst of the South Downs in the village of Upper Dicker.

Recent results at Bede's Prep School have been impressive, with over 15 scholarships to senior schools being earned by our pupils in each of the last three years and strong marks seen at Common Entrance.

The school's ISI inspection in June 2018, saw us graded "Excellent" in all areas and "Outstanding" in the EYFS setting.

Job overview

The Deputy Head at Bede's Prep School is responsible for the effective day-to-day running of the School while maintaining and enhancing our thriving, supportive and welcoming educational community.

With oversight of all pastoral systems and pupil welfare, behaviour management will be a primary focus, including ensuring that staff and pupils have a clear understanding of the School's behavioural values, expectations and systems, and that every member of the Bede's Prep family has a forum in which they can offer constructive contributions to developments in school life.

Key accountabilities for the post include ensuring the highest possible outcomes during all inspections and that the School is not only compliant with best practice, as communicated through external bodies, but that Bede's Prep School is seen as a leader within education.

To do this, applicants must be familiar with legislation related to safeguarding, accessibility and risk and must boast exceptional interpersonal and organisational skills as well as outstanding professional judgement.

Working closely with our Head of Boarding, our next Deputy Head will oversee all future development and the day-to-day running of our burgeoning boarding experience which, in recent years, has been focused on the Meads End boarding house.

Following our transition onto the iSAMs management information system during 2014, and 'my concern' in 2016, along with the recent introduction of AS tracking, the successful candidate will also ensure that recordkeeping is thorough and up to date throughout the School and that all issues relating to pupil welfare are dealt with swiftly and effectively.

Additional responsibilities include sustaining and enriching working relationships with and between Heads of Year, the Matroning and Boarding Teams, the Admin Team, as well as staff CPD in relation to pastoral matters and the highest possible outcomes in governance audits.

The successful candidate will be accountable for the publication of all information regarding routines and rotas, oversight of our many school events and trips, the maintenance of employment manuals and the timely publication of all risk registers.

Catering arrangements for the school also fall under the Deputy Head's brief, as does the employment of School Assistants, who join Bede's annually with a view to acquiring valuable professional experiences while also making a positive contribution to the life of the School.

Most importantly of all, it is fundamental that our next Deputy Head continues to ensure that our pupils feel supported, valued and wellcared for and that their families report confidence in this arena.

Person specification

The next Deputy Head of Bede's Preparatory School will hold a good honours degree from a good university and will ideally have a minimum 5 years teaching experience with Qualified Teacher Status.

With an excellent track record as an inspiring classroom practitioner, you will be highly computer literate, will have experience of short, medium and long-term strategic planning and must possess at least 3 years of Line Management experience.

Able to show evidence of leadership and innovation in change and/or project management, you will be characterised by drive, determination and inscrutability and will need to be able to demonstrate both big picture and detail-oriented thinking.

With proven experience in the fields of systems-building, implementation and quality assurance, you will consistently show an excellent understanding of (and will be able to demonstrate considerable involvement in) safeguarding and will, ideally, have a track record of experience in managing safeguarding and whole school leadership.

As the School's Designated Safeguarding Lead, you will be accurate, self-motivated and conversant with all recent legislation, not least of all Keeping Children Safe in Education 2018.

You will engender in others a commitment and understanding of the importance of best safeguarding practice in all aspects of their work and it is fundamental that you be able to maintain strong relationships with fellow senior managers, governors, teachers and support staff.

Capable of proactively motivating, inspiring and developing others, including through the effective use of performance management, you will relate to and interact well with colleagues, parents and pupils, demonstrating the ability to tackle difficult issues, make tough decisions and act confidently on personal judgements.

As a highly visible personality in the School community, you must be approachable, influential and project an inspiring demeanour while demonstrating a passion and enthusiasm for the Bede's vision, aims, objectives and values.

Lastly, you should also be able to display interests and accomplishments outside the sphere of education.

The application process

Friday 1 February	Closing date for applications
Wednesday 6 February	Invitations to interview sent to successful applicants
Monday 11 - Wednesday 13 February	Long-listed candidate interviews
Friday 15 February	Invitations to interview sent to successful applicants
Tuesday 26 & Wednesday 27 February	Short-listed candidate interview days
Friday 1 March	Notification of interview outcome to short-listed candidates

Programme of activities for long and shortlisted candidates

The programme may vary depending on the number of candidates invited for interview at each stage, however, we anticipate that the process will include the following elements:

Long listed candidates

Taking place Monday 11 – Wednesday 13 February

A meeting with Mr Giles Entwisle, Headmaster and Mrs Leigh Anne Morris, Director of Studies

Tour of the Prep School

Tea and cake with pupils

A classroom exercise

An in-tray exercise

A meeting with Mr Ben Purkiss, current Deputy Head

Short listed candidates

Taking place on Tuesday 26 and Wednesday 27 February

Assembly exercise (theme supplied in advance)

Panel interview and presentation

Lunch with senior staff

A tour of the senior school (Upper Dicker) and meeting with the Headmaster, Mr Peter Goodyer

Deputy Head

Bede's Preparatory School is an outstanding organisation and, for this reason, we are seeking to recruit an exceptional person to replace our current Deputy Head, who leaves us to take up a Headship at Caterham Prep School after four years of outstanding service.

The School's Headmaster, Giles Entwisle is now looking to appoint a first-class person to work with him to continue the School's development.

Our next Deputy Head will inspire and enable pupils and staff in ways which prepare them for the myriad challenges of the 21st century. They will possess a distinctive and considered sense of what makes a school outstanding in all aspects and particularly in the areas of pastoral care, safeguarding and regulatory compliance. They will possess the ability to - and will work closely with the Head in order to - communicate and implement the vision for the School and contribute to the strategic development of the School. Lastly, they will wholly support our offer of a rigorous, genuinely holistic education for each and every one of our pupils.

Therefore, Bede's Prep School Headmaster, Giles Entwisle, with the support of the Senior School Headmaster and CEO of the St Bede's School Trust Sussex, Mr Peter Goodyer, together with the Board of Governors, invites applications for an ambitious, focused and dedicated Deputy Head at this outstanding Preparatory School (IAPS).

In return, we offer a highly competitive salary and a package for an exceptional candidate. For further information and an application pack, please visit the Jobs at Bede's page of our website via bedes.org/prep-school/about

Closing Date: Friday 1 February

Long-list Interviews: Monday 11 through to Wednesday 13 February

Short-list Interviews: Tuesday 26 and Wednesday 27 February

St Bede's School Trust Sussex 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 checks with past employers and the Disclosure and Barring Service

BEDE'S

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