



# Leehurst Swan School

## HEAD OF PREP CANDIDATE PACK



## **THE SCHOOL**

Leehurst Swan is a leading, co-education independent school based in the city of Salisbury, Wiltshire. With currently over 180 pupils on roll aged 4 to 16 and an Outstanding ISI inspection rating in 2017; the School is under the leadership of Mrs Mandy Bateman and was found compliant in all components of the recent Regulatory Compliance Inspection that was conducted by the ISI at the beginning of March 2020.

Leehurst Swan School has a truly unique offering and a warm and authentic family feel where every member of the community is encouraged to 'Find Your Voice'.

At Leehurst Swan, our pupils are at the heart of everything we do. We recognise the uniqueness of each child and it is our privilege to guide them on the road to discovering their talents and achieving their true potential. We offer a family-friendly, nurturing environment based on traditional Christian values, and a broad and varied education which both stimulates and challenges. We seek to encourage a true enthusiasm for learning, and to help pupils grow in knowledge, wisdom and understanding.

We have been educating children on this site for over 100 years and our academic record is very strong. However, we also firmly believe learning should be imaginative and fun, and we place learning and laughter at the heart of all that we do. We are a small school, which allows us to provide individual attention, exciting opportunities and creative activities for all our children.

## **THE ROLE**

The Head of the Prep is responsible to the Headteacher for the leadership and management of the Prep School and for making a significant contribution to the success of Leehurst Swan School as a whole. The holder of this position will also be a Y6 class teacher.

### **Leadership Priorities**

- Lead the Prep School and support the Headteacher as a member of the Senior Leadership Team in the overall organisation and development of the whole School.
- Advise the Headteacher on policy making and development planning.
- Assist the Headteacher, as part of the Senior Leadership Team, in planning and implementing both Prep and, where relevant, whole-school policies with particular attention given to those specific to Prep.
- Take a leading role in identifying opportunities for the development of the Prep facilities and resources.

- Pioneer initiatives and innovative pedagogy in Prep, leading the development of outstanding, inventive learning and teaching, to maintain and further raise academic standards. Ensure high levels of pupil welfare, pastoral care and behaviour are in place in the Prep.
- Act as Deputy Designated Safeguarding lead.
- Further awareness and implementation of new teaching and learning methodologies across the Prep and ensure that creative use is made of resources, including new technologies.
- Communicate the vision for learning and teaching at Leehurst Swan School in a clear and coherent way to a variety of audiences.
- Have oversight and management of the Prep curriculum in the context of whole school priorities and initiatives, liaising with Prep School staff to ensure consistency of curriculum delivery across the whole school.
- Ensure that the Prep satisfies all regulatory/mandatory requirements issued by the DfE and relevant to ISI inspection, including EYFS elements, this involves both updating of School policies and the oversight of daily practice.
- Ensure the School's policies are adhered to including any issues regarding Health and Safety.
- Deliver a Prep report to the termly Education, Welfare & Personnel Governing Board meeting.

### **Management Priorities**

- Ensure the smooth running of the Prep on a day-to-day basis and have oversight of special occasions and events.
- Work closely with the SENCo to provide the best possible provision for pupils with a specific learning difficulty or additional learning requirements.
- Work closely with other Heads of Department whose departments are particularly relevant in providing support to Prep including, but not exclusively, Sport, PE, Music etc.
- Oversee the academic tracking and monitoring of pupils within Prep.
- Oversee the Prep assessment and reporting framework alongside the organisation of parents' evenings.
- The Head of Prep will take an active part in providing supply cover and share in the pastoral duties on a rota basis, e.g., playtime and lunchtime duties.

## **Liaison with other Staff**

- Have oversight of the various channels of communication to Prep parents.
- Take a leading role in the recruitment of new staff in the Prep.
- With support from form teachers, organise Prep extra-curricular programme.
- Have an oversight of the professional review programme including the development of CPD opportunities for Prep staff.
- Lead and organise Prep assemblies.
- Take a key role in the promotion of the School in terms of meeting prospective parents and speaking at a variety of events including Open Days.
- Foster and further develop links with the local community and key external stakeholders, other education providers and local businesses.

## **PERSON SPECIFICATION**

- Degree or equivalent
- Relevant experience
- High standards of professional conduct
- Strong track record in teaching in a primary or independent prep school.
- Understanding of best practice in a variety of settings.
- Demonstrate an enthusiastic and imaginative approach to learning and teaching.
- Ability to lead and be a part of the team.
- Ability to prioritise and be well-organised.
- A good level of IT skills.
- Excellent listening and communication skills to a wide range of audiences both orally and in writing.
- Excellent interpersonal skills.
- Emotional resilience and ability to work under pressure.
- Awareness of curriculum development.
- Awareness of appropriate learning and teaching strategies.
- A good knowledge of safeguarding and pastoral issues.
- A good knowledge of EYFS.
- A commitment to lifelong learning.
- Flexible, adaptable and persuasive.
- Commitment to professional development.
- Warm and personable.
- Able to act as ambassador and professional advocate for the School, with strong personal credibility and the capacity to build and maintain relationships.

## APPLICATION PROCESS AND IMPORTANT DATES

Applicants should download and complete the school's application form and provide the following accompanying documents:

- A covering letter highlighting any strengths and reasons for applying for the post;
- The completed application form
- Submit a current copy of their Curriculum Vitae.

Applications should be emailed to Mrs Lindsay Chater [bursar@leehurstswan.org.uk](mailto:bursar@leehurstswan.org.uk)

Leehurst Swan School is committed to safeguarding and promoting the welfare of children and young people. All our staff are trained in child protection and work within the staff code of conduct and whistle blowing policies.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

If you would like further details about the school, or you would like to have a look around the school, please contact the School Office in the first instance.

Closing Date for Applications: midday Friday 3<sup>rd</sup> May 2024

Interview Date: Friday 10<sup>th</sup> May 2024

Start Date: Monday 2<sup>nd</sup> September 2024

Candidates will be expected to teach an observed lesson and be able to attend the specified interview dates.