



**HEAD**

# Dean Close Pre-Preparatory School

**Recruitment Pack and Further Information**

To commence in September 2023  
Deadline for applications Friday 10 February 2023



**DEAN CLOSE**  
PRE-PREPARATORY SCHOOL  
CHELTENHAM

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# The Foundation and its Schools

The Dean Close Foundation is a growing, vibrant and diverse family of independent schools and nurseries, uniting around a shared vision and set of values. These spring from the origins of Dean Close School, which was founded in 1886 in memory of Dean Francis Close, Rector of Cheltenham and educational philanthropist. The Christian ethos of that original school continues today where the aim is that every child should be given the opportunities to flourish, underpinned by our core values of courage, contribution and love which are the guiding principles behind our educational vision.

The Foundation currently has five schools and six nurseries within its group, creating a strong community that can share best practice, ideas, resources and a secure future.

Set on a beautiful 50-acre site on the edge of Cheltenham, Dean Close Senior, Prep and Pre-Prep schools are thriving independent, co-educational day and boarding schools with around 950 pupils from ages 3 to 18. Dean Close St John's School in Chepstow educates a further 130 pupils ages 3-13, and Dean Close Airthrie School in Christ Church Road, Cheltenham, has another 80 pupils between the ages of 4-11.

The Foundation's six day nurseries form the Little Trees Nursery Group, and finally there is Dean Close Services Ltd which runs numerous courses, activities and events which make use of the numerous and rich resource of schools' facilities.

Alongside the Foundation's set of core values of Love, Courage, Contribution and Flourishing it has a set of key Skills for the Future that each school incorporates into its curriculum (the 5Cs) of Collaboration, Creativity, Critical Thinking, Compassion and Communication. Across the schools, academic standards are high, with a broad range of abilities, and there is an exceptionally good range and quality of creative and sporting activity in addition to a strong programme of service activities.

Pastoral care is of paramount importance in all our schools, and we invest a great deal of time and resources in our young people's physical, mental, and spiritual wellbeing.

The Foundation's evangelical Christian ethos remains a vital part of the School's distinctive character, although pupils of all denominations, and of none, are welcome in all our schools.



# Dean Close Pre-Prep

Dean Close Pre-Prep has a wonderful modern, purpose-built school for our pupils, set in beautiful grounds within the greater Dean Close School campus, sharing excellent facilities and resources. Although facilities are vital in giving children the opportunities and space to enable them to fully flourish and develop, our aim has always been to make learning 'irresistible' by providing such an exciting, challenging and vibrant educational environment that children can't wait to start learning.

We follow the EYFS and KS1 Curriculum to ensure the best start in their education and beyond. Our fantastic WOW Days are an excellent example of this – the curriculum is suspended for the day to provide an unusual or amazing experience to start, augment or finish a topic the children have been studying. Our curriculum also includes swimming, class tennis lessons, class music lessons with specialist music teachers, French, music & movement, PE and in games for Year 2's we play tag rugby, netball and hockey.



Whole school WOW Days give everyone in Pre-Prep an exciting day together, focusing on an area of the curriculum such as maths, creative arts or science. During these days we often make use of our wonderful outside environment, including our large Forest School, where the children take part in imaginative, creative and investigative activities designed to inspire a love of the natural world, which is then linked to all areas of the curriculum.

The importance of each individual child is at the heart of all we do; the Christian faith underpins our School and we believe that each child is a valued and unique member of the community. We are committed to enabling each child to fulfil their potential, finding and developing their talents.

# The Role

The Head of Dean Close Pre-Preparatory School has substantial autonomy for leading all aspects of school life for its 150 pupils, aged 2-7. The Head provides leadership, setting the tone and atmosphere of the school and giving clear guidance and expectations to the staff who work there. The Head works closely with the Head of Dean Close Preparatory School to ensure continuity of education, taking care that pupils transfer successfully from Y2 to Y3, and that their progress and welfare are always kept in view as they do so. The Head is a member of the Schools' Leadership Group, which sets the educational priorities across the Dean Close Foundation.

## Responsibilities

### Leadership

- Provide inspirational and hands on/visible leadership for the Pre-Prep School, setting strategic vision and targets in line with the Dean Close Foundation, carrying these out to ensure the school continues to grow and flourish.
- Be fully committed to the School's Christian foundation and ethos, developing and demonstrating the Foundation values and aims
- Build strong relationships with and between the staff team, teaching staff and support staff to deliver a stimulating, broad curriculum, promote an excellent school culture and create the best possible teaching and learning environment in which children can flourish.
- Build strong relationships with parents, staff, and children, and in the local area
- Be an excellent role model and lead by example, setting the culture of the school to develop happy and independent learners, engaged parents and positive staff.
- Play an active and positive role in the Schools' Leadership Group, attending meetings and working to fulfil the aims and objectives of the Schools and Foundation.
- Attend Trustee meetings, prepare reports and highlight the targets, progress, and development of the Pre-Prep School.
- Be responsible for the day-to day running of the school, including curriculum, timetable, inspection requirements and budgets
- Lead assemblies regularly

### Teaching and Learning

- Identify and deliver the overall aims of the curriculum in consultation with the Pre-Prep SMT including focusing on the 5 'C's (Skills for the Future) across the curriculum.
- Oversee the academic and pastoral curriculum through monitoring of provision across the Pre-Prep School through observation, walk throughs etc
- Keep abreast of educational developments and work with staff to ensure the curriculum is up-to-date, relevant, and inspiring
- Lead INSETs at the beginning of each term, introduce new research, schemes, targets etc
- Develop the Pre-Prep timetable in conjunction with staff at Pre-Prep and Prep
- Monitor the standards of teaching and learning at the Prep School to ensure they are consistent with the requirement of the overall aims of the curriculum.
- Ensure that all Pre-Prep policies and procedures are in place, updated on a regular basis, well understood, and properly complied with by all members of the School
- Ensure that the Pre-Prep School is well prepared for ISI inspection and implement any recommendations made.
- Lead the appraisal process in conjunction with the SMT, supporting staff in their CPD (Continuing Professional Development) and ensuring professional development and progress
- Communicate regularly with parents, both verbally and in writing, including organising staff and parent meetings, to ensure that parents are fully informed about their children's progress. Be available for consultation at parents' evenings.
- Lead weekly staff meetings and Pre-Prep SMT meetings
- Liaise with Prep and Senior School with regards to organisation and planning, along with Deputy Head
- Liaise with Prep School regarding Year 2 transition programme, ensuring that Year 2 children are prepared for their next step.

## Marketing and Admissions

- With the support of the Admissions & Marketing Department, successfully market Dean Close Pre-Prep in a highly competitive environment
- Maintain school numbers, and numbers in each year group and class, at or near capacity
- Working with the marketing department, design and lead events, open mornings and exciting activities to create a high profile in the local community
- Represent the School at events in the local community
- Write articles, blogs and news stories for internal and external publication to raise the profile of the school and encourage educational debate
- Working with the Admissions Coordinator, meet parents, give tours, and play a key role in developing relationships with prospective parents and children

## Day to Day running of the School

- Promote a culture of safeguarding ensuring the well-being, health and safety of all pupils and staff in Pre-Prep
- Ensure that policies are up to date, in line with ISI requirements, and support the running and academic development of the school
- Be responsible, with the assistance of the HR Department, for the recruitment and selection of staff, ensuring that high calibre staff are appointed
- With the SMT, define responsibilities and write job profiles for staff
- Plan for the induction, training, development, and review of staff, including formal appraisals.
- Work closely with Pre-Prep SMT - Deputy Head, KS1 and Early Years Leads - to develop and monitor routines, timetable, and all Pre-Prep activities.
- Be fully involved in appropriate areas of policy documentation and be responsible for updates as appropriate and to staff handbook
- Oversee the planning of calendar in conjunction with the Deputy Head and whole staff team
- Liaise with parents regarding sessions for Early Years pupils as needed, and with other settings
- Monitor budgets and the ordering of resources to ensure they fit with the priorities and strategic aims of the School and Foundation
- Be involved in marketing the school, both on and off site as required.
- Contribute to the curriculum eg teaching in some classes as needed and cover staff if necessary



# The Person

The successful candidate for this role will be an experienced teacher and leader with a proven ability to get outstanding results from staff and pupils. They will demonstrate the following characteristics:

- A passionate belief in the importance of Early Years education and development
- An ability to communicate and engage with young children, inspiring and encouraging them to thrive and achieve
- Integrity and straightforwardness as a leader
- Obvious enjoyment in teaching children and seeing them progress
- Outstanding professional skills as a practitioner, enabling them to be a role model to other staff
- A willingness and capability to shoulder considerable responsibility and to exercise wisdom and gentleness as a leader
- An ability to prioritise and to delegate as appropriate, making full use of the gifts and abilities of others as well as his/her own
- Good organisational abilities
- A strong pastoral instinct and skills
- Willingness to support the Christian ethos of the Foundation and the School
- Resilience and stamina
- A sense of fun



# Terms and Conditions

The Head will be paid an attractive salary based on experience and skills, linked to the School's senior leadership pay scales.

The Foundation is willing to invest in the Head's personal and professional development, supporting them with internal and external training, development and coaching.

The post is pensionable, and the Foundation will enrol the Head in the Teachers' Pension Scheme or an alternative pension scheme as agreed on appointment.

Lunch is provided during term time, as is access to the School's sports facilities.

The Head will be eligible to apply for a staff discount for any children who join any of the schools or nurseries in the Dean Close Foundation.

Other benefits include:

- Health cash plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pension scheme
- Discounted golf fees at Brickhampton Golf Club

All staff are expected to:

- Work towards and support the Dean Close Foundation values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
  - Critical Thinking
  - Compassion
  - Creativity
  - Collaboration
  - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

# Moving to Cheltenham

Cheltenham sits in the heart of the beautiful Cotswolds and is one of Britain's most handsome Regency spa towns. Complete with historic buildings, fine parks, shops, galleries, restaurants and open spaces that host beautiful walks along the Cotswold Way, tourists gather from all around the world to visit one of England's most elegant destinations.



Just a short walk from the School lies the centre of town with its picturesque Montpellier Gardens, home to Cheltenham's famous festivals of jazz, literature, science, music, food and performing arts and close by, the Victorian Everyman Theatre hosts musical events and productions from all around the country. The most famous landmark is probably Cheltenham's Race Course with its Festival Gold Cup taking place in March each year.

Surrounded by gloriously green countryside, Cheltenham is close to many pretty Cotswold towns and villages including Winchcombe, which is home to the great 15th century Sudeley Castle and Gardens. There are endless country walks and old village pubs which all help to make this a great place to live.



# How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered. The important dates are as follows:

- Deadline for applications is 10 February 2023.
- The first round of interviews are 7 March 2023.
- Final interviews are 14 March 2023.

If you have any further questions or would like to discuss any of this with our recruitment team, please email: [recruitment@deanclose.org.uk](mailto:recruitment@deanclose.org.uk) or call 01242 258000 ext 331.

Full details of the application process can be found on the Foundation's website:

<https://www.deanclosefoundation.org.uk/vacancies>

*The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*