



DEAN CLOSE FOUNDATION

Post:	Head of Dean Close Pre-Preparatory School (Ages 2+-7)
Line Manager:	The Warden
Hours of Work:	Full time during school term time (approx 8am to 5pm on weekdays in term-time)
Salary:	Salary on the Dean Close School senior leadership scale
Location	Lansdown Rd, Cheltenham

The School

The School is housed in modern, purpose-built buildings on the same site as Dean Close School and Dean Close Prep School, at the western end of Cheltenham. It is a beautiful, green site with easy access to the full range of playing fields, facilities (including tennis courts and swimming pool), forest school and much more. In common with the other Dean Close schools, the ethos of the Pre-Prep ('the Squirrels') is based firmly on Christian principles, as expressed in the core aim of Flourishing and the three Values of Love, Courage and Contribution. Every child is valued and treated as an individual with exciting potential and gifts to find and develop. There are 150 pupils in the school, with two classes in each year group. After Year 2, all but a very few pupils progress to Dean Close Preparatory School for Year 3, and much attention is given to ensuring they progress smoothly and with confidence to the next stage of their education. The School benefits from the support of several specialist staff thanks to its relationship with the Senior and Prep Schools.

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.*

Relationships

- *Develop a positive and proactive relationship with parents, creating a community atmosphere and ensuring parents feel a full part of the School family*
- *Promote an 'open door' philosophy, ensuring parents know they can discuss their child's academic, social and spiritual well-being/progress at any convenient time with staff/and or the Head*
- *Work closely with parents and manage concerns or complaints if necessary*
- *Arrange and attend social functions for parents (in conjunction with parents' representatives).*
- *Work with the parent representatives to create a positive network, organising termly meetings to enable parent feedback and social/educational events to be discussed and planned*
- *Attend functions across the Foundation as part of the wider community, supporting former pupils, cross-Foundation events, and concerts.*
- *Liaise with local partner school, Christ Church regarding use of Forest School and mutual development eg observations etc*
- *Organise the annual Forest School Fun Day for local community and prospective parents*
- *Produce a weekly letter to parents keeping them abreast of recent activities, important*

notices, changes to calendar etc.

- *Host, with the assistance and support of the Catering team, appropriate entertainment for parents and visitors after plays, concerts and other Pre-Prep School events*

Person Specification

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*
- *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 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.

How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<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.