Sutton Valence Preparatory School

Academic Deputy Head
For September 2016 or January 2017

Candidate Information
Introduction

From Nursery to Year 6, children at Sutton Valence Preparatory School benefit from an education delivered by passionate teachers who have a real interest and enthusiasm for their subject. The School offers outstanding learning opportunities for a broad-ability cohort across the four pillars of our provision: Academic, Leadership, Co-curricular and Community. The quality of teaching and children’s achievement and learning is excellent (ISI 2014). Well-qualified, dedicated and experienced teaching staff deliver a vibrant, diverse and challenging curriculum which enables pupils to succeed in moving on to the Senior School, or in passing the Kent Test (11+).

The values of our School community and the happiness of our children are central to everything we do. These provide pupils with a strong feeling of structure and security which supports them in working effectively. As our children make their own individual journeys through the School, it is always within the framework of this most supportive community. Communication between School and parents is regular and informs a pupil’s teaching and pastoral care, as well as underpinning our community values as a whole. Together, success is celebrated and when things go wrong, all attention is focused on putting things back on track.

The School’s roll is currently around 300 and the Head is a member of the IAPS. Typically, there are two or three classes per year group from Reception onwards.

Set within extensive grounds, Sutton Valence Preparatory School has excellent facilities and resources. The School has enjoyed a high level of investment over the past few years with the addition of a purpose-built Pre-Preparatory department, a full-size Astroturf and a good-sized sports hall. A new classroom block incorporates a library, ICT suite, Science laboratory, a new Dining Hall and the Art and Design Technology room. The Senior School 25m indoor pool and all-weather athletics track are also regularly used.

Sutton Valence Preparatory School is an independent 3 – 11 years, co-educational, day school overlooking the picturesque Weald of Kent. The School is located on the outskirts of the village of Chart Sutton just a few miles from Maidstone, and within convenient travelling time from central London. The Eurostar station at Ashford makes access to Europe straightforward and Heathrow and Gatwick airports are within easy reach.

Sutton Valence Senior School occupies its own site in the neighbouring village of Sutton Valence and currently has 550 pupils between the ages of 11 and 18, 160 of whom are boarders.
The School’s Vision, Mission and Ethos

Vision

Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be confident civilised, tolerant and open-minded individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

Our Mission is to provide:

- A caring, supportive and inclusive community for the education of children aged 3-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it.
- A grounding in moral and spiritual understanding which will promote respect for others, along with self-respect.

Ethos

A community where each cares for all and individuality is cherished.
The Role

The post is available from September 2016 or January 2017. The Academic Deputy Head is a vital member of the Preparatory School’s Senior Management Team.

In consultation with the Head of Sutton Valence Preparatory School and the Governors’ Education committee, the Academic Deputy Head will determine curricular policy and implement that policy through the allocation of teaching resources; be required to maintain overall knowledge of curriculum developments within the wider world of education and in particular the National Curriculum, senior school entrances (at 11+) and PESE (the Kent 11+); write and prepare, after consultation with all necessary parties in both the Preparatory and Senior Schools, the annual lesson timetable for Years 3 - 6. The Academic Deputy Head will teach a timetable commensurate with the responsibilities, which is currently half a timetable, ideally in English or Maths or both.

**Major Responsibilities** include:

- In the absence of the Head and Deputy Head, deputise for the Head, in consultation with the Headmaster of the Senior School as appropriate;
- Make a major contribution towards School policy (3 - 11), strategy and management;
- Play a full part as a member of the Senior Management Team;
- Assist in the development and implement the strategy for the curriculum for Sutton Valence Preparatory School, as well as develop links with the Senior School and inform the Governors as part of the Education Committee and any other committees as requested;
- Set targets for pupil attainment levels and monitor the progress of individual pupils;
- To oversee the use of School academic IT programmes such as relevant elements of iSAMS, Classroom Monitor and Accelerated Reader and to remain up to speed with educational software both in terms of acquisition and monitoring of use;
- Monitor the teaching and learning throughout the School;
- Demonstrate excellent classroom practice and share good practice amongst staff;
- Teach a timetable commensurate with the responsibilities;
- Organise and ensure high standards of administration for all exams, assessments and tests to include GL Assessment, 11+, entry assessment;
- Oversee the production and content of reports and grade cards and letters advising of academic issues and or progress;
- Lead, organise and assist the Head with work monitoring;
- Ensure high standards of communication with parents; written, oral and through meetings;
- Produce the annual lesson, School exams and assessment timetables and as many revisions of any of these as is necessary during the year;

- Assist in the development of the Sutton Valence Preparatory School policies relating to Additional Educational Needs, to include meeting the needs of the most able pupils;
- Chair Heads of Department and staff meetings on pupil progress;
- Produce the academic handbook and update curriculum policies as required;
- Advise Heads of Department on educational resources and budgeting;
- In conjunction with the Deputy Head, be responsible for calendar entries, event timetabling and timings of parents’ meetings;
- Ensure that pupils are appropriately prepared for the transition to secondary school;
- Ensure that all administration surrounding secondary transfer, to include information for parents and schools, appeals and references is accurate and to a high standard;
- Be the NQT induction tutor;
- Help to ensure a good relationship between the School, parents and the local community;
- To assist the Head as necessary with the appointment of teaching staff.

**Specific Requirements**

The School seeks to appoint somebody with an honours degree, who holds a recognised teaching qualification and has appropriate experience and proven leadership qualities, to take up the appointment in September 2016, or as soon afterwards as possible. Candidates should preferably have experience of independent schools.

The person will be expected to possess the following competencies:

**Creativity and Judgement**

- Develops a creative and constructive approach to problem solving;
- Offers insights and generates ideas with practical application;
- Displays confidence in own judgement but responds constructively to alternative ideas.

**Strategic Thinking and Planning**

- Develops and influences strategic aims, anticipates future demands, opportunities and constraints;
- Helps translate strategic aims into practical and achievable plans and objectives;
- Demonstrates sensitivity to School needs and wider issues.
Communication

- Is concise and persuasive, orally and in writing;
- Chooses the method of communication most likely to secure effective results;
- Possesses excellent person-to-person skills and the ability to manage challenging situations with diplomacy and humour when appropriate;
- Is comfortable and effective in a representational role.

Delivering Results

- Is able to drive policy forward to ensure School policy objectives are met;
- Can work in partnership in order to achieve practical results;
- Understands the importance of matching resources to priorities, effective in managing targets and timescales and is rigorous in monitoring outcomes against targets;
- Uses formal and informal contacts.

Essential

- Good knowledge of the National Curriculum and insight into preparatory school curricula and experience of working in the latter;
- A good grasp of local, national and international educational initiatives and directions;
- Experience of leading an academic department;
- Experience of the conducting of lesson observations and the formation of judgements, for example, to develop others or contribute to an appraisal system;
- Proven record of high-level of administration;
- An effective and successful teacher with firm discipline, high personal standards and high expectations of pupils;
- An eagerness to participate fully in the life of a busy preparatory school;
- Personally committed to continuing professional development;
- Ability to maintain confidentiality appropriate to the setting;
- A team player with sound interpersonal skills and sensitivity;
- A sound level of competence in ICT;
- Enthusiasm and a keen sense of humour;
- Committed to safeguarding the physical, emotional and mental well-being of young people.

Desirable

- Knowledge of the Kent Test;
- Knowledge across the Key Stages to include KS3, to assist with transitional matters;
Knowledge of the Kent educational landscape and a reasonable grasp of our competition;
A willingness, ability and confidence to teach a reasonable range of subjects;
A willingness to assist with the curriculum development of any school associated with Sutton Valence School, such as any future overseas educational enterprise.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School’s Child Protection policy is available on the website and applicants are encouraged to read it.

Salary will be at the appropriate point on the Sutton Valence pay scale. Teachers are expected to participate in the Department for Education’s Pension Scheme, unless they chose to opt out. The School operates a contributory private medical insurance scheme, which is open to all members of staff. Staff can use the excellent fitness facilities in the Sports Hall and the indoor swimming pool in the evening. Staff with a contract for at least one full term and who have children attending either the Senior School or the Preparatory School will be eligible to receive a discount in respect of School fees. The current rate of discount is 65% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

Any offer of appointment will be subject to satisfactory references, the completion of a successful medical examination and criminal record check via the Disclosure and Barring Service.

Letters of application should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

The completed application form, monitoring form and your letter of application, should be sent as soon as possible to the Head at Sutton Valence Preparatory School, Church Road, Chart Sutton, Kent ME17 3RF or by email to leckiea@svs.org.uk

Closing date: Monday 16th May 2016

Please note that, it is possible that an appointment will be made before the closing date.