



CHELTENHAM
PREP SCHOOL



Appointment of

Senior Deputy Head

Information for Candidates



Contents

The School

- Cheltenham College
- Cheltenham Prep

The Post

The Candidate

Terms and Conditions

How to Apply

Introduction

Thank you for your interest in Cheltenham Prep. We are looking for an outstanding leader and teacher to take on the role of Senior Deputy Head across the School (3-13). The successful candidate will be responsible for the smooth day to day running of all aspects of this thriving (and full) prep school, part of the Cheltenham College group. As well as working very closely with the me, they will be supported by an experienced and talented senior leadership team including a Pastoral Deputy Head (who is also the DSL) and an Academic Deputy Head. As well as ensuring all aspects of the school run smoothly, the Senior Deputy Head will be responsible for behaviour and discipline and will deputise for the me when necessary. This is a resident post and the post holder will be expected to play a full part in the life of this busy day and boarding school.

The role is likely to suit a talented, motivated, hard-working teacher who loves prep school life and who is looking for a hugely enjoyable and fulfilling role that will be the perfect final step to an eventual move into headship. All applicants, however, will be considered on the character of the individual applying and their fit to our school, rather than purely on the experience they have.

There is a wonderful team here at Cheltenham and this is a fabulous opportunity for someone to make a real difference to the lives of every child here, whilst also gaining the skills and experience necessary for headship.

Cheltenham Prep is all about happy, excited children throwing themselves into every aspect of prep school life and doing brilliantly. The majority of our pupils go on to Cheltenham College, with a small number successfully prepared for other top schools nationwide. They leave us with a love of learning and a genuine sense of excitement about the next step of their educational journey (alongside great academic results and large numbers of awards and scholarships).

This is a tremendous opportunity for someone who loves prep school life to work with an amazing team in a thriving school. If you're happy to throw yourself into a myriad of different challenges, are dedicated and hardworking, and still expect to be able to get up every morning and be excited by everything the day has to bring then this just might be the perfect job for you!

Good luck and I look forward to meeting you.

1 om





The School

Cheltenham College

Cheltenham College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (College), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 710 pupils, including a Sixth Form of approximately 270 pupils. The Preparatory School, founded in 1863, is largely a day school of some 400 pupils; both schools are fully co-educational. The Schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold spa town. They have fine academic records and a considerable reputation for sport, drama and music.



Cheltenham Prep

Cheltenham Prep is a fully co-educational day and boarding school for approximately 400 pupils between the ages of 3 and 13. The School is made up of Pre-Prep [3-7], Lower School [7-9], Middle School [9-11] and Upper School [11-13].

The curriculum is tailored as far as possible to the individual and complemented by regular assessment, tracking and target setting. It is designed to provide an inspirational, exciting and coherent pathway of learning between the ages of 3 and 13. There is an emphasis on the development of skills, including skills promoting independent learning, and pupils are encouraged to apply these in and across all subjects. The School ethos is very much underpinned by the importance of children being happy and settled so they can not only reach their potential, but have a huge amount of fun along the way! The great majority of pupils progress to the Senior School although some will be prepared for entry to other senior schools.



The School occupies its own 15-acre site adjacent to the Senior School. There are purpose built and well-equipped departments for Art, Technology and ICT, and an Assembly Hall, Library, Music School, as well as a brand new Science Building. The Boarding House occupies the upper floors of the main building. The grounds include playing fields for all major games, and recreational facilities such as a shallow boating lake and adventure playgrounds.

The School shares with the College two full sized Astroturf pitches, all-weather tennis courts, squash courts, a multi-purpose sports hall and a six-lane 25m swimming pool. It also benefits from use of the magnificent College Chapel. All these facilities are adjacent to the Cheltenham Prep campus.





The Post

The Senior Deputy Head is directly responsible to the Head of Cheltenham Prep. Ensuring the smooth running of the School on a day to day basis is a multi-faceted role and encompasses a huge variety of different tasks and skills. A number of the main ones are listed below but the successful candidate will understand that every day is different and any number of surprises await which will require flexibility, adaptability and an openness to deal confidently with whatever that particular day may hold!

Leadership

- Develop structures and strategies to ensure each school day runs smoothly
- Play the key role in liaison between the Common Room and the Head
- Oversee and lead strategies for effective delivery of the school behaviour management and disciplinary policy. Management and oversight of all behavioural sanctions
- Deputising for the Head
- Be willing to give advice and support to the Head in all areas, and thus playing a key role in the strategic direction of the school
- Be a senior member of SLT, chairing meetings in the Head's absence. Attend College Executive Committee meetings with the Head and Senior Deputy of the College and Bursar
- Attend all Cheltenham College Council meetings (our Governing body) alongside the Head

Teaching and Learning

- The post holder will not have a class responsibility but will teach a reduced timetable to ensure leadership responsibilities can be effectively executed
- Leading/keeping up to date with developments in the latest inspirational teaching skills and techniques, and keeping up to date with national developments
- Attending relevant courses for CPD
- Fostering the highest standards in planning and assessment, including monitoring the keeping of records and the efficiency of marking
- Constantly reappraising professional performance; participating in training courses and keeping informed of current legislation and practices
- Contribute fully to the co-curricular life of the school, including games, duties and clubs and activities





Administration

- Responsibility for major whole school events
- Co-ordination of Beginning and End of Term arrangements
- Creation of rota and communication of Staff Duties termly
- Creation of the School calendar of events on a termly basis in advance
- Ensure collaboration and communication between The Prep and College is effective and clear in all areas not covered by the Deputy Heads Pastoral and Academic

Marketing & Admissions

- Play a supportive role in the marketing of The Prep and assist in the admissions process

The Candidate

The successful candidate will display:

- Vision and leadership with ambition and energy
- Outstanding communication skills, commanding respect from pupils, staff and parents
- Outstanding organisational skills
- An ability to problem-solve and to work to deadlines
- Strong interpersonal skills and sensitivity and an ability to bring staff together
- Strength of character and decisiveness to make difficult decisions
- Outstanding teaching skills with high personal standards and a passion for seeing similar high standards in all staff
- A genuine passion for ensuring that every child, regardless of their ability, is developing holistically and being the best they can be
- Enthusiasm and a sense of humour
- Be prepared to lead and embrace challenge



Terms and Conditions

A formal contract, recognised by IAPS, detailing terms and conditions will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions.

General notes:

- A highly competitive remuneration package is available with, for the right candidate, a salary to match the best. The Governors review the compensation annually having set agreed targets for the academic year in September.
- The appointment is subject to one term's notice.
- A four bedroom family home will be provided on site.
- The position carries a significant reduction in teaching load in line with the demands of the role.
- Generous fees discount is available for children attending the Prep and College
- College offers a defined contribution Workplace Pension Plan plus a Flexible Benefits Pot. The scheme offered is through APTIS: Aviva Pensions Trust for Independent Schools and includes a generous College contribution.
- Subsidised Health Scheme membership.
- The candidate's performance will be subject to a regular appraisal.
- Longlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with past employers.
- The appointment is subject to satisfactory references, clearance from the Disclosure and Barring Service, proof of identity and qualifications and a satisfactory medical declaration.

Child Protection

Cheltenham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on the website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. The successful candidate will be required to complete an application for Enhanced Disclosure, to initiate a Disclosure and Barring Service Check (working with children) in accordance with the School's Recruitment Policy which may be obtained from the Bursar upon request. The School is registered for the processing of personal data in accordance with the Data Protection Act 1998.

Equal Opportunities

Cheltenham College is an equal opportunities employer. We are committed to equality of opportunity for all staff and applications from suitably qualified individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We encourage all candidates to ensure that College is aware of your particular requirements should you be invited to interview.

How to Apply

If you are excited by the opportunity of playing such a key role at Cheltenham Prep please complete the application form electronically and email it to recruitment@cheltenhamcollege.org, together with a covering letter (no CVs please) explaining your suitability for the role.

The deadline for applications is 5pm on Friday 4 November.

Long list interviews will take place in the week beginning Monday 14 November.

Short list interviews will take place in the week beginning Monday 28 November.





CHELTENHAM
PREP SCHOOL

Cheltenham College Prep School
Thirlestaine Road
Cheltenham
Gloucestershire
GL53 7AB

Tel: +44 (0) 1242 522 697
Email: prep.reception@cheltenhamcollege.org
www.cheltenhamcollege.org

Registered Charity No. 311720