

CANDIDATE INFORMATION PACK
HEADTEACHER



CLEVELANDS
PREPARATORY SCHOOL



ABOUT CLEVELANDS PREPARATORY SCHOOL

Clevelands is a school based on traditional educational and family values with an excellent, and indeed growing, reputation in the Bolton area. With progress, attainment and pastoral care judged as outstanding at our latest inspection, we are a school with happy and motivated children.

Academic achievement has always been highly valued at Clevelands and always will be. However, we also believe education should extend beyond the academic curriculum to develop self-confident, inquisitive and independent individuals. Independent schools that give you everything are hard to come by but we have been providing excellence in education throughout our 50 year history.

Located to the West of Bolton, Clevelands Preparatory School is set in a large Victorian house with picturesque woodland grounds. This historical building, together with our modern facilities, makes it the perfect location for children to bloom.

Clevelands is the perfect environment in an ideal setting for children to thrive. Our independent school for students aged 2 - 11 years old is housed in a beautiful Victorian building, once the home of a Lancashire businessman. The woodland setting has been developed to give children wonderful outdoor experiences from pond dipping to searching for wildlife on a woodland trail.

The location gives children a supportive and stimulating environment where they will spend each day in an enriched, happy and caring community, supported by highly qualified, dedicated teachers and support staff.



OUR ETHOS



**WE ARE ISI RATED
EXCELLENT IN ALL AREAS**

At Cleveland's we want all children and staff to grow and develop into positive individuals, who achieve through determination, resilience, effort, creativity, mutual-respect and kindness. We want to encourage and promote confidence, enthusiasm, and happiness across our school community: to enable everyone to help prepare for a positive future, and to be productive, caring, global citizens, aware of their impact upon both our school and community, and the wider world.

Our aim is to offer a high-class education, driven through a stimulating and inspiring curriculum that offers equal opportunities for every child to be successful.

We want every child to have the opportunity to realise their fullest potential regardless of starting points and to be equipped with the right values and skills to enable them to grow as individuals and be successful in the competitive world that lies in wait for them.

We want school to be a place of wonder, learning, excitement, creativity, technology, challenge and compassion, where all children thrive, develop and grow in an environment of love and care.

Our school's family values are built on respect and consideration of one another. Friendship, kindness and patience are continually reinforced in the day-to-day life of the school. It is an approach that has made us one of the most respected independent schools in the Greater Manchester area at both nursery and prep level. At the last inspection the progress and attainment of all children was judged as outstanding.



HEADTEACHER JOB DESCRIPTION

SUMMARY OF THE ROLE

To ensure that the school is a well led, unified community with outstanding provision for every child both academically and pastorally.

OVERALL PURPOSE OF THE ROLE

To provide professional, business and strategic leadership for the school in order to secure:

- its on-going success and future development;
- high quality, rigorous education for all its pupils;
- consistently outstanding standards of achievement; and
- a vision that drives the school into a bright future.

MAIN DUTIES AND RESPONSIBILITIES

Strategic Leadership

Work with the Alpha Schools Directors and staff to develop and implement the strategic vision and Development Plan for the school, ensuring that it is clear and has the commitment of all school stakeholders.

The plan will include:

- how pupils and students will achieve consistently excellent standards and make significant progress;
- how teacher effectiveness can be increased;
- how the school will continually develop;
- identification of key performance targets including marketing and financial aspects;
- determining when regular school self-evaluations take place;
- the implementation of quality assurance measures;
- monitoring progress against the Development Plan and reporting to the Directors on progress against the plan;
- leading people and managing resources efficiently and effectively to meet the school's Development Plan objectives within the financial resources available to the school.

The Headteacher will:

- contribute to the formulation of policies and procedures concerning the school's resources and asset management;
- ensure appropriate priorities for expenditure are set, including allocation of funds and proper administration and control through effective management of the school's finances;
- lead the school's commitment to equal opportunities, ensure that children are safe and that safeguarding procedures and processes are comprehensively implemented.

Leading, Teaching and Learning

- Create and maintain an environment and a code of conduct to promote and secure outstanding teaching, effective learning, high standards of achievement, good behaviour, discipline and attendance to ensure that all staff and pupils are challenged and encouraged to achieve their full potential.
- Develop a curriculum that maximises pupil potential and offers the highest quality of learning experience for all pupils enabling them to progress into the best higher education or training opportunities and prepares them to become well-rounded members of the community.
- Maintain and develop effective links with the community in order to extend the curriculum and enhance teaching and learning.
- Create and maintain an effective partnership with parents/ guardians/ carers to support and improve students' achievements and personal development.
- Determine and implement policies and promote mutual respect and tolerance of others, resolving any incidents swiftly and effectively.
- Encourage positive strategies and programmes for student support and clear guidance on exclusions and disciplinary matters.

Managing the School

- Ensure that the environment of the school is maintained to a high standard so as to develop a sense of pride in the surroundings.
- Develop a culture of personal responsibility and accountability for all pupils and staff.
- Alongside the Alpha Schools Marketing Team, direct effective and creative marketing of the school, review plans regularly so that they are responsive to changes in the marketplace, ensure that the school has a high profile locally and that pupil numbers consistently increase over the next five years.
- Maintain effective relationships with parents/ guardians/ carers to ensure the school continually meets their changing expectations and meets their needs, sustaining their commitment to the school.
- Select pupils for admission via a fair and effective admissions process.
- Implement effective human resources policies and procedures so that a team of high quality staff are in place and are up to date with the national best practice. This will include effective recruitment and selection, regular performance reviews, ensuring continuous professional development takes place and adherence to safeguarding requirements.
- Have in place appropriate terms and conditions of employment for the multi-disciplinary staff team in the school, that can be effectively resourced within the school's budget and which enables the recruitment and retention of a team of high quality staff.



Strengthening Communication and Community

- Ensure effective communication mechanisms are in place between pupils, their parents, staff and directors and any other key stakeholders.
- Ensure that the school's ethos, values and aims are effectively communicated to pupils, prospective and current parents, staff, former pupils and the wider community.
- Promote a culture that will take account of and actively support the diversity of the school's community.
- Collaborate with other organisations to ensure the intellectual, spiritual, social, moral and medical wellbeing of all pupils.
- Work with the local community to share expertise and maximise the use of resources for the benefit of the pupils. This will include curriculum enrichment activities and the promotion and development of a range of community-based learning experiences.



HEADTEACHER PERSON SPECIFICATION



		Essential	Desirable
Qualifications	A well qualified teacher with QTS and three or more years of management experience.		✓
Experience	Successful teaching experience with a track record of consistently enabling learners to achieve high standards.		✓
	Substantial and successful experience of curriculum and/or pastoral leadership and management.		✓
	Some experience of strategic planning or of curriculum evaluation.		✓
	Experience in managing an ISI and/or Ofsted inspection.		✓
	Experience in developing and overseeing marketing activities so that the candidate has an in depth understanding and appreciation of the principles and practices of marketing.		✓
	An understanding of the independent education sector and the wider educational market within which it operates.		✓
Skills	Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.	✓	
	Ability to work effectively as a leader. To show initiative and imagination, to have vision and the ability to inspire others.	✓	
	First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.	✓	
	Strong analytical and problem solving skills, combined with a proactive and positive approach to change management.	✓	
	Effective and energetic in instigating and implementing change.	✓	
	Able to see through complex strategies from concept to conclusion.	✓	
	Able to maintain a high work rate and to juggle a range of tasks and issues at the same time.	✓	
	Excellent written and spoken English and the ability to articulate and communicate clearly.	✓	
	A high level of competency in numeracy to interpret data and manage budgets.	✓	
Knowledge	An awareness of recent national educational developments.	✓	
	A clear understanding of recent developments in teaching and learning.		✓
	Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.	✓	
Personal Competencies and Qualities	A sensitivity to the needs of young people.	✓	
	Enjoyment of working with and liking of young people.	✓	
	Personal integrity, honesty, energy, stamina, enthusiasm.	✓	
	A willingness to give generously of their time to support school events and activities.	✓	
	Commitment to personal development and lifelong learning.	✓	

ABOUT ALPHA SCHOOLS

As a member of the Alpha Schools family, Clevelands finds itself amongst excellent company and you will be working within one of the UK's largest operators of independent schools.

Founded in 2003, Alpha Schools has successfully grown to be one of the largest operators of independent schools in the UK.

Unusually, we like to keep a low group profile as we believe that each school should retain its own distinct character and history, rather than simply becoming part of a corporate homogeneity. For this reason, you'll find little online about Alpha Schools.

THE BEST START FOR A BRIGHT FUTURE

Fundamentally, we feel that schools should be co-educational with a blend of the highest academic and pastoral expectations. In a nutshell, they should have a family-orientated ethos, which helps each child, pupil and student enjoy reaching their potential.

We have schools with four-month-old babies and we have schools with eighteen-year-old young men and women. This means we keenly understand what is vital at each stage of learning and how best to encourage all in our care to flourish whilst realising the joy and power of education.

The group has grown progressively over the last ten years as has our reputation in the education sector. We are led by educationalists and our founder and owner is a former Headmaster. You will be part of a larger community of individually-minded schools, affording opportunities for collaboration, inspiration and challenge from your fellow senior leaders.



THE SUNDAY TIMES

"Best Performing Schools Group"

2019-2020

HOW TO APPLY

If this role sounds of interest, we would warmly welcome your application.

Please email your CV and Cover Letter to; recruitment@alphaschools.co.uk

If you have any questions about the role, or would like any further information, please feel free to give us a call on **01494 535 857** and we will be more than happy to help.



SAFEGUARDING



CLEVELANDS PREPARATORY SCHOOL PUPILS ARE ALLOWED TIME TO FOLLOW THEIR OWN PASSIONS WITHIN AN ENVIRONMENT THAT CREATES OPPORTUNITIES BOTH IN THE HERE AND NOW, BUT ALSO FOR THE FUTURE.

Clevelands Preparatory School is committed to safeguarding and promoting the welfare of children and expects all its staff, including those employed by contractors, and volunteers to share this commitment. All schools will safeguard and promote the welfare of all their pupils, in compliance with the Department of Education's Guidance "Keeping Children Safe in Education (Department for Education September 2021)".

At the heart of Cleveland's values is the recognition that promoting the welfare of children is everyone's responsibility and we all have a role to play in safeguarding children.

At Clevelands, working together to safeguard children is best summarised as:

- understanding that safeguarding systems should be child-centred;
- our duty to protect children and young people from maltreatment;
- our duty to prevent the impairment of children and young people's health or development;
- ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care;
- undertaking the role to enable those children and young people to enter adulthood successfully.

Clevelands Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants for all jobs will undergo appropriate child-protection screening including checks with past employers and the Disclosure and Barring Service (DBS) check to enhanced level with barred list, costs are covered by the company. If shortlisted, candidates are required to complete a criminal self-declaration form. This role is exempt from the Rehabilitation of Offenders Act 1974 and the Amendments to the Exceptions Order 1975, 2013 and 2020.