



HIGHGATE SCHOOL

Highgate School is a large and flourishing coeducational independent school which is situated next to Hampstead Heath, a few miles from the centre of London. There are three schools in the Foundation: the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently some 1,460 pupils in the Foundation. The School employs approximately 400 full-time or part-time teaching and support staff.

The Governors consider the development of excellence in the education offered to pupils to be the underlying purpose of all activities undertaken by support staff.

Highgate School is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Criminal Records Bureau.

HIGHGATE PRE-PREPATORY SCHOOL

The Pre-Prep is housed in its own building in Bishopswood Road, adjacent to the school's playing fields. The Pre-Prep is an academically selective, coeducational school and has approximately 130 pupils. The school is two form entry and takes pupils from Nursery (age 3) to Year Two when it is expected that they will transfer to Highgate Junior School.

Teachers at Highgate enjoy a welcoming, comfortable and exceptionally well-resourced environment and are provided with significant assistance from a range of support staff.

JOB DESCRIPTION

DEPUTY PRINCIPAL PRE-PREPATORY SCHOOL (Free School Partnership Leader)

REPORTING TO: PRE-PREPATORY PRINCIPAL/HEAD MASTER

RESPONSIBLE TO: HEAD MASTER

BACKGROUND

Highgate School is seeking to appoint an outstanding practitioner to join the Pre-Prep at an exciting time in a new, unique and challenging post.

There are two halves to this role. First, the successful candidate will work alongside the Principal, Mrs Diane Hecht, as a member of the Pre-Prep's Senior Team at the level of Deputy Principal. The second half of this role will be to take the lead in making Highgate's partnership with the Haringey E-ACT Free School an exemplary success.

In October 2011, it was announced that the Haringey E-ACT Free School had been given the green light to open in September 2012 with 60 pupils in each of Reception and Year 1. The school will be in the east of Haringey in North London, in an area of significant need:

- 39.2% of children in Haringey are deemed to live in poverty. This is the 8th highest proportion of children in poverty in the UK.
- The proportions of children living in poverty in the eastern wards are: White Hart Lane 56.9%; Northumberland Park 53.1%; Tottenham Hale 51.8%.

Integral to the vision of the Haringey E-ACT Free School is that Highgate School will be a key strategic educational partner. Our ambition is that we will help enrich and transform the education, and hence the life prospects of the Free School's pupils. We will inject our curricular and extra-curricular DNA into the Free School, to create the expectations and the opportunities that will develop in the pupils long-lasting and far-reaching aspirations, experiences and achievements.

We are the first independent school to co-forge the ethos and identity of a Free School in this way, and this is an unprecedented opportunity for the right candidate to bring to life a ground-breaking relationship. The post-holder will be an employee of Highgate School, and will add capacity to and give support to the senior team of the Haringey E-ACT Free School in a manner akin to a secondment or a consultant. The post-holder's time will be split between the two schools; for the first year at least, it is expected that this will be a 0.5 secondment to the Free School.

The post holder will report to and be accountable to the Principal of the Pre-Prep. He or she will also report on the Free School partnership to the Head Master and the Governors of Highgate School.

THE ROLE

- Deputy Principal of the Pre-Prep, with particular responsibility of EYFS Coordinator.
- To add capacity to Haringey E-ACT Free School senior team.
- To lead the development of the relationship between the Pre-Prep and the Haringey E-ACT Free School.

MAIN RESPONSIBILITIES

The following section outlines the postholder's key responsibilities in the core elements of the role i.e:

- Deputy Principal.
- EYFS Coordinator.
- Partnership Leader for Highgate's relationship with the Haringey E-ACT Free School.

DEPUTY PRINCIPAL

As Deputy Principal of the Pre-Prep, the post-holder will have the following responsibilities:

Leadership and Management

- Support the Principal of the Pre-Prep in the leadership, management and development of the Pre-Prep.
- Understand the whole school priorities as identified in the Foundation Development Plan and lead in achieving them.
- Support the Principal in the cycle of Admissions to the Pre-Prep, in particular during the periods of assessment tests.
- Provide reasonable cover for absent colleagues.
- Be responsible for documentation related to inspection and self-evaluation.

- Support the Principal with the annual cycle of staff appraisals.
- Be the nominated liaison with the local authority (Haringey).
- Be a deputy Child Protection Officer; training will be provided for this, if needed.
- Support the Principal in other ways as are reasonably requested.

Teaching and Learning

- Deliver high quality learning and teaching through effective planning, assessment, marking, reporting and monitoring of pupil progress.
- Be an example of excellence as a teacher, by modelling and developing agreed best practice.
- Be involved in the creation, consistent implementation, review and development of policies and schemes of work.

EYFS COORDINATOR

- Lead the development, monitoring and evaluation of the EYFS curriculum.
- Set, monitor and review expectations for all EYFS pupils.
- Lead on the development of the Pre-Prep's EYFS tracking processes, supporting the development of teachers' skills in this area.
- Keep abreast of current developments in EYFS management and curriculum areas, and disseminate information as appropriate.
- Lead on the measurement, reporting and analysis of pupil progress and attainment, presenting information to relevant parties and participating in the further development of strategies such as *Assessment for Learning*.
- Be a lead learner, providing coaching and mentoring for colleagues to improve teaching and learning skills, and leading and participating in the Pre-Prep's professional development framework.

PARTNERSHIP LEADER

The responsibilities for this element of the role will be confirmed in discussions between the Principal of the Free School and the successful candidate. However, areas in which the post-holder might add capacity to the Free School senior team could include the following:

Teaching and Learning

- Helping to set the highest of expectations for teachers and teaching assistants.
- Modelling best practice to teachers and teaching assistants, and sharing experience and expertise with them.
- Mentoring teachers, in particular NQTs and Teach First appointments.

Leadership and Management

- Supporting monitoring and evaluation processes by taking part in observations of lessons and giving formative feedback and points for development to teachers.
- Supporting the evaluation of strengths and weaknesses of EYFS provision and practice.
- Leading in-house continuing professional development for teachers, teaching assistants, learning support staff etc.
- Supporting the planning and implementation of an EYFS curriculum that leads to pupils developing cognitively and also socially.
- Supporting the development of curriculum plans which ensure good transition from EYFS in to KS1.
- Assisting the development of a rich and varied programme of extra-curricular activities and sport.
- Being a designated Child Protection Officer.

- Supporting the Principal of the Free School in other ways as are reasonably requested and that can be managed in the context of the overall portfolio.

Pupil Progress

- Analysing pupil data and identifying trends and anomalies affecting pupil progress.
- Evaluating the progress of SEN pupils, including the outcomes of successful strategies (e.g. Assessment for Learning) and interventions (e.g. Reading Recovery), and helping to ensure that the needs of all pupils are being met, including high achievers and those on the SEN register.
- Assessing pupil progress and moderating teachers' assessments, and using those data to inform curriculum planning.
- Supporting the early identification and early support for children with additional needs, with a commitment to inclusive practice.

Liaison with parents and carers

- Managing home visits to parents and carers prior to their children's admission.
- Developing support and training sessions for parents and carers (e.g. around literacy and numeracy, or Stay and Play sessions for parents and carers with pre-school children).
- Raising the long-term aspirations and ambitions of the pupils and their families, parents and carers.
- Overseeing the provision, quality and uptake of school meals, including breakfast.

Relationship development (between the Pre-Prep and the Haringey E-ACT Free School)

- Matching areas of need in one school with areas of excellence in the other, and taking action to address identified issues
- Organising and facilitating worthwhile and well-planned peer visits between the two schools, to be followed by reflection and identification of further action.
- Planning and delivering INSET of value and interest to teachers and teaching assistants in both schools, so that both staff teams are engaged in continuous professional development and are well informed about current research and innovation.
- Identifying and acting upon opportunities for pupils and parents/carers from the two schools to interact, work and learn together.

PERSON SPECIFICATION

DEPUTY PRINCIPAL - PRE-PREP

	Essential criteria	Desirable criteria
Qualifications and Training	<ul style="list-style-type: none"> • A good honours degree • Qualified Teacher Status • Excellent understanding of curriculum and pedagogical issues relating to learning and teaching in the early years and primary phases • Evidence of continuing professional development relevant to EYFS • Child Protection and Safeguarding training 	<ul style="list-style-type: none"> • Postgraduate qualification (e.g. MA) • Qualified deliverer of intervention programmes • Advanced Child Protection and Safeguarding training • Paediatric First Aider
Experience	<ul style="list-style-type: none"> • At least three years teaching EYFS across a broad ability profile • Meeting successfully the needs of pupils with complex special educational, social and emotional needs • Academic leadership in relation to raising standards in EYFS or KSI • Observing and evaluating teaching, and providing feedback • Interpreting and using pupil progress and performance data 	<ul style="list-style-type: none"> • Teaching in a school in an area of significant deprivation • Managing a team • Developing partnerships with parents and carers • Developing partnerships with external organisations
Skills	<ul style="list-style-type: none"> • An outstanding teacher • Excellent presentation skills, particularly in relation to in-service training • Excellent communication skills, both written and oral • Highly competent in the use of information technology • Flexible and approachable • Resilient under pressure • Positive and energetic approach to work • Commitment to one's own personal wellbeing, in particular the work-life balance 	
Personal attributes	<ul style="list-style-type: none"> • Willing to travel frequently between the two school sites (about 5 miles apart). Reimbursement of expenses will be discussed with the successful candidate. 	<ul style="list-style-type: none"> • Full clean driving licence and own car. • Enthusiastic to be involved in the wider life of the Pre-Prep and the Free School

CHILD PROTECTION

All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.

TERMS & CONDITIONS

The terms and conditions below do not form part of a contract and are for information only. Should you be offered and accept employment with Highgate School you will receive a contract setting out in full your terms and conditions. All offers of employment are subject to the receipt of references satisfactory to us, proof of eligibility to work in the UK and CRB checks.

Salary

A competitive salary will be offered dependent on qualifications and experience.

Hours of Work

The successful candidate will be required to attend at the School during such hours as are notified to him/her from time to time and in addition to work all hours as are necessary for the proper and conscientious discharge of his/her duties.

Probationary Period

This appointment will be subject to the completion of a probationary period of one year to the satisfaction of the Governors.

Lunch Period

There is a lunch break of an hour. A complimentary lunch is available in the Dining Hall.

Holidays

The successful candidate will be entitled to take paid holiday during Highgate School half terms and holidays except that he/she will be required to continue to meet commitments to the Free School during its term dates, which are not guaranteed to coincide with Highgate School's term dates. Such entitlement shall include holidays in respect of Bank or other public holidays, on which days the successful candidate shall work if duties so require. Highgate School's academic and holiday year runs from 1st September to 31st August.

Pension

The School pays the employer's contribution to the Teachers' Pension Scheme.

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood.

Dress Code

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking

Highgate School operates a no smoking policy and smoking is not permitted on any part of the campus.

Recreational Facilities

Staff have free access to the School's sports facilities, including a swimming pool and a fitness suite.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

Equality and Diversity

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

Job descriptions may be updated by the Head Master or Bursar from time to time to accommodate the changing needs of the School.

Nov 2011

APPLICATION PROCEDURE

Applications should be made to:

Natasha Edward, Human Resources Manager, Highgate School, North Road, Highgate, London N6 4AY

Applicants are required to write a **separate covering letter** outlining their suitability for the post, which should be accompanied by the following:

- (1) The School's **application form**. (Please note that of necessity this is a PDF document and must be completed by hand; scanned emailed copies will be accepted in the first instance provided the signed hard copy is sent in the post.)
- (2) A full **curriculum vitae**.
- (3) Details of **two referees**.

Closing date: 17 February 2012