



King's College

TAUNTON

Job Description and Person Specification Head of the King's College Prep School

Job Title	Head of King's College Prep School (KCP)
Responsible to	The Executive Head of Kings College Taunton and to the School Council
Accountable for	Leading and managing King's College Prep School, including the Pre-Prep and the Pelican Nursery
Context	KCP is a co-educational Prep School of about 260 children, aged 2 -13. It is the 'feeder' to King's College, a school of about 430 pupils, although a small minority of pupils do not move on to the College at 13. King's has four other international schools, this number to increase in the near future.
Principle Responsibilities to	<ul style="list-style-type: none">• Work with the School Council, College Headmaster and Senior Management Team to create and deliver a shared vision and strategic plan which ensures continual development and inspires the school community• Ensure that in KCP, the vision for the school is clearly articulated, shared and understood• Deliver agreed short and long-term plans, appropriate targets and costings being in place• Drive academic standards through high expectations, excellent teaching and learning, a curriculum appropriate for the modern society and suitable extra support for all abilities as required• Ensure that a strong pastoral framework is sustained to support the needs and development of each pupil and member of staff; a happy, supported community is a successful community• Ensure the highest standards of pupil behaviour. In doing so to establish a school community of respect, kindness and compassion whilst embracing aspiration, resilience and determination• Line-manage, support and delegate appropriately to the KCP Senior Management Team, encouraging confident and effective leadership and management• Establish and maintain a culture in which safeguarding and child protection are paramount and embedded in everything the school does• Ensure, with the Director of Finance and Operations, that the school complies with all relevant regulations and maintains a healthy and safe environment for all pupils, staff and visitors• Deliver a school culture and curriculum which takes account of the richness and diversity of the school's communities

	<ul style="list-style-type: none"> Understand and respond to the challenges presented by the local educational scene and wider independent school market, ensuring that the school is competitive by maintaining its strong reputation for excellence
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Person Specification

Assessment Method Key

A	Application From
I	Interview
T	Test
P	Presentation

Aspect	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> Honours degree Safeguarding training appropriate to a school environment 	<ul style="list-style-type: none"> Qualified Teacher Status A record of continuous professional development Safer Recruitment Training ISI Inspector Training (experience) 	A / I
Experience	<ul style="list-style-type: none"> A track record of outstanding teaching Successful experience of working as a Deputy Head or Head of Department Experience of managing people Experience of fostering teamwork Experience of managing complaint or difficult situations 	<ul style="list-style-type: none"> Successful experience of working as a Head Experience of the independent education sector Experience of inspection Experience and understanding effective appraisal 	A / I

Professional Knowledge	<ul style="list-style-type: none"> • Means by which pupil development can be accurately tracked and thereafter suitably enhanced • Understanding of the qualities / aspects required of a curriculum that suitably equip pupils to confidently confront the challenges of their future education • A good knowledge and understanding of what constitutes effective report (and reference) writing • Thorough understanding and knowledge of the best practice in safeguarding in schools 	<ul style="list-style-type: none"> • Awareness, understanding and knowledge of the latest research on teaching and learning • A strong understanding of various strands of assessment • An understanding of the best practice in supporting SEND children • A Familiarity with the Early Years Foundation Stage • An understanding of the framework and requirement of ISI Inspection • An understanding of the relevant compliance such as the ISI Regulatory Requirements • An awareness of safeguarding at the EYFS stage 	A / I
Professional Skills	<p>The ability to:</p> <ul style="list-style-type: none"> • engage a collaborative leadership style; the provision of ownership to others in leading, the provision of delegation to others in management • work as an effective team member • lead, challenge, support and motivate a community of professional staff • effectively manage the performance of staff such that they fulfil their potential • effectively manage a budget • confidently address audiences of pupils, staff and parents • engage calmly, patiently and intelligently in stressful situation 	<p>To</p> <ul style="list-style-type: none"> • demonstrate a natural flair for public relations • contribute towards a successful marketing strategy • contribute towards the evaluation of the business that is KCP and in doing so demonstrate commercial and financial awareness • demonstrate powers of diplomacy and persuasion - ambassadorial skills; • assess and evaluate performance embracing data • be a confident, impressive perhaps charismatic communicator, able to command 	I / P

		<p>the interest and imagination of staff, pupils and parents</p> <ul style="list-style-type: none"> • Strong organisational, management and administrative skills 	
Philosophy and Commitment	<ul style="list-style-type: none"> • An affinity for the Christian values and ethos of the King's School and of the Woodard Corporation, and a true commitment to promoting and upholding these • A visible leader who models the ethos and values of the school - kindness, respect, tolerance, empathy, aspiration • A visible leader whose expectation is of polite manner and excellent behaviour alongside good humour and fun • Foster an atmosphere of mutual respect, trust, support and friendliness • Demonstrate an excellent understanding of, and strong affinity for, all pastoral matters • Show a keen interest and appreciation of the full range of activities at the school • maintaining a visible and regular presence at school events 	<ul style="list-style-type: none"> • Involvement in and support for, a co-curricular activities programme 	A / I / P
Personal Qualities	<ul style="list-style-type: none"> • Demonstrates the Seven Principles of Public Life: Selflessness, integrity, objectivity, accountability, openness, honesty, leadership (by example) 	<ul style="list-style-type: none"> • Is able to reach out for advice and emotional support as necessary • Strong creative and innovative skills • Has an eye for detail • A sense of humour! 	I / P / T

	<ul style="list-style-type: none">• Embraces hard work and commitment. Harbours stamina and energy. Demonstrates resilience and perseverance• A good listener promoting a climate in which pupils, staff and parents feel able to express their views	<ul style="list-style-type: none">• A Reflective practitioner	
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