



BROMSGROVE SCHOOL

Applicant Information for the Post of
Head of Pre-Preparatory &
Preparatory School

Information for the Appointment of

HEAD OF BROMSGROVE PRE-PREPARATORY & PREPARATORY SCHOOL



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MISSION STATEMENT

FLAIR : DISCIPLINE : ACADEMIC RIGOUR

Bromsgrove School aims to produce happy, creative, moral citizens who live motivated, fulfilled lives while enriching the lives of others.

It seeks to achieve this through an enlightened, disciplined and broad education that responds to global change while retaining core values.

The Core Values Bromsgrove seeks to foster in its pupils are: Humility and Confidence; Compassion and Ambition; Respect and Curiosity; Tolerance and Vision

BROMSGROVE PRE-PREPARATORY & PREPARATORY SCHOOL

BACKGROUND INFORMATION

The Governors invite applications for the position of Head of Bromsgrove Pre-Preparatory and Preparatory School to commence in September 2021. The current Headmistress, Mrs Jacqui Deval-Reed will retire in August 2021 after twenty years at the School including ten very happy and successful years as Headmistress. The new Head will take up the appointment on 1st September 2021.

Bromsgrove School has been in existence since the 15th Century, though the Preparatory School was established during the Second World War. A Pre-Preparatory School was subsequently set up, and in 2016 Bromsgrove brought Winterfold Prep School into the family of Schools. Today there are nearly 2050 pupils across the four constituencies with approximately 200 in the Pre-Prep (all day), 530 in the Prep (boarding and day), 320 in Winterfold School (all day) and 990 in the Senior School (boarding and day).

Bromsgrove Pre-Preparatory and Preparatory School has grown considerably under the current Headmistress and is now one of the largest schools of its type in the country. The Bromsgrove School Headmaster is a member of HMC and the present Pre-Preparatory and Preparatory Headmistress is a member of IAPS and Junior HMC.

The role would suit an innovative and forward-thinking educational practitioner, with proven experience of school leadership, who can engage pupils, staff, parents and the wider school community. We seek an individual who can build on the School's track record of success, with innovation, ambition, energy and first-class communication skills. The successful candidate will be responsible, through contract and practice, to the Headmaster of Bromsgrove School, Mr Peter Clague, and be a key member of the Bromsgrove School Executive Team. By virtue of his or her Contract of Appointment the Head of the Pre-Preparatory School and Preparatory School also has direct access to Governors and sits on several governing body subcommittees.



BACKGROUND INFORMATION

500 year old Bromsgrove School did not have a Preparatory section until 1941. It was established, rather bizarrely, in Llanwrtyd Wells, Wales, while the School was in exile during the Second World War. By 1947, the Preparatory School was in situ at Bromsgrove, and the first purpose built Preparatory School building, Cobham House, was erected in 1958. The Pre-Preparatory School was founded in 1943 by Mrs Otilie Hild as a private day school and was originally called Otilie Hild School. In 1986 it became part of Bromsgrove School and moved to its present spacious and rural setting, on the outskirts of Bromsgrove, in 2000.

In addition to the buildings of the 1950s and 1960s, the Prep School has a £2million 21st Century teaching block – Maple House – with dance studio and library; a 1997 sports hall; the 1991 Llanwrtyd Centre for Art, Science, Design and ICT; a brand new Performing Arts Centre with state of the art theatre and dining room opened in 2019; and acres of outdoor sporting facilities, worthy of the School's formidable reputation in the area. Many superb facilities, such as the Chapel, brand new Music School and Concert Hall, all weather surfaces, a 400m running track and heated swimming pool are shared with the adjacent Senior School. The Senior and Prep Schools total over 100 acres.

The 85 Prep School boarders are housed in Page House, a wonderful co-ed junior boarding house with superb facilities. Boarding is central to the ethos of the School and our thriving and diverse boarding community is a real success story of which we



are very proud. At a time when Prep School boarding numbers nationally are reducing, Bromsgrove Prep School has seen a steady rise in numbers.

With a combined 720 pupils, Bromsgrove Pre-Preparatory and Preparatory School is one of the largest in the country. Academic expectations are high; music, art and drama are vibrant, and the sporting tradition is a proud one. Scholarship success to the Senior School is enviable with 38 Scholarships awarded last year alone. During the past couple of years the Preparatory School Chapel Choir won the Barnardo's Choral Competition and were crowned 'Junior Choir of the Year 2019', performing in the Royal Albert Hall and Westminster Cathedral; the U12 girls were crowned IAPS National Netball Champions, hockey, rugby and cricket teams have all achieved national success too.

Virtually all pupils progress from the Pre-Preparatory to the Preparatory and then on to Bromsgrove Senior School. It is the role of the Bromsgrove Pre-Preparatory and Preparatory Head to work with the Assistant Head in charge of admissions to manage these transitions.

The Bromsgrove School website carries information about the aims, ethos, history and performance of the School, together with additional information and images of the Preparatory and Pre-Preparatory Schools.



THE HEAD'S ROLE

This is a demanding and rewarding position. There is a strong entry from the Pre-Preparatory School to the Preparatory School. New joiners may then join at any year group although the majority join the Prep in Years 3, 5 and 7 with the benefit and security of places in the 990 strong Senior School of international repute to which virtually all Preparatory School pupils' progress. The Governors expect the Pre-Preparatory and Preparatory School Head to have an excellent working relationship with the Head of Senior School. Though there is obviously a restriction on autonomy since the Pre-Preparatory and Preparatory School Head is responsible to the Senior School Headmaster, responsibilities and opportunities are in many respects greater than for the Head of a stand-alone Prep and Pre-Prep School since the successful candidate will enjoy input into a great deal of whole-School policy.

The Head shall be responsible for the day to day internal management of the Pre-Preparatory and Preparatory School but shall operate within the policy, practice and financial limits designated by the Headmaster of Bromsgrove School, acting on behalf of the Governors.

The Head will be responsible for standards of pastoral care, discipline, teaching, learning and progress among the pupil body of both the Preparatory and Pre-Preparatory Schools. Excellent relationships must be established and maintained with parents, other schools (especially feeder schools) and external bodies. The Head will work closely with the Assistant Head on all matters concerning admissions, communications and marketing.

Management of staff appraisal, training, development and discipline will fall under the Head's remit, and he/she will also be responsible for planning resources so that the Preparatory and Pre-Preparatory Schools operate successfully within budget.

As well as leading the Pre-Preparatory and Preparatory School Senior Management Team, the Head will sit on the whole School Strategy and Executive Committee. These small committees determine whole School policy and practice. The new Head is likely to be a permanent member of some Governors' sub-committees and from time to time may be invited to the full Governing body meetings of the full board.

The Head of the Pre-Preparatory and Preparatory School will need to be a strong leader and first class communicator who can market as well as manage the School. He/she must ensure that the pattern of education within the School evolves in keeping with the developing policy of the School as a whole. A large Common Room of eighty one staff will need inspirational and decisive leadership. The new Head must also set an example in keeping with the School's long history of Christian worship.

The residential nature of the post means that the Head of the Pre-Preparatory and Preparatory School and their family enjoy accommodation free of rent and rates in the house provided on the premises. Fee reductions are available for any children of the Head who he or she wishes to be educated at Bromsgrove.

GOVERNANCE

Following legal advice, and with the express consent of the Charity Commission, Bromsgrove became an Incorporated Charitable Company limited by guarantee on 1st September 2003.

The School is governed by a Board of Directors (Governors) who oversee the School operation through a series of committees who meet four times a year. A Clerk to the Governors supports the Governors and acts as Secretary to the Full Board. The Preparatory Head will be invited to governors sub-committees and, if necessary, full board meetings as required.

INSPECTION

The most recent inspection reports can be found on the School's website.

PROFESSIONAL ASSOCIATIONS

The Head is a member of HMC Junior Schools through the Headmaster of Bromsgrove School's membership of the HMC. The Head is expected to continue membership of the Independent Association of Prep Schools (IAPS) and to participate in meetings and conferences organised by the Association.

KEY TEAMS

The Preparatory Head is supported by key teams of academic and secretarial staff. The Key teams comprise:

Prep School

Senior Management
Deputy Head Academic
Deputy Head Pastoral
Deputy Head Operations
Head of Junior Department

Pre-Prep School

Deputy Head Academic
Deputy Head Pastoral
Head of Early Years
Head of Key Stage 1

TERMS AND CONDITIONS OF APPOINTMENT

Contract

The Head's contract will be based on that recommended by AGBIS

Salary

A competitive salary will be by negotiation depending upon pay, qualifications and experience. The salary will be subject to annual review based on performance.

Pension

The School will contribute to the Teachers' Pension Scheme.

Holidays

The Head shall be entitled to take normal school holidays subject to fulfilling his/her responsibilities as Head.

Working Day

The Head shall work such hours as are necessary for the proper fulfilment of his/her duties. The Head is expected to play a full part in the life of the School, attending concerts, evening events and functions including Saturdays and occasional Sunday commitments. He/she must be willing to drive on School business and frequently between the two campuses, but a car is not provided, though mileage expenses will be met.

Private Healthcare

The Head shall be entitled to membership of the School's private health care scheme. The scheme is at no cost to entitled members. In addition, the Head's spouse and children may elect to join the scheme at preferential rates.

Training

Bromsgrove School is committed to professional development of staff and will support further in-service training as required.

Accommodation

As befitting the inclusive nature of the role and the boarding responsibility, onsite accommodation will be provided for the successful applicant and their family.



APPLICATION PROCESS

Programme of Appointment

The Selection process comprises:

Closing date for Applications:

Selected candidates contacted,

references requested:

Long List Interviews:

Short List Interviews:

Sunday 6th December 2020

Monday 7th December

Saturday 12th December

Wednesday 16th December

Mandatory Clearance Checks

Bromsgrove School takes its child protection responsibilities very seriously, and all employees are required to have Enhanced level DBS clearance.

References will be checked, and all gaps in Curriculum Vitae need to be explained.

The post is subject to a satisfactory medical check.

Appointment Panel *

Chairman of Governors

President of the School

Chairman of the Education Committee

Governor

Headmaster of Bromsgrove School

Bursar

Assistant Head

Mr Paul West QPM

Mr Stewart Towe

Dr Christopher Barnett

Mrs Anne Cleary

Mr Peter Clague

Mrs Lesley Brookes

Miss Rachel Scannell

* the appointment panel will be made up of a minimum of three Governors and the Executive team.

Please visit the School website www.bromsgrove-school.co.uk and complete the online Application Form.

Closing date for all applications is **Sunday 6th December**.

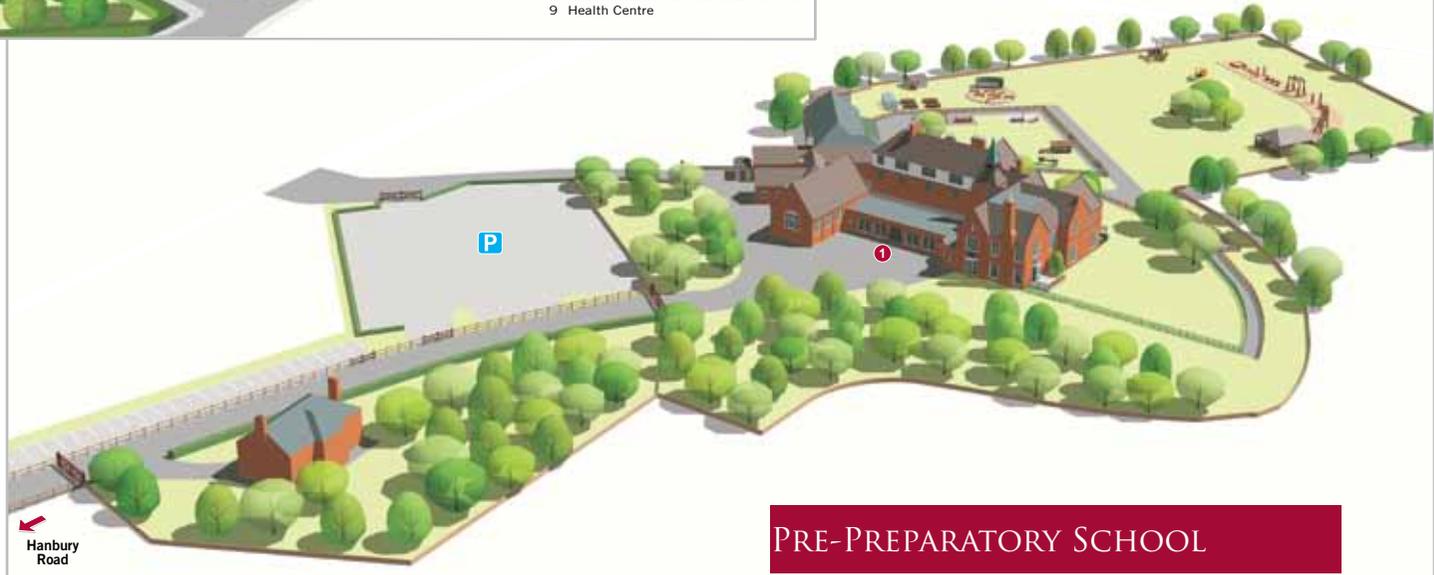
The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.



PREPARATORY SCHOOL



- 1 Prep School Reception
- 2 Cobham Theatre Entrance
- 3 Maple – Junior Department
- 4 Sports Hall
- 5 Llanwrtyd Centre
- 6 Page House
- 7 Webber
- 8 Routh Concert Hall and Music School
- 9 Health Centre



PRE-PREPARATORY SCHOOL