

Head, Kew College

270 boys & girls • 3 to 11 years • IAPS • founded 1953



Experienced and highly motivated school leaders are invited to apply for the headship of one of the most successful preparatory day schools in the South West of London. The current Head, Mrs Diana Lyness retires in 2009 after 18 years of outstanding leadership.

Founded in 1953, Kew College is a family-oriented, independent day school for 270 boys and girls aged from 3 to 11. The school is a centre of excellence by providing a rich, relevant and varied curriculum. The core subjects are offered but with a creative flair that appeals to both children and parents.

The School was initially a proprietorial school but became a charitable trust in 1985. Two Victorian houses were joined in 1994 and the Octagon building was completed in 1999. In 2005 the Sedum building was completed which provides specialist accommodation for science, information and communications technology (ICT) and music.

The new building also accommodates a library and has a large multi-purpose space for drama and larger group activities. Investment has also been made in staff by recruiting a greater number of classroom assistants to support the work of the teachers, particularly in the lower years.

Kew College has an outstanding academic record with children mainly gaining entry to their first choice of leading London day schools. Many pupils are awarded academic, sporting and music scholarships to these senior schools.

The ISI Inspection conducted in 2006 found that: "In most respects the school achieves its aims in providing a high quality of education. Pupils achieve high standards at every stage and are successful in entrance examinations to selective independent schools. They achieve well in competitions and activities.

Pupils are articulate; they listen effectively, read intelligently and write fluently. They study and work very well both on their own and with others. Pupils demonstrate high levels of spiritual, moral, social and cultural development. Teaching is very effective in enabling pupils to achieve high standards in most lessons. High quality pastoral care is provided. The school aims to remain a popular choice for local parents from Kew, Chiswick, Acton, Richmond and Twickenham."

The new Head will be expected to take up the post in September 2009. There is an excellent remuneration and benefits package. The closing date for applications is Tuesday 30th September 2008.

Long List Interviews: 10th and 11th October 2008
Short List Interviews: 13th and 14th October 2008

The successful candidate will:

- Be a dynamic and inspirational educationalist, from the preparatory school world or the maintained primary sector
- Possess high quality and proven experience of leadership and set alongside a keen and knowledgeable awareness of general educational issues
- Be eligible for membership of IAPS and capable of becoming a prominent member of the profession
- Have a flair for marketing and promotion, with the capacity to extend traditional markets and reach out to new ones
- Hold a mature and incisive grasp of management issues - understanding the importance of change management, blended with the capacity to communicate succinctly
- Be analytical, capable of independent research, experienced and adept in IT applications
- Have highly developed interpersonal skills and team player qualities; genuinely sensitive to the ideas and needs of others
- Be committed to thinking strategically and planning systematically
- Remain sensitive to the values that should pervade Kew College in a manner that expresses total integrity and probity

Role and responsibilities:

The Head of Kew College School is accountable to the Governors for the successful conduct of the school's affairs and is the Chief Executive of the School.

The candidate appointed will be expected to lead, manage and develop all aspects of the school's life efficiently, effectively and successfully.

At all times, the Head's actions and pronouncements must be in accord with current legislation and the policies and guidance set out by the Board of Governors, with whom the Head will have regular communication.

Key areas of accountability

- Ensuring the physical, mental and moral safety and welfare of all pupils, and maintaining good discipline; enforcing compliance with all legal requirements and regulations
- Responsibility for maintaining a sound personal knowledge of the academic and personal needs of each individual pupils. The Head should ensure that staff give a high priority to the happiness and welfare of all pupils
- Giving strategic direction, formulating the overall aims and objectives of the school and policies for their implementation, and providing leadership to bring about necessary changes
- Placing the quality of teaching and learning at the centre of the school
- Appointing staff and dealing with their professional development and discipline; ensuring the successful induction and mentoring of newly qualified teachers
- Responsibility for recruitment and the development of an effective marketing strategy; the development of successful links with senior schools and the locality at large
- Assessing and admitting those pupils who will thrive at Kew College; advising parents on planning for their children's future schooling
- Working with the Bursar to ensure adherence to budgets and the development of a culture of performance management and quality

- Securing at all times the school's good name and reputation, participating appropriately in the affairs of IAPS and ISC
- Reporting fully and frankly to the Board of Governors, and accepting regular appraisal and reasonable performance management review
- Taking part in teaching and other activities as appropriate

Educational Direction

- Directing and managing the education, both curricular and extra-curricular, provided by the school; keeping performance under review by appraisal and timely preparation for inspection by external agencies such as ISI
- Ensuring a high quality rounded education for all pupils centred on academic achievement - ensuring that all staff have high expectations of pupils, both in their learning and behaviour, and creating an environment in which all pupils can fulfil their potential both inside and outside the classroom
- Establishing and managing the curriculum so that it is aligned with the best educational practice, ensuring its effective delivery by the teaching staff whilst maintaining and developing the school's extended curriculum and extra-curricular programme
- Insisting on the highest quality of teaching and learning, ensuring that these are continually monitored and geared to adding value

Management and School Administration

- Developing the management structure of the school so that vision and strategy are shared, development is planned, targets are set and results are evaluated
- Appointing, supporting and nurturing the Senior Management Team, regarding them as a prime resource for Kew College's future development
- Managing at all times effective and positive communication with pupils, staff, parents,

prospective parents, the Board of Governors and the wider community; ensuring effective PR and publicity and developing relationships with other schools to achieve partnership with the wider community

- Leading the efficient and courteous running of Kew College's administration, in conjunction with the Bursar
- Ensuring that the appearance of the school is always welcoming and that parents' needs and concerns are always given high priority

EQUAL OPPORTUNITIES

The School has an equal opportunities policy, which is designed to ensure that all applicants for appointment with the School are treated equally and fairly, irrespective of gender or marital status, colour or race, disability, religious or political beliefs, trade union membership, or other factors such as age.

JOB DESCRIPTION AND PERSON SPECIFICATION

This job description is not to be regarded as exclusive or exhaustive and does not form part of a contract of employment. It is an outline of the areas of activity and responsibility of this role and, like all such documents, will be amended from time to time, in the light of the changing needs of the organisation.

HOW TO APPLY

Candidates wishing to apply for this post are invited as soon as possible to:

1. Send a letter of application.
2. Provide a full Curriculum Vitae.
3. Complete an AMC Application Form (downloadable from the AMC website).
4. Email the above documents to ana@anthonymillard.co.uk.

Email communication is preferred. If there is any problem please post documentation to Anthony Millard Consulting, 3 Coniston Road, Longlevens, Gloucester GL2 0NA or telephone AMC Executive Assistant, Ana Beck, on 01452 532924

Applications will be acknowledged and then evaluated against the selection criteria. The letter of application should contain the names, addresses, e-mail address and telephone numbers (landline and mobile) of three referees. Full references will be required for the short list interviews but will only be taken when AMC have received consent from candidates to do so.