



APPOINTMENT OF HEAD

APPOINTMENT BRIEF SEPTEMBER 2019





01 AN INTRODUCTION

Non Sibi Sed Omnibus' - not for oneself but for all

Lagos Preparatory School (LPSS) is one of Nigeria's leading day schools, and, having started as a prep school, today educates boys and girls aged 18 months to 16 years. The school is at an exciting point in its growth, poised as it is to increase the pupil roll across years 9, 10 and 11. The new Head is therefore joining the leadership team at a significant point in the school's development.

LPSS is governed by a Board of Directors, but is run as a not for profit organisation, with surpluses reinvested in the school. This ensures the school's culture is one where the progress and development of the pupils is front and centre of all that is done. Whilst the school is seen to be one of the best in the country and is enjoying real success, LPSS's Board of Directors are ambitious and wish the school to develop yet further during the next Head's tenure; as such, they are seeking someone who will provide committed and inspiring leadership, across all aspects of the school's activities. Their hope is that, as a result, LPSS will be riding even higher in the short to medium term.

MORE ABOUT LPSS

LPSS is a thriving, international community made up of over 20 different nationalities. The school offers the English National Curriculum from the Early Years Foundation Stage to IGCSE level. Its emphasis on high academic achievement is evident in the pupils' results, and the school's commitment to meeting British standards is confirmed through their regular school inspections, which are carried out by the Independent Schools Inspectorate, UK (ISI). LPSS is also a highly accredited member of Independent Association of Prep Schools (IAPS), of Council of British International Schools (COBIS), Independent Schools Council (ISC), the Association of International Schools in Africa (AISA), the Association of International Educators of Nigeria (AISEN) and they are the first international school to receive the Every Child Matters award, given to schools to acknowledge their success in pastoral care and pupil services.

"The quality of the pupils' spiritual, moral and social development is excellent throughout the school" - ISI 2016

LPSS'S MISSION

To create an environment of international learning where all children achieve their maximum potential, regardless of ability through quality first delivery of the English National Curriculum.

LPSS'S VISION

To be an outstanding international preparatory school of the highest reputation operating with global relevance where you will see children:

- **Learning to be healthy and staying safe.**
- **Enjoying and achieving while making positive contributions.**
- **Understanding and achieving economic wellbeing.**
- **Growing together to become responsible adults into a wider community.**
- **Developing an appreciation and respect of their own and other cultures.**

Lagos Prep is a happy school with an excellent reputation on the African continent and within British international education circles worldwide.

According to their parent body, LPSS has:

- Quality teachers
- High academic standards
- Excellent values
- Well-rounded children
- Security & safety
- A diversity of cultures
- A friendly family atmosphere
- Fully engaged kids

For further information about the school, please visit the [website](#).

02 THE OPPORTUNITY

During the next Head's tenure, it is hoped that the pupil roll will increase, particularly through further development of the offering to year 10 and 11s, which is in its infancy at the moment. In addition, the Board are looking for someone who will give further thought and leadership to ensure that the all-round educational offering at LPSS is as good as it can be, by ensuring strong oversight of the academic performance of the school, as well as through the enhancement of the co-curricular and pastoral offering. To achieve this, it is likely that there will be further development to the campus, which is a restricted site, and this will require imagination and careful planning, as well as leadership to ensure any developments do not cause unnecessary impact on the existing school community. The new Head will be an exceptional people person, who can build strong relationships across the community, as this will underpin the school's continued success.

03 THE ROLE

The Head is responsible for the overall leadership and management of Lagos Preparatory School. The Head's vision, inspiration, initiative and management are fundamental to creating a climate which enables every member of the school community to flourish, and the Board of Directors wish to appoint someone who is able to deliver in this regard.

The Head is also responsible, in consultation with the Board, for the formulation of the strategic and school development plans, marketing strategies, and any significant curriculum or organisational change and recruitment. The Head's good working relationship with the SLT and extended SLT will be essential to the smooth running and development of the school.

The Head will be expected to engage in continuing professional development in order to meet the present and future challenges of the role. The Head is expected to undergo the process of performance management of staff. The Head is accountable to the Board of Directors and works with the SLT to develop and sustain excellence in all areas of education offered by the school, subject to policies that the Directors put in place.



KEY RESPONSIBILITIES

The Head is responsible for upholding the ethos of the school, ensuring children enjoy their learning in a safe environment.

LEARNING AND TEACHING

- Encourage learning to be at the core of all activities related to the school.
- Lead in the design and implementation of a curriculum, which inspires and engages all pupils.
- Lead the school as it transitions into providing full secondary education.
- Promote and sustain a wide range of extra-curricular activities.
- Determine, implement and monitor appropriate academic pastoral and moral curricula for the school.
- Monitor and evaluate the quality of learning and teaching in the school, and to put in place appropriate initiatives and developments.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Challenge under-performance at all levels and ensure effective corrective action and follow-up.
- Monitor, evaluate and review classroom practices and promote improvement strategies; always aim for outstanding standards of learning and teaching.
- Listen, question and respond to what is being communicated by children, young people and those caring for them.
- Recognise when a child or a young person may not be achieving their developmental potential, or their health may be impaired and be able to identify sources of help for them and their families.
- Ensure that the framework for staff appraisal is conducted in a rigorous manner.
- Encourage all staff to engage in continuing professional development to benefit their own learning and to support pupil's development.

PEOPLE

- Promote the development of an adventurous, supportive and forward-looking organisation and to maintain and develop the strong sense of community within the school.
- Act as a role model for pupils, appreciating their efforts and supporting their extracurricular activities such as clubs, plays, concerts and matches.
- Inspire, motivate and counsel and where necessary, to discipline pupils and staff as appropriate.
- Appoint staff who will enrich the pupils' experience through inspirational teaching and a commitment to extracurricular activity.
- Delegate management tasks to teaching and non-teaching staff and monitor their implementation.
- Ensure that and proper standards of professional performance are established and maintained.



- Promote, supervise, monitor and review arrangements for the professional development of academic and pastoral staff, including performance management.
- Ensure pastoral care of pupils is of the highest quality through a focus on the well-being of every child.
- Ensure that all inspection ratings are maintained or improved upon.
- Co-ordinate the school work between EYFS, Primary and Secondary sections of the school, to ensure smooth transitions and continuous learning.

POLICIES/PROCEDURES

- In co-operation with the SLT, formulate, develop and review the overall aims and values of the school and recommend them to the Board of Directors for approval.
- Implement and monitor the effectiveness of policies approved by the board to achieve the aims and values for which they were intended.
- Ensure that the school complies with all statutory and regulatory requirements, including ensuring that the welfare and safety of the children is a priority.

SCHOOL DEVELOPMENT AND PROMOTION

- Promote a clear sense of vision, direction and intended outcomes in leading and managing the process of both strategic and school development planning.
- Establish effective structures for the smooth running of the school, ensuring, ensuring that responsibilities are clear but not exclusive.
- Establish, implement and review procedures for the promotion and marketing of the school, encouraging the involvement of the whole school.
- Recruit, select, admit and retain pupils, seeking to maintain and develop the academic standing of the school, and to increase and sustain a strong pupil base.
- Develop and sustain good relationships with feeder nurseries and senior schools, and to explore positively further co-operation for mutual benefit.

COMMUNICATIONS

- Establish and maintain excellent communication throughout the school community, internally and externally.
- Build relationship with parents and to ensure excellent communication between the school and the parent body, both individually and collectively.
- Maintain and further develop good relationships and communication within and beyond the school community, (pupils, directors, parents and relevant agencies) in order to promote an understanding of and support for the aims, values and performance of the school.
- Recognise and take account of the richness and diversity of the school's communities.
- Listen to, reflect and act on community feedback.
- Build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice.
- Develop appropriate links with the media, local business and other relevant networks to enhance the reputation of the school.
- Maintain contacts with other Heads and their schools, professional associations and other appropriate bodies, for the benefit of the school.

RESOURCES

- Work with the Bursar/School Business Manager to ensure that procedures for controlling and keeping within approved budget lines are understood by all SLT and Middle Managers.
- Work with the Bursar/School Business Manager to ensure that the school's spending does not exceed revenue earned for the school year.
- Work with SLT to ensure that school property, buildings, grounds and equipment are used properly, safely, efficiently and effectively.

HEALTH AND SAFETY

- Ensure jointly with the Health and Safety Committee that the School Health and Safety Policy is promulgated and properly administered.
- Ensure the School's Child Protection Policy is promulgated and properly administered, including Safer Recruitment and other staff training, and other staff training, and that safeguarding arrangements are subject to constant review and evaluation.

ACCOUNTABILITY

- Report to the Link Directors twice a term, regarding key areas of the school's provision and performance.
- Work with the Link Directors to develop and sustain excellence in all areas of the education offered by the school.
- Undertake appraisal annually.

04 PERSON SPECIFICATION

The successful candidate will bring a suitable range of the following.

EXPERIENCE

Essential

- Considerable successful experience in leadership and management which demonstrates the ability to differentiate between them.
- A good understanding of school improvement planning and implementation.
- Experience of implementing performance management.
- Experience of establishing an appropriate budget to achieve educational and other goals.

Highly desirable

- Experience working outside the UK.
- Experience of coordinating family support services as appropriate.
- Experience of partnership working with parents and the wider community, including external agencies.
- Successful and varied teaching experience in appropriate phase(s), including working with children with social, emotional and mental health difficulties.

SKILLS & ABILITIES

It is hoped that candidates will:

- Develop and implement the school vision and values and promote inclusivity and diversity among the entire school community.
- Develop a culture for learning and set high expectations for achieving success for all.
- Work to high professional standards, strategically and operationally, leading by example.
- Monitor, evaluate, and plan strategically for School Improvement and continuous professional development.
- Manage the implementation of change effectively and sensitively.
- Demonstrate the ability to manage, motivate and support Individuals and teams effectively.
- Understand and interpret complex data to inform effective decision-making.
- Maintain a clear strategic financial overview of the school.
- Set and monitor a budget in consideration of the School's aims and objectives.
- Demonstrate a focus on innovation, creativity and a willingness to work in a context of resource generation and appropriate risk taking.
- Demonstrate a wide range of high-level communication skills, including with new technologies.

- Use authority appropriately to maintain discipline.
- Promote and foster a positive school image.
- Seek and maintain effective multi-agency partnerships and collaboration, to share and disseminate best practice throughout the whole school and beyond.
- Effectively implement personnel procedures in the management of staff, with relevant knowledge of employment law.

OTHER ESSENTIAL QUALITIES

- Evidence of motivation for working with children.
- Evidence of ability to form and maintain appropriate relationships and personal boundaries with staff and children.
- Evidence of emotional resilience in working with children and staff exhibiting challenging behaviour.
- An amenable attitude to reporting, monthly, to the board on key indicators as well as to regular formal and informal performance appraisal and feedback from the board.
- The ability to effectively implement safeguarding legislation and develop a culture of safeguarding awareness, risk assessment and management.
- The ability to coach and develop all school staff appropriately. The capability to work effectively with the governing body in the rigorous monitoring and evaluation of school life and work.
- Evidence of actively involving all staff, parents, governors and the community in the life and work of the school, other schools and networks.
- Evidence of implementing equal opportunities and other legislation essential for the health, safety and well-being of the school.

QUALIFICATIONS & PROFESSIONAL DEVELOPMENT

Essential

- A degree.
- A teaching qualification.
- Experience using SIMS, preferably managing the full implementation of SIMS
- At least 12 years' experience teaching in schools operating the English National Curriculum.
- At least 5 years' proven successful experience as a head, deputy head or in another senior leadership role in a Primary or Secondary setting.

Highly desirable

- Evidence of appropriate Continuous Professional Development.
- Recent, relevant training and certification in current educational practice, including the leadership and management of teaching and learning.
- Knowledge and understanding of education and schools in an international context.

05 TERMS OF APPOINTMENT

TERMS

Remuneration is determined by level of experience brought to the job and is based on the current LPSS Salary Scales.

In addition the appointee will be provided with furnished accommodation at a location near the school. The school provides a car and a driver for the exclusive use of the Head as well as full medical insurance and Life insurance.

The School will also provide return tickets to the Head's usual place of residence for the Headteacher and their spouse.

PROCESS

Candidates selected for interview with Saxton Bampfylde will be informed during the week commencing 23rd September 2019. Initial interviews will be held that week and the following week (commencing 30th of September).

Further interviews with the School will take place on the 16th of October and final interviews will take place on 30th October.

If you have an issue with any of the dates specified, please let us know in your application.



HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Lagos Preparatory School on this appointment.

Candidates should apply for this role through our website at **www.saxbam.com/appointments**, using code **CADWC**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, of no more than two pages.

The closing date for applications is noon on Monday 23rd September.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

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