



Bute House Preparatory School Appointment Brief Head

September 2020

Reference: GABEB



An introduction

Bute House is a truly special day school for girls aged between four and eleven. Opened in 1958, the school is situated in West London and educates around 320 pupils. The school aims to identify and foster every child's ability and talents, encouraging each individual to be a self-motivated learner and confident communicator. Bute House seeks to inspire each girl to reach her personal best in a non-competitive environment, whilst providing a broad, rich curriculum which fosters a love of learning that goes beyond what is taught, within a happy, positive environment where self-discipline, respect, consideration for others and a sense of community are encouraged. Girls flourish and thrive within Bute House's strong pastoral setting.

"Bute House School's vision is to inspire girls to be the best that they can be, doing so within a happy, well-resourced prep school which has a strong ethos, highly committed staff and excellent facilities."

Bute House

The School's Philosophy

Bute House has promoted a long tradition of forward-looking, child-centred education. We believe that girls learn best when they feel confident and supported, nurtured and respected as individuals and when their talents and the challenges they face are recognised and acknowledged by the adults around them.

Bute House teaches girls aged from 4 to 11 who have a broad range of talents, personalities and abilities. At every stage teaching is organised in mixed ability classes to allow each girl to experience maximum personal success in all areas. Our excellent results and high academic standards are achieved without unnecessary competition and pressure and girls are encouraged to discover and celebrate their natural talents, whether these are academic, sporting, artistic, musical or dramatic or simply social. The Governors recognise that crucial to this philosophy is the appointment, investment in and development of high quality staff.



BUTE HOUSE
Preparatory School for Girls



Non-competitive academic ethos

In line with our philosophy, we never put girls into a situation where they might feel diminished by failure and so there are no marks, grades, star charts, form order lists, setting, streaming, exams, academic prize-giving, prefects or honours boards - anything, in fact, which publicly promotes one girl above another.

Every girl is encouraged to do her best, to set her own targets with support from her teachers, to acknowledge her own progress, recognising her personal strengths and weaknesses and 'to run her own best race'. Every girl is treated as an individual, each with characteristics that challenge her and each with her own talents to be celebrated. Girls are ready to "have a go", to stretch their boundaries, to try new experiences, they are not afraid of failure and are confident in asking their teachers to give them the help they need when they are unsure.



The role

In 2021, Helen Lowe will be retiring from the role of Head after a highly successful tenure of 9 years. The Governors now seek her successor who will build on the energy and warmth of the school and lead staff, pupils and parents into the next period of its history. It is vital that the next Head understands, and is passionate about, the non-competitive ethos of the school. This is an exciting opportunity to lead a school which exudes warmth, energy and a forward-thinking attitude.





KEY RESPONSIBILITIES

Strategic Direction and Development of the School

- To provide inspiring and purposeful leadership for the staff and pupils;
- To work in partnership with the Governors, staff and parents generating the ethos and values which underpin the school;
- To continue to implement a Development Plan, which will secure continuous school improvement;
- To monitor and evaluate the performance of the school and respond and report to the Governors, as required;
- To ensure that management, finances, organisation and administration of the school supports its vision and aims;
- To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary;
- To engage in fund raising and continue to develop the school's Partnership activities;
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.

Teaching and Learning

- To continue to maintain an environment that promotes and secures excellent teaching, effective learning, high standards of achievement and good behaviour;
- To determine, organise, implement and monitor the curriculum and its assessment, and ensure that statutory requirements are met;
- To determine, organise and implement a policy for the personal, social and moral development of pupils;
- To monitor and evaluate the quality of teaching and learning, and standards of achievement of all pupils in the school, through appropriate methods;
- To continue to maintain an effective partnership with parents and the wider community, to support and improve pupils' achievement and personal development.





Leading and Managing Staff

- To plan, allocate, support and evaluate work undertaken by teams, and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment;
- To implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting;
- To promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers;
- To continue the development of good working relationships with governors, staff, pupils, parents, the community and associated organisations including the Mercers' Company.

Efficient and Effective Deployment of Staff and Resources

- To work with senior colleagues to recruit and retain excellent staff;
- To ensure that arrangements for the security and effective maintenance of the school buildings, their contents and the grounds are in place;
- To ensure that appropriate priorities for expenditure, allocation of funds, and effective administration and control are set and managed effectively by the Bursar;
- To oversee the management and organisation of accommodation efficiently and effectively to ensure it meets the needs of the curriculum, general operations, and health and safety regulations;
- To work with colleagues to deploy and develop all staff effectively, in order to maintain and improve the quality of education provided;
- To manage, monitor and review the range, quality and use of all available resources, in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability

- To present coherent and accurate accounts of the school's performance in a form appropriate to a range of audiences, including governors, the local community, ISI and others, as required;
- To ensure that both pupils and their parents are well-informed about the curriculum, attainment and progress and about the contribution they can make to support learning;
- To provide information, objective advice and support to the Governing Board, to enable it to meet its responsibilities for securing effective teaching and learning, and improved standards of achievement, and for achieving efficiency and value for money;



- To ensure that the School complies with as far as is reasonably practicable, the requirements of all relevant legislation affecting the school operation, in particular that covering such areas as Health and Safety, Data Protection, School Standards and Employment.

Safeguarding Children and Safer Recruitment

- To ensure that the safeguarding and welfare of children is a priority, and that all staff share this commitment;
- To ensure that all Safeguarding and Child Protection practices and procedures are compliant, up to date, communicated and understood by all, and implemented appropriately;
- To undertake the role and responsibilities of Designated Senior Person for Safeguarding or ensure that this is delegated to a suitably qualified senior colleague.

Person Specification

The successful candidate will be a dynamic and communicative leader and will bring:

- A perceptive, creative leadership and management style which values the contributions of others and inspires staff to fulfil the School's vision and strategic objectives;
- An ability to work effectively with Governors to help develop the school's strategy so that exciting educational opportunities are realised;
- An understanding of recent educational developments affecting the whole primary age range, including the Early Years;
- A commitment to creating a learning environment which is exciting as well as rewarding and purposeful, encouraging high calibre staff to deliver excellence;
- A commitment to maintaining a school where the health and welfare of staff and pupils are safeguarded and promoted;
- An ability to identify the needs of, and oversee the development of, an exciting, balanced curriculum which raises pupils' aspirations and attainments;
- Excellent interpersonal skills in a range of situations, inspiring confidence;
- An ability to understand the changing aspirations and needs of London parents, responding to them effectively;
- The ability to market and promote the School through excellent communication to prospective and current parents, the staff, press, whilst fostering relationships with a diverse range of schools and the wider community;
- A willingness to engage in fund raising and employ initiatives to continue to develop the school's Partnership activities;
- The ability to problem-solve and work constructively with colleagues, the Bursar and Governors so as to bring out the best in everyone.

Candidates will be able to demonstrate experience of:

- Successful, varied and extensive teaching and of senior management in a comparable environment;
- Ability to formulate, implement and maintain and evaluate school policies;
- An awareness of best practice in pastoral care and ensuring the current safeguarding requirements of children are met;



- London senior day schools' entrance requirements with the trends or issues surrounding these, alongside boarding schools with the ability to build relationships with these institutions;
- Leadership and management in a school with a lead role in curriculum development and planning.

The successful candidate will be:

- Passionate about girls' education and able to inspire pupils to be the best they can be;
- A good honours degree graduate with a teaching qualification;
- A hardworking visionary with high expectations of self, staff and pupils;
- Approachable, demonstrating warmth and integrity and an excellent communicator;
- An enthusiastic leader with the ability to inspire, challenge and support all staff and pupils in the school;
- A hands-on team player who is both visible and accessible.

Other desirable skills and experience include:

- Training in financial management
- Direct experience of a successful ISI inspection and possible inspection training
- Experience of working with a Governing Board
- Personnel management experience
- A creative and innovative approach to leadership and management
- The ability to harness new technology both as a curriculum development and management tools.





Terms of appointment

The remuneration package will be commensurate with the importance and responsibility connected with the appointment. Salary and other benefits are generous.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An offer of employment will be conditional upon the satisfactory outcome of statutory checks, including receipt of satisfactory references and an enhanced DBS check.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Bute House on this appointment.

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

Click on the 'apply' button and follow the instructions to upload a CV, cover letter, application form and the online equal opportunities monitoring* form.

The closing date for applications is noon on **Thursday 24th September 2020**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.



A group of children are playing netball on an outdoor field. In the foreground, a child in a yellow bib with 'GA' on the back is reaching up with their hands outstretched towards a blue and white Gilbert netball that is suspended in the air. To the right, another child in a yellow bib with 'C' on the back is running. In the background, other children are visible, some wearing red bibs with 'GK' on them. The scene is captured in a slightly desaturated, blue-toned style.

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