

Candidate Brief
Assistant Head
Broomwood Prep – Girls



BROOMWOOD

Build YourBEST Career



#BeYourBEST



Our Charter

Belong to a community on a mission to inspire and equip every individual to #BeYourBEST, where your unique talents and passions are nurtured and rewarded.

Challenge the norm in a culture that thrives on doing things differently and new ways of working together.

Work where ambition and wellbeing are valued in equal measure because when you're at your best, you give your best.

Be part of something bigger and relish the opportunities that come with a family of some of the brightest educators.

#BeYourBEST at Broomwood.

Becoming your BEST...



At Broomwood...

Broomwood is a community that believes in enabling people to be and do their best. That includes you. We want excellent practitioners so that we can continue to deliver an extraordinary education. We believe in educating the whole child, and that focus on the totality of education extends to our staff, too. We want people who are hungry and ambitious to give their best and, in return, we will ensure that we make working at Broomwood one of the best decisions of your career.

At Dukes Education...

As a member of the Dukes Education family, staff have access to a myriad of training opportunities and some of the most exciting ideas and practices within education today. We believe in continual education and we will continue to support staff who are keen to learn as well as teach.

We hope that you will enjoy finding out more about us and look forward to welcoming you to our vibrant community.

Welcome



Broomwood is a very special environment to work in, where all staff are supportive and encouraging of one another and where together we strive to create an amazing environment for our pupils to thrive in. It is fair to say that school life is busy at Broomwood and we make the most of the each day, giving our pupils rich experiences and exciting opportunities that foster their love of learning and allow them to develop their curiosity and hone their skills.

We are a team of dedicated and dynamic educators and leaders who enjoy collaboration, and who deliver fantastic results, both academically and in the wider curriculum.

If you are someone who is committed to giving children the very best start to their education, who is forward thinking and passionate about delivering your BEST in a friendly and fast-paced environment, then Broomwood ticks that box.

Even better – if you are the sort of person who’s not afraid to roll-up your sleeves and muck-in, we know you’d fit in. We look forward to meeting you.

Louisa McCafferty
Head, Broomwood Prep, Girls

The Best of All Worlds



Broomwood is an academically ambitious, yet pastorally kind group of schools working together under one Principal, but with separate sites under autonomous, yet collaborative Heads. It consists of a co-ed pre-prep and a boys' prep.

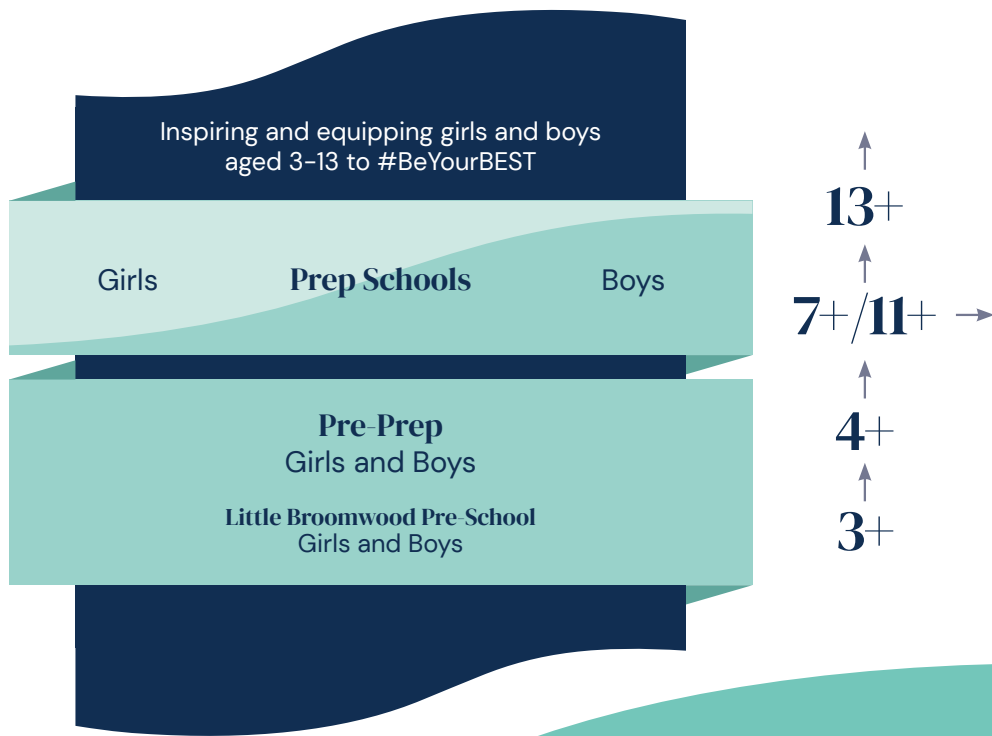
Broomwood equip and inspire boys and girls to #BeYourBest by giving them the very best of ALL worlds: a joyful co educational start to education at the age of 3 or 4 in a bespoke, specialist Early Years centre within a wider school setting, with a seamless transition to single-sex, yet highly collaborative, prep schools at the age of 7 before departing for some of the best schools in the country at the age of 11 or 13 – both day, boarding, co-ed and single-sex.

Our main entry points are at 4, 7 and 11. Whilst the schools have their own traditions and unique characteristics, we are united by what drives us.

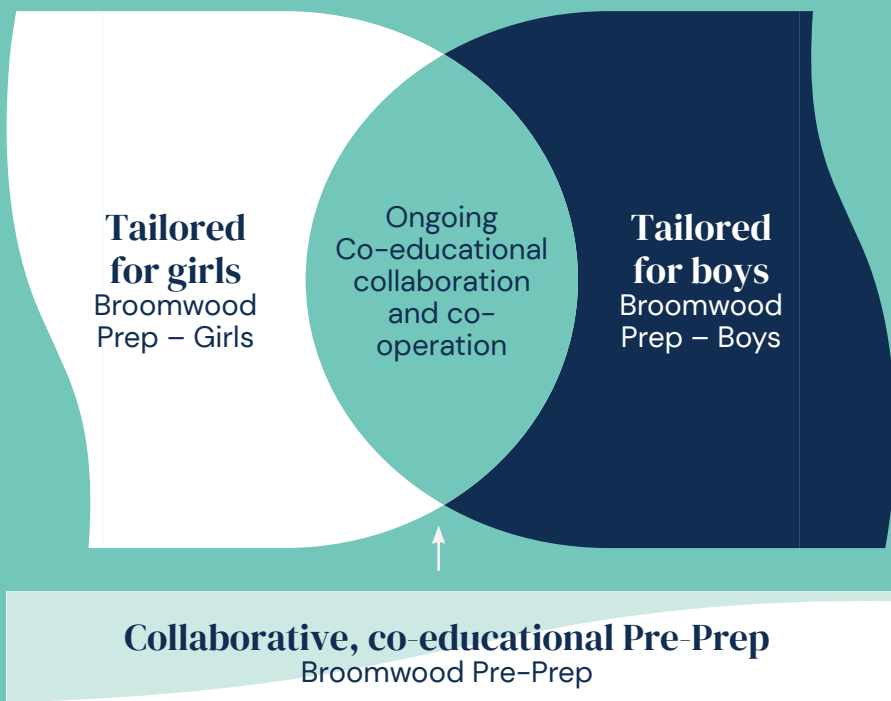
At Broomwood we believe that, together, our schools offer girls and boy an extraordinary education. A bespoke, dynamic and rich journey where pupils develop their own passions and talents, as well as being stretched in new directions, so they become the best version of them-selves. With success celebrated nationally, we're determined our pupils experience even more opportunities to grow.

Because we believe in helping every girl and boy develop their unique passions and talents, because our forward-looking culture encourages pupils to embrace change, because we strive to ensure every individual succeeds in a culture of collaboration and togetherness, our promise is to inspire and equip every Broomwood pupil to #BeYourBEST

About Broomwood



Our unique Model



The Opportunity

Principal Objectives

We are looking for a full-time teacher to join our Senior Leadership Team from Autumn 2024 and take up the post of Assistant Head – Assessment for the girls prep school.

We seek an exceptional leader and practitioner who can deliver the school's high educational standards.

This role will focus on overseeing both internal and external assessment, will be heavily involved in preparing pupils for senior school exams and supporting both pupils and parents on this journey.

The successful candidate will have a reduced teaching load but will be out of class in order to support the SLT and Head.

Management experience is required and a thorough understanding of what makes a great leader expected.

Key Responsibilities

- A member of the SLT and leading the Academic vision for the school with the Head, Deputy Head and Assistant Head T&L.
- With the Head and wider SLT set the vision for the school, and ensure that it is implemented and enacted every day.
- Ensure the smooth running of the school on a day-to-day basis.
- Working with the SLT, create ambitious short, medium and long-term goals for the teaching staff team across Broomwood Girls School.
- Be an exceptional practitioner in the classroom.

Pupils

- Ensure that all pupils have access to an effective and fulfilling education that delivers excellent academic standards.
- Within a mixed ability pupil base, supporting the Head to ensure that each pupil is academically challenged, their talents celebrated and their weaknesses supported.

- Ensure that the transition from the Pre-Prep to the Prep School and similarly from the Broomwood Prep – Girls to the chosen senior school is smooth and successful.
- Maintain personal knowledge of changes and best practice within education, with a particular focus on assessment and senior school transfer, and use the knowledge to research and implement new initiatives.
- Ensure that teachers are informed of any relevant information regarding the children's welfare.
- Promote links between the Broomwood sites and share useful data between sites, including access arrangements, scholarships and opportunities.
- Liaise with the Head of Learning Support, as well as senior schools, to ensure that all pupils are catered for when sitting external assessments, including access arrangements and scholarships.
- With the Head, keep an up-to-date record of pupils' senior school choices, offers and other relevant information.
- Ensure reports and any parental feedback are personalised and relevant to the pupils' progress.
- Analyse and track pupil data to identify pupil issues, monitor pupil progress and create onward objectives/areas to target.

Staff

- Provide professional guidance to staff ensuring that assessment is regular, appropriate, measurable and used to inform teaching, through written guidance, meetings and inset.
- Help teachers with and advise on pupil's academic progress.
- Play a key role in the performance management process by completing formal and informal lesson observations, work scrutiny and planning checks and moderating where appropriate.

- Promote cross-site links between Broomwood Prep – Boys and secure an understanding of the assessment on other sites. Liaise with the SLT at Broomwood Pre-Prep and Prep – Boys to achieve this.
- Ensure that academic events are planned for and organised, such as exam weeks, digital testing and assessment days etc.
- Monitor marking, formative feedback, and assessment for learning strategies.
- Demonstrate and moderate how teachers plan for progress using assessment.

Parents and prospective parents

- Ensure that all communication with parents is professional and effective and that they are well briefed and confident in the education provided by the school.
- Respond to concerns as they arise, including complaints in accordance with the school policy, ensuring they are managed in a sensitive and efficient manner, supporting staff members as necessary and escalating to the Head as appropriate.
- Develop strong relationships with the parental body.

Assessment

- Oversee and organise all internal reporting including the reports cycles, ensuring proofing with external providers is organised and adhered to budgets.
- Oversee all issues relating to senior school transition including: 11+ & 13+ preparation and assessment processes, extra support for pupils, practise exams and holiday work.
- Guide pupils to reflect on the progress they have made and their emerging needs through self-reflection, peer and teacher feedback.
- Ensure staff make accurate and productive use of formative and summative assessment in their teaching.
- Use digital testing data to inform planning and compare with teacher judgements and other forms of assessment.
- Ensure regular feedback is given to children and evidenced, through effective marking and verbal feedback.
- Ensure all required paperwork is completed by the expected due dates and is in keeping with the school's policies on these and any

relevant statutory guidelines or syllabuses. This could involve delegation to promote collaboration and staff development.

Marketing and Admissions

- Represent the school at external events, promoting not only Broomwood Prep – Girls but the wider school group.
- Use the social media platforms available to highlight the school's successes, such as scholarships, enrichment opportunities and other events.
- Develop strong relationships with senior school registrars and admissions staff.
- Communicate effectively with schools regarding transition, external exams & assessments.

Compliance and Safeguarding

- Be constantly vigilant with regard to child protection and health and safety issues, ensuring appropriate measures for child protection and health and safety are taken by all staff.
- Ensure all relevant documentation is updated regularly so they are inspection ready.
- Maintain the relevant sections of iSAMS information.

General responsibilities

- Comply with applicable professional ethical guidance and all relevant internal rules, policy and procedures, including those relating to health and safety, data protection, IT security and all those contained within the issued staff handbook.
- Undertake other duties and tasks that from time to time may be required and that are appropriate to the role.

Safeguarding

This role will involve significant contact with children and the post holder will be deemed to be engaging in regulated activity relevant to children, in accordance with Keeping Children Safe In Education. Consequently, it is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)).

Your Talents

Education and experience

- Be qualified to degree level or equivalent, with a relevant post graduate or teaching qualification and QTS
- Have proven experience in a management role within a junior or prep school setting, with significant teaching experience across any relevant discipline

Regulation and compliance

- Be able to demonstrate a knowledge of the regulatory framework for schools and ideally independent schools
- Have a clear understanding of Keeping Children Safe in Education and experience of its practical application

People management

- Be able to demonstrate experience in managing change
- Have experience in managing challenging staff scenarios

Personal Qualities

- Be organised, curious, forward thinking, diplomatic and calm
- Have an ability to problem solve, multitask and work under pressure
- Be motivated and aspirational for themselves, and their pupils
- Be prepared to challenge and express independent views
- Be an excellent communicator, able to adapt their style and tone whether that is speaking with a pupil or in writing to their parents



Working at Broomwood

This role is offered on a full time permanent contract.

We offer:

- Salary scale significantly above Government pay scales;
- A highly competitive pension scheme with an employer's contribution rate of 16.48%;
- Subsidised private health care which gives access to discounted gym membership as well as other discounts;
- Subsidised school fees (dependent on meeting admissions criteria);
- Free school lunches;
- Child care voucher scheme;
- Cycle to Work Scheme
- This role is a full-time, permanent contract that sits on a leadership scale.



Our Values

Everything we do is driven by our core Values, ensuring every individual in our school thrives, as well as making a positive impact in the wider community. Our unrelenting focus is on developing the whole child, preparing pupils to lead lives that are both happy and purposeful, so they might live our Motto,

'To DO your best, to BE your best'.

We live our values and use them to shape and develop individuals through our appraisal and development process.



Wandsworth

Proud of our community

We are based in the heart of leafy SW London in vibrant Wandsworth. We have easy transport links with Clapham South and Balham tubes close by, and Wandsworth and Clapham Junction stations a short walk away. Northcote Road is a buzzing mass of shops, cafés and bars and of course, we have plenty of open green spaces around us too.



How to Apply

A letter and a fully completed application form should be sent to:

Deborah Kind, Director of Human Resources,
29b Sudbrooke Road, London SW12 8TQ or
emailed for the attention of Deborah Kind to
people@broomwood.com

Enquiries to 020 8696 8787

For further information about our school please
visit our current website,
www.broomwood.com

Broomwood is committed to safeguarding
and promoting the welfare of young people.
The successful applicant will be subject to an
enhanced DBS check.



BROOMWOOD

“Dukes Education is a family of schools and educational services based in the UK. Our schools are distinctive in identity and style, yet united in offering outstanding teaching and learning, providing the strongest foundations for young people to lead meaningful and fulfilling lives.”

Broomwood is proud to be part
of the Dukes Education family
Together we're extraordinary.



Broomwood.com