



Tormead
Prep



Candidate Brief

Deputy Head Teacher Tormead Prep School



Tormead is a 4 to 18 GSA girls' day school on an attractive site in Guildford. Building developments over the past ten years have transformed the School. The gracious original features of the building have been retained within the stunning new developments. Academic standards are consistently high, and the School has more girls applying than it has places for at 11+.

Some pupils will begin their educational journey in Reception and stay through to Sixth Form; others arrive from a large range of state and independent schools at 11+.

Having participated in a dynamic careers programme, Sixth Formers progress to a wide range of courses at established universities, as well as take up prestigious apprenticeships. The school achieved 'excellent' in both parts of its last ISI inspection. Our commitment to IT innovation has led us to achieve the status of becoming an Apple Distinguished School.

Tormead values individuality, celebrates a diversity of achievement and encourages girls to follow their own dreams. Girls come to understand the importance of service and community amidst mutual support. Academic and extra-curricular pursuits offer challenge and breadth for everyone. Underpinning this is a wholehearted commitment to the wellbeing of the girls.

Highly responsive in the face of the constant, shifting challenges for young people, pastoral care at the School ensures the girls leave ready to achieve sustainable success in higher education and beyond.

Tormead Values:

- We treat everyone with respect and dignity
- We deliver academic excellence
- We enrich through a broad and varied curriculum
- We celebrate effort and achievement
- We bring out the best in our girls
- We prepare our girls for life beyond school

School Leadership:

The Head leads the whole school with the support of a leadership team in the Senior School and one in the Prep School.

The Executive Group consists of the Head, Head of Prep School, Deputy Head (Academic), Deputy Head (Pastoral), Deputy Head (External Relations) and the Bursar.

The Senior Management Team also includes the Assistant Head (Director of Studies), Assistant Head (Teaching & Learning), Assistant Head (Co-Curricular) and the Deputy Head in Prep School.

The Prep School Senior Management Team consists of the Head of Prep, Deputy Head, Director of Studies, Senior Teacher and Head of Pre-Prep.

The Prep School

Ethos and vision:

With a future women leaders' ethos, we provide an educational setting that dispels gender bias and stereotyping. We encourage our pupils to celebrate their achievements, be they four or eleven years old by asking them to be their own best advocates. Our pupils will be encouraged to speak openly and proudly about accomplishments in all fields within our broad and balanced curriculum.

At Tormead Prep we are passionate in promoting fluid, creative and outside the box thinking. We encourage curiosity and a lifelong love for learning, preparing our pupils for the future beyond school.

Structure of classes:

There are currently two hundred pupils in the Prep School. Pre-Prep is one form entry in Reception to Year 2 and the Prep is two form entry in Years 3 to 6.

Curriculum:

The School offers an academic curriculum to meet the needs of its selective intake. Using higher order thinking skills, such as curiosity, creativity, perseverance and resilience, the girls are encouraged to build on their knowledge and understanding, through a multifaceted approach. This includes learning that takes place outside in our outdoor woodlands learning environment and through the varied and broad selection of after school clubs, visiting speakers, trips to museums and residential trips. All girls enjoy specialist teaching in music, sport and languages. Tormead fosters a real love and enthusiasm for STEM and each year the whole school takes part in InquisiTOR week. Girls from Reception to Year 4 use class set of iPads to support their learning. From Year 5 the girls use their own devices.



A young girl with dark hair, wearing a blue school uniform, is smiling broadly while climbing a tree. She is holding onto a branch with her right hand. The background is slightly blurred, showing other tree branches and greenery. The overall mood is happy and active.

Pastoral:

Tormead has a well-deserved reputation for excellent pastoral care. Relationships between staff and girls and between girls of different ages are warm and strong. The atmosphere is one of respectful informality, where thoughtful behaviour is based on the School values, rather than lengthy rules and punishments. The House system strengthens cross-age group relationships and involves several much-anticipated annual events such as the House Poetry and House singing. There are many avenues of pastoral support for the girls with Form Teachers overseen by the Deputy Head, as well as an ELSA for pupils from Reception to Y4 and two qualified school counsellors to support pupils in Year 5 to Year 6. On site we also have two trained healthcare staff.

Extra-Curricular:

An exciting and varied extra-curricular programme operates for all pupils in the Prep to support their interests and passions. There is a strong range of individual and team sports. The girls achieve considerable success regionally and at a national level. Tormead is regarded as the top school in the country for gymnastics.

The standard of performance music is high, with several orchestral and choral groups for all levels. Drama performances are much anticipated by both those involved and their audiences.

An important part of the Prep girls' experience is a regular offering of visiting speakers and workshops, day trips and residential trips.



The Site:

A town school, the Prep School occupies a site across the road from the Senior School in Guildford. Tormead School has seen significant investment in its development in recent years as the school thrives and continues to grow. Over the past three years, the Prep school has seen renovations and updates in all classrooms and in the playground areas. There are dedicated subject rooms for Science, Music and Art lessons and plans for further development of the grounds and the building adjacent to the school to create further space for Prep pupils.

The School makes use of sports fields and sports facilities off-site as well as its own sports hall, gymnasium and outdoor courts. Prep children regularly 'cross the road' to use the onsite sporting facilities in the Senior School but travel to Surrey Sports Park for their weekly swimming lessons.

A performing arts building in Senior School provides state of the art facilities for Prep girls to perform on stage from age 4 to 11 years.

The Prep girls eat in the atrium in Senior School where caterers prepare food onsite for lunches each day.



Prep Deputy Head

Tormead Prep School is currently seeking to appoint a dynamic and dedicated professional to the position of Deputy Head. This full-time permanent role encompasses a breadth of responsibilities critical to the ongoing success and progression of our school.

The Deputy Head, in partnership with the Head Teacher, is central to shaping the school's ethos and vision. Collaborating with a diverse team, including senior leaders from both the Senior and Prep schools, as well as teaching and support staff, effective communication is crucial. The Deputy Head must naturally foster a positive team spirit. An approachable and empathetic leadership style is essential in contributing to an encouraging atmosphere for both pupils and colleagues at the Prep.

Exceptional organisational skills are vital for handling the administration and operational aspects of this role. The Deputy Head will be responsible for written daily briefings to ensure timely communication with all Prep staff for the smooth day-to-day running of the school.

Additionally, the Deputy Head will be responsible for pastoral and well-being matters and must prove to be outstanding in nurturing a supportive environment within the school. Working alongside the Designated Safeguarding Lead in the Senior School, the Deputy Head will be lead DSL in the Prep.

Main Responsibilities:

Job Summary

- The Deputy Head will be a key member of Prep Senior Management Team reporting directly to the Head of Prep School
- The Deputy Head will run the day-to-day logistics of the Prep School and will deputise for the Head in her absence
- The Deputy Head will be an outstanding leader who will help ensure the success of the Prep School through implementing pioneering initiatives and innovative pedagogy throughout the school
- The Deputy Head will support the Director of Studies, the Head of Pre-Prep and the EYFS Co-ordinator in ensuring that the development of outstanding and inventive teaching and learning is completed to maintain and further raise academic standards
- The Deputy Head will set an example in terms of continuous personal development, participating in appropriate training to maintain up-to date professional expertise
- The Deputy Head will work alongside the Director of Studies in overseeing and monitoring the CPD of all staff in the Prep school ensuring that there is an up-to-date record of professional development courses attended by staff





- The Deputy Head will work with the Head to organise relevant INSET training for Prep Staff and will deliver updates on Safeguarding for the Prep when relevant in addition to whole school safeguarding inset training
- Along with the SMT, The Deputy Head will line manage teaching and admin staff
- As a key member of Prep SMT, the Deputy Head will ensure the implementation of school policies and practices for the development of the school and take responsibility for appropriately delegated aspects of writing and updating documentation
- The Deputy Head will support the Prep Head in the evaluation of the effectiveness of the school's policies and developments with particular emphasis on the school's Self Evaluation Form (Prep contributions). As a key member of Prep SMT, the Deputy Head will work towards the preparation for a Prep ISI inspection

Management of the school

- The Deputy Head will ensure the smooth running of the Prep School on a day-to-day basis and have an oversight of all calendar events throughout the year in conjunction with the Head of Prep
- The Deputy Head will promote good working partnerships with parents and ensure a high standard of reporting to parents
- In conjunction with the Head, the Deputy Head will liaise, manage and address matters of concern, raised by parents, staff and children
- The Deputy Head will devise and manage the Prep School timetable working closely with Senior School's Assistant Head of Timetabling and the Prep Senior Teacher
- The Deputy Head will manage and devise duty rotas for playtime and lunchtime duties; providing supervision at all times ensuring a safe environment



- In collaboration with the Prep SMT, the Deputy Head will draw up the timetable and oversee the annual report cycle
- With the Head, the Deputy Head will manage the organisation of after school care and breakfast club supervision
- The Deputy Head will manage and arrange cover as far as possible that cover duties are equitably spread and when necessary, arrange supply teaching cover
- The Deputy Head will organise and oversee Prep school functions, parent evenings, activities and performances
- Along with Prep SMT, the Deputy Head will seek opportunities for pupils to engage in activities with other schools, competitions and challenges supporting both pupil enhancement and raising of the school profile
- The Deputy Head will work with staff to draw up the annual school calendar of events, with the support of Prep SMT
- The Deputy Head will organise the logistics for events and trips; ensure staff have placed on calendar by end of the Spring term in preparation for the following academic year.
- The Deputy Head will oversee risk assessments and see that they are completed in a timely manner for each event and are signed off by the Head
- The Deputy Head will organise and manage the logistics for Parents Evenings; they will work closely with the facilities team for the set-up for in house parent evening and with the school admin team for remote meetings on Parent Cloud
- With the Prep SMT and the school admin team, the Deputy Head will manage and organise stock cupboard supplies for the whole school

- The Deputy Head will keep abreast of educational developments in the independent and state education systems and possess a thorough and up-to-date working knowledge of the Independent Schools Inspectorate requirements, in relation to standards of teaching and learning and the delivery of the curriculum
- The Deputy Head will keep abreast of the meetings held by the Director of Studies with the Heads of Subjects, as well as monitor other subject department meetings reported on by the Director of Studies
- The Deputy Head will work closely with the Assistant Head of Teaching and Learning and will oversee the timetable for Appraisal and Performance Review for staff


Pastoral care

- The Deputy Head will take on the role of Prep School Designated Safeguarding Lead with attendant responsibilities
- As the Lead DSL in Prep School, the Deputy Head will work with the Head of Pre-Prep to ensure that Pre-Prep satisfies all regulatory/ mandatory requirements issued by the DFE regarding EYFS elements of safeguarding
- The Deputy Head will oversee the pastoral tracking and monitoring of pupils throughout the school
- The Deputy Head will support the school ELSA when necessary, such as liaising with form teachers and organising this timetable
- The Deputy Head will take overall responsibility for the quality and standards of pastoral care across the school, this is to include providing analysis from surveys and reports to the Prep school SMT and governors as required
- The Deputy Head will support the Head of Prep in the management of pupil behaviour
- The Deputy Head will keep up to date with current developments in pastoral care, RSE and PSHE. The Deputy Head will work with the Head of PSHE to ensure that these are shared with staff

- The Deputy Head will prepare the half termly 'wellbeing overview' in line with the whole school THRIVE programme - Together, Health (mental and physical), resilience, Inquisitive and Enjoyment. The Deputy Head will work with the Deputy Head Pastoral in Senior School to support this programme
- The Deputy Head will organise events and assemblies for Wellbeing, Children's Mental Health Week and Anti-bullying Weeks

Teaching and Learning

- The Deputy Head will keep abreast of the tracking of the overall progression of teaching and learning. Along with Head and Director of Studies, the Deputy Head will monitor teaching and learning through a programme of learning walks
- With Director of Studies, the Deputy Head will ensure the overview of departmental trips planned for the year ahead is submitted for next year's academic calendar by the end of the Easter term
- Working with the Director of Studies, the Deputy Head will co-ordinate dates for internal standardised assessments within the school and order in preparation for each term
- As a member of Prep SMT, the Deputy Head will lead the Prep team in the delivery of a creative and stimulating curriculum; to share good practice; to ensure dialogue about teaching and learning amongst Prep and Pre-Prep staff
- As a member of Prep SMT, the Deputy Head will implement initiatives and practices which enhance the learning experiences provided to the children
- As a member of Prep SMT, the Deputy Head will encourage high teaching standards and will act as a role model to colleagues, in and out of the classroom

A young girl with blonde hair, wearing a dark blue school sweater and a white dress with blue floral patterns, is lying on her stomach on a lush green lawn. She is smiling and looking towards the camera. The background is a soft-focus green field.

Strategic Development of the School

- As a key member of Prep SMT, the Deputy Head will in the cycle of planning, implementation, review and evaluation of the School Development Plan
- The Deputy Head will collaborate and contribute to the 3 Year Development Plan for Prep
- The Deputy Head will actively develop relationships with parents and the wider community, including other Prep Schools

Key and desirable skills:

- Experience of teaching across the primary age range
- Experience of leading in a middle management role
- Experience of leading a core subject is desirable but not essential
- Evidence of commitment to personal CPD development to demonstrate the desire to move into this senior role of responsibility
- Experience of delivering high quality SMSC
- Ability to lead assemblies and to lead school-based INSET
- Ability to deliver clear messages in information evenings
- Ability to be a confident decision maker and to prioritise work effectively and meet deadlines
- Ability to demonstrate flexibility, creativity and enthusiasm to embrace new ideas and challenges

Safeguarding:

To promote and safeguard the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times.

If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, any concerns must be reported to the school's Designated Safeguarding Lead (DSL) in accordance with Tormead's policies and procedures.

This is a fantastic opportunity to join Tormead and have a significant impact on the school's future, growth and success as it continues to evolve.





Applications:

Please send applications to Mrs Holly Wells at recruitment@tormeadschool.org.uk.

How to apply:

How to apply: Emails should be sent with the subject header 'Deputy Head Teacher Tormead Prep School'. Applications should comprise of the documents below, all of which can be downloaded from the school website www.tormeadschool.org.uk/vacancies.

- A letter of application addressed to the Head, Mrs Nicki Fry, highlighting your interest and experience for the role, in support of your application (maximum 2 sides of A4).
- The completed Application Form.
- The completed Equal Opportunities Monitoring Form.

Deadline for applications: Monday 20 May 9.00am.

Interviews: First stage interviews will be held on Thursday 6 June 2024.



Tormead School is committed to the safeguarding and welfare of its pupils and all staff must share this commitment. Applicants must be willing to undergo an enhanced DBS check and other Child Protection screening including checks with past employers. The post holder must adhere to the School's Child Protection Policy at all times including attending mandatory training every three years.