



BUCKINGHAM PREPARATORY SCHOOL
AN INDEPENDENT SCHOOL FOR BOYS

DIRECTOR OF STUDIES



APPLICANT INFORMATION PACK



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Dear Candidate

Thank you for your interest in our school. This booklet provides all the information you should need to aid your application for a position at our school.

Buckingham Preparatory School and Pre-School is a selective, independent school for boys aged 3–11 years. Our school is a highly academic, achieving school. We educate our boys to the standard required for placements in all of the prestigious local independent and state senior and grammar schools. We are not connected or tied to any one senior school. Our ISI inspection in May 2017 graded our school as “excellent” in every area of our School and Pre-School.

The school buildings have been completely refurbished to produce what is now an extremely well equipped and nicely presented school environment.

Buckingham Prep has a pastoral care system second to none. We have a strict class size maximum limit of 18 pupils to ensure every child will receive the individual attention and focus they need to succeed. We tailor our curriculum to best suit each child’s personality and needs.

We believe that school life is not simply 8.30am to 4.00pm, but is an all-encompassing part of a child’s life. We run before school breakfast clubs and after school fun clubs, together with homework clubs, sports clubs, music clubs and many of these are free of charge. We have a residential trip every year for every child in Prep, where fun, education, teamwork and friendship are top of the agenda.

The Senior Leadership Team are active members of the school community and can usually be found greeting the boys at the school gate every morning, come rain or shine. We treat our school community as a large, well-managed, well educated, respectful and encouraging family.

The information provided in this recruitment pack is for guidance, please do not hesitate to contact us if you have any further queries prior to applying for a post at our school.

We very much look forward to reviewing your application.

Kind regards

The Senior Leadership Team

For more information about our school you can also explore our website at www.buckprep.org



AIMS AND VALUES

'Together we nurture, we inspire, we achieve'

At Buckingham Preparatory School we strive to:

- To fulfil pupils' academic and social potential.
- To develop confident pupils by offering recognition and praise for effort and success.
- To enable pupils to develop the skills necessary for the next stage of their lives through the delivery of a planned, broad and balanced curriculum that meets and exceeds statutory requirements, ensures progress and continuity, and addresses the needs of all pupils.
- To develop pupils with self-knowledge, self-esteem, self-confidence and resilience, including an understanding of how to improve their own learning and performance.
- To maximise outcomes for pupils by developing positive home-school links, keeping parents informed about the life and activities of the school and encouraging them to participate fully in their child's learning.
- For commitment and enthusiasm from the whole school community, providing a positive and supportive learning environment in order to develop adaptability, self-discipline and perseverance in pupils.
- To develop pupils' abilities to distinguish right from wrong and a belief in individual freedom, tolerance of others, personal and social responsibility and upholding the rule of law.
- To develop an understanding of cultural diversity and the meaning of community in school, at home, locally, nationally and globally.

Buckingham Preparatory School is a respectful and diverse community. Pupils are encouraged to embrace the school ethos by enjoying taking part in celebrations and traditions for all faiths to encourage their learning and mutual respect.





ABOUT OUR SCHOOL

The classes at Buckingham Prep are organised into age groups which consist of:

EYFS: Pre-School 1 (3 - 4 years)

EYFS: Reception (4 - 5 years)

Key Stage One: Years 1 and 2 (5 - 7 years)

Key Stage Two: Years 3, 4, 5 and 6 (7 - 11 years)

Each class has a dedicated class teacher. All year groups have designated teaching assistants to provide additional teaching and learning support. We also have dedicated French, Music and Games specialist teachers. Many of our class teachers also have specialist subjects that they teach across the year groups. The school has the capacity to admit 18 children in each class.

Our broadly based curriculum has the National Curriculum as its foundation. We believe that the ethos of the school, through which the children learn attitudes and values, is also vitally important. Single subjects are taught and there are also many occasions where cross-curricular links occur between different subjects. The emphasis is on active learning and, as children get older, the aim is that they become increasingly independent.

Sometimes children are grouped by the attainment and ability they have shown in a subject, or for other educational reasons, so that teaching can be designed to match their learning needs. At times, the level at which they are working will vary according to their attainment and ability in a particular subject area. We have high expectations of our pupils and this is reflected in our practice. As a school we aim to work a year ahead in our curriculum areas.

Whole school events include our annual Speech Day, a Carol Service and sports days, there also many other special events run within the school year to link in with national events or celebrations.

School lunches are freshly prepared on site daily. Staff have a choice of a hot meal or a salad or sandwich.

Staff at Buckingham Prep are valued and respected. We look for professionalism, integrity, commitment and transferable skills in all our candidates. The ability to inspire and motivate young children is essential. A sense of humour is also a plus in this busy but warm and friendly environment. We welcome creativity, imagination and initiative from all our staff to bring out the best in both our pupils and colleagues alike.

Buckingham Preparatory School is part of the E. Ivor Hughes Foundation





THE POSITION—DIRECTOR OF STUDIES

Candidate Brief:

This is an exciting opportunity for an established teacher with experience of teaching KS2 and the 11+ process to continue to shape the academic direction of our high achieving Prep School. We are looking for someone with the vision, and energy to direct a team of very talented teachers. An understanding of the teaching of English, Mathematics and Verbal Reasoning to the highest level is essential. The successful candidate will be an integral part of the school leadership team and will help to continue to build the academic vision and direction of the school. This position would suit a passionate and inspiring teacher who is ready to move on to the next stage of their career and has a professional drive to meet the challenges of leadership.

Key Areas of Responsibility (Refer to Job Description for wider role):

- To be an integral part of the school leadership team and to support the vision and direction of the school's future development plan.
- To provide professional leadership and management of teaching and learning throughout the whole school.
- To monitor and evaluate pupil attainment.
- To understand professional duties of the Headteacher and deputise as required.
- To ensure all relevant policies and procedures are fully compliant with ISI regulations and standards.
- To lead and implement the school 11+ process for both grammar and independent selective schools.
- To lead a core subject and to teach across Years 5 and 6.
- To coach, mentor and model to colleagues and provide feedback as part of the school's appraisal system.

Teaching Commitment:

The successful candidate will have responsibility for a KS2 class with additional non-contact time.

Terms:

This is a full time permanent position, subject to a twelve-month probationary period.

Salary and Benefits:

Competitive salary dependent on qualifications and experience.

Membership of the Teachers Pension Scheme

Complimentary Staff Lunch

Fee concessions are available for children of any member of the academic team who meet the school's entry requirements.





FURTHER INFORMATION AND CONTACT DETAILS

Candidates are welcome to speak confidentially to the Head about the post.

All enquiries and correspondence regarding your application should be directed to

Catherine Bilsborough, HR Officer

Buckingham Preparatory School

458 Rayners Lane, Pinner, Middlesex HA5 5DT

Tel: 020 8866 2737

HR Officer: bilsboroughc@buckprep.org

The Interview Process

Shortlisting will take place prior to interview and shortlisted candidates will be notified as quickly as possible and invited to the school for interview. It is always recommended to get your application form in as early as possible as in some instances, shortlisting may take place on an as received basis. Closing dates for applications will be stated on the job advert. You will be advised what format the interview will take prior to the appointment to give you time to prepare. Interviews will be carried out at the school. If this is not possible arrangements will be made for them to take place remotely.

Safer Recruitment Process

Buckingham Preparatory School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the UK Disclosure and Barring Service.

Travelling to Buckingham Preparatory School

◆ Nearest Underground Station

Buckingham Preparatory School is located on Rayners Lane in Pinner. It is a 5 minute walk from Rayners Lane tube station.

◆ Parking

If you are driving to the school please be aware that there are no parking facilities on site. There is free parking on the roads surrounding the school however, there are restrictions in some streets between 10am and 11am. If you are visiting our school between 10am and 11am please contact us for parking advice.

