



**Prenton Prep  
School**

# Head Teacher

**Candidate Information**

# Welcome

Thank you for your interest in the post of Head Teacher of Prenton Preparatory School and Nursery, which becomes available now. We have built a very strong reputation for excellence in the education of young children and are now looking for a new leader to build on past successes and to be a proactive and visionary force in meeting the many challenges and opportunities looming on the educational horizon whilst also being a visible figurehead for the School in the local community.

The Forfar Education Group, of which Prenton Prep is an integral part, is ambitious for growth, and we are looking to meet talented and ambitious individuals who will share our forward-thinking and entrepreneurial spirit, our commitment to educational excellence and our determination to nurture the palpably strong community feel at Prenton School.

Prenton Prep is currently in a very healthy place, but we are not complacent. The School was graded as Excellent in all aspects by the

Independent Schools Inspectorate after a visit in 2022. In addition to the academic accolades in their report, I was particularly thrilled to read the inspectors' comments about Prenton Prep School's pupils' successes in a wide range of extra-curricular activities, including regional sports tournaments such as those organised by the Independent Schools Association (ISA) in football, water polo, basketball, netball and cross country. Swimming is a very popular sport within the Prenton Prep community.

This is, indeed, a very special school, and I hope, having read this brochure, you will find the opportunity to be its next Head Teacher a prospect that excites you. If you believe you have the requisite skills, experience and enthusiasm for the role, I would be delighted to hear from you.

**John Forsyth**

CEO of the Forfar Education Group and  
Chair of Governors







## Overview of the School

Prenton Prep School was established in 1935 and has grown into a vibrant, thriving and very happy co-educational day school for children up to the age of 11. Firmly rooted in the local Birkenhead community, Prenton Prep School is a grounded and unpretentious school of around 100 children.

At the heart of all that the School does is a strong belief that children will achieve their best when they are happy. If academic results and parent feedback are anything to go by, this is certainly a philosophy that is working.

The popular Prenton Nursery has recently transitioned to year-round opening and offers full-day care and early years education in an active and busy environment. With free-flow activities through a variety of spaces, both indoors and in the newly refurbished gardens, it gives all children access to the outdoors. There is one class in each year group from Reception through to Year 6, with an average of 10 to 15 pupils in each class.

The destination schools for most Prenton Prep leavers are one of the six Birkenhead and district grammar and religious schools. Others gain prestigious scholarships to local independent secondary schools. In the academic year 2023 to 2024, Prenton Prep was proud to share that 87% of its leavers gained success at the 11+ and achieved places at their chosen grammar schools.



# History & Facilities

Prenton Prep has been a respected part of the Birkenhead landscape since it was founded in Prenton in 1935. It moved to its present site in the leafy village of Oxton in 1974. Nestled in the heart of Oxton's conservation area, the charming sandstone building has recently undergone external cleaning and stands proud in attractive, mature gardens. A large, secure playground and lawned area is available for play and outdoor learning, and a brand-new Forest School within the grounds has been recently added.

Prenton Prep joined the Forfar Education Group of schools in 2022.







## Ethos & Aims

The main aim of the School is to cater for the educational and emotional needs of every pupil in a caring, nurturing, disciplined and stimulating environment, liaising closely with home for the benefit of the individual child. The School's aim is to equip all children to take their place in a multi-cultural society as confident, polite, compassionate and tolerant individuals – qualities that very much reflect the ethos of the School.

The School achieves these aims through a holistic approach to each child's education, giving every child, regardless of ability, the opportunity to develop skills, confidence and self-esteem, thereby achieving his/her true potential. Values such as determination, courage, resilience, good manners, kindness and generosity of spirit are nurtured and rewarded and help Prenton pupils to grow into young people of whom their school and their families are justly proud.



# The Forfar Education Group

The proprietor of Prenton Prep is Prenton Preparatory School Ltd., which is part of the Forfar Education Group. The Forfar Education Group Governance Board acts as the Governors of Prenton Prep.

Forfar Education's goal is to build a world-class family of schools in the UK and overseas that retain their unique identities whilst gaining the many benefits of being part of a larger group. Founded in 2016 by CEO John Forsyth, Forfar Education is a family business specialising in the education of children and with an ethos of being honest, transparent, and hardworking and putting the needs of the child first.

The team at Forfar Education is made up of dedicated individuals with decades of experience in educating children. Having owned and

operated more than 50 schools across the globe, Forfar Education understands what schools need to continue to thrive, grow and succeed in a constantly changing world. With inspections getting stricter and regulations more onerous for many leadership teams, Forfar frees up their management time to focus on what is important – educating children.

Forfar Education recognises that every school is unique, and whilst there are fantastic opportunities gained by being part of the Forfar family, parents and pupils choose a school for its individual identity and ethos. Forfar's approach is therefore to enhance what has made schools like Prenton Prep great, keep their distinct personalities and enable them to do more, better. Its strategic approach is long-term, always considering the next 50 years, not just the next five.

Some examples of how Prenton Prep benefits from being part of Forfar Education are:

- Upfront investment into buildings and IT infrastructure
- Staffing reviews to ensure the right quantity and quality of staff to deliver excellence
- Use of group scale to simplify and reduce administrative work
- Parent feedback and involvement through annual surveys, parent forums and one-to-one meetings throughout the year
- Legal and contractual frameworks, aligning schools with a common set of contracts, policies and frameworks
- Sharing of best practice – the Forfar Academy has teams of experts from across the Group's schools to share and develop best practice for the Group
- Supporting academic excellence by ensuring teaching is high quality, that assessment informs planning, and that pupil progress is robustly tracked.

*Forfar's schools produce children who are confident, creative, healthy team players who are interested and interesting. They regularly place pupils with scholarships into the top state grammar and private schools, including Harrow, Eton and Winchester. At the same time, they produce Olympians, singers, writers, actors and entrepreneurs.*

JOHN FORSYTH, CEO





## The Opportunity

Birkenhead is a vibrant town in the northwest of England on the Wirral peninsula, just 25 minutes' drive across the river from the European city of culture, Liverpool. With a fantastic park that inspired New York's Central Park, Birkenhead is made up of many affluent suburbs, including Prenton, from which the School takes its name. It is an attractive location not far from the coastline and city life.

This is a tremendous opportunity for an experienced or aspiring Head to pick up the reins of a popular and successful school and to lead it on the next exciting phase of its journey. In an unpredictable educational, political, economic and social landscape, the role will suit a strong and resilient leader who is able to adapt to and effectively manage change. The new Head will inherit a talented staffroom of teachers who will be responsive to strong and focused leadership.

The new Head will enjoy considerable autonomy in the running of the School but will benefit from the backing and support of Forfar Education. The Head will be expected to embrace the opportunities and benefits of being part of this inspirational organisation and its wider family of member schools. The Forfar Governors are looking for a confident Head who will be creative and proactive in bringing new ideas and proposals to the table for the future benefit, growth and development of Prenton Prep and other member schools.

The new Head will have the opportunity to employ his or her marketing and sales skills in promoting the School's outstanding features and benefits to the diverse population of families living in the immediate local community, as well as in the School's wider catchment area.



# The Curriculum

In addition to the full range of academic subjects prescribed by the National Curriculum, Prenton Prep provides a broad, multi-faceted learning programme which includes a wide choice of extra-curricular activities. Teaching is dynamic and interesting, often bringing together elements of different subjects within a theme, encouraging children to develop a love of learning and a thirst for knowledge.

The deliberate inclusion of music, art, drama and sport in this thematic approach offers a variety of learning experiences which deepen children's understanding whilst fostering their own interests and skills.

Thinking skills, personal and social education and citizenship topics are also an important part of the Prenton curriculum, and the development of the whole child underpins everything. The progress of each child is monitored carefully, and every opportunity is taken to promote special interests and abilities.

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*Pupils have excellent attitudes to learning.*







## Sport, the Performing Arts and Extra-Curricular Activities

Prenton Prep offers a broad and balanced programme of physical education and sport, believing that sport for all children develops skills and self-esteem and encourages social interaction. Sport plays an important role in developing determination and resilience as well as improving physical skills and fitness.

Within the Music department, the School choirs, ensembles and small groups frequently perform in concerts at local venues and provide musical input at all kinds of school events.

Through drama and dance, the School builds children's confidence, extending their knowledge and understanding of performance arts and using their creativity to the full. All pupils from Reception to Year 6 take part in annual

performances to the whole School and their families. Some perform with local theatre, ballet and dance groups.

Clubs run daily and cater for a wide range of interests. Most are run by the enthusiastic staff, but some activities, for example, karate, badminton and table tennis, are taught by qualified visiting instructors.

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*Pupils have great success in their achievements outside of the formal curriculum.*

ISI INSPECTION REPORT, FEBRUARY 2023



# Pastoral Care

The School is an open community whose ethos is founded on Christian principles and where children of all faiths and backgrounds are welcome. The School is carefully structured to offer pupils excellent pastoral care and sensitive guidance.

Small classes, a flourishing House system, and, above all, a committed and enthusiastic team of staff ensure that the needs of the individual are always paramount. Pupil successes are celebrated in all aspects of their lives and in the context of a community that values and promotes care, support, good manners and fair discipline at all times.







# The Role

The Head Teacher is accountable to the Governors for the effective leadership and management of the School in all respects. This will include ensuring the highest standards of education are delivered to the students, leading and motivating teachers and operational staff, directing the content and organisation of the curriculum, promoting a safe and secure environment for all and providing robust management and discipline for the School.

Key responsibilities within the role include:

- To provide and articulate, in conjunction with the Governors, a vision for the future development of the School that conforms to its aims, values, traditions and ethos
- To ensure that the School is successful in recruiting pupils both into the Kindergarten/ Reception and at other points where vacancies should arise
- To recruit dedicated teaching staff of outstanding quality who will be sympathetic to the aims of the School and to assist them in developing their professional skills and ambitions
- To bring before the Governors a prompt and informed awareness of the School's needs and challenges and to propose ways and means to meet those challenges
- To provide strong and inspiring leadership to both staff and pupils to achieve the highest standards in all aspects of the education provided in and out of the classroom
- To safeguard and promote the welfare of staff and pupils
- To communicate effectively with all sections of the School community, especially Governors, staff, pupils, former pupils, other schools, both independent and maintained, and the local community
- To drive forward, in conjunction with the Governors, a programme of capital development and material improvement
- To keep the School curriculum under constant review, recognising and evaluating current educational initiatives and innovating when it is in the interests of the pupils to do so
- To review, with the Governors, areas of priority for the School and to ensure that a programme for the monitoring and review of all school policies and practices is kept up to date
- To work with the Bursar to ensure that the School's budget targets are met, that funds are expended wisely and productively, and that the School's finances remain in good order
- To achieve a strong and effective working relationship with all stakeholders
- To ensure the School's compliance with current legislation and inspection requirements.



# The Person

The Head Teacher will have the personal qualities to lead, motivate and inspire the School and will be able to demonstrate natural authority, leading by example, and commanding the respect of the pupils, staff and parents.

In addition, they will:

- Have a passionate commitment to the academic, personal and social development of the pupils, understand the needs and concerns of the age group and have a natural empathy with them
- Have appropriate self-confidence and inspire confidence in others whilst remaining considerate of the needs of others, with an ability to deal sensitively with conflict
- Display energy and imagination and have a vision for what the School should achieve in the future, with the courage to innovate and an unwavering commitment to the continued development of the School
- Be a standard setter for all sections of the School community
- Have an open, participative, collegiate style, with an inclusive and empowering approach to management and an ability to build trust and foster team spirit
- Be able to relate to, value, nurture and communicate with all members of the School community

- Develop and maintain strong and positive relationships with the Governors, the Senior Management Team and other colleagues
- Demonstrate personal strength of character through transparency, integrity and fairness
- Be a confident, effective communicator at all levels of the School community, especially Governors, staff, pupils, parents, former pupils, other schools, both independent and maintained, and the local community
- Have a genuine interest in striving for excellence in everything the School does for its children
- Be able to inspire, challenge and motivate others.

Experience and knowledge sought:

- Have relevant leadership and management experience in a primary or preparatory school (or preparatory department of a senior school) and a proven track record as a successful Head or as an experienced Deputy Head
- Be a well-qualified, experienced and successful teacher with a love of teaching and an awareness of developments in the wider educational environment
- Be computer literate and a confident user of IT for communications and management purposes. Have an appreciation of IT and its relevance, coupled with proven administrative skills, whilst not being over reliant on email, and be able to deal with certain matters face to face







- Be able to market and represent the School effectively, able to introduce new ideas through excellent communication to prospective and current parents and the wider community, including the local press, and foster existing and future relations with a wide range of senior schools
  - Have the experience to ensure that the School remains sufficiently attractive to recruit pupils in a very competitive market
  - Through acquired senior management experience, be able to be the confident, 'public' face of the School and, in so doing, be a superb ambassador at all times
  - Have a clear understanding of the School's financial environment and be able to work with the Bursar and the Board of Governors to ensure that the School's budget targets are met, that funds are expended wisely and productively, and that the School's finances remain in good order
  - Have sound management experience, coupled with the knowledge of how to establish clear standards and expectations; know how to manage and evaluate performance and how to delegate appropriately and time manage effectively
  - Be able to keep the School curriculum under constant review by being able to recognise and evaluate current educational initiatives and innovate when it is in the interests of the pupils to do so
  - Have proven judgement in the appointment and development of teaching staff and in the support and encouragement of non-teaching staff. Recognise dedicated staff of outstanding quality who will also be sympathetic to the aims of the School and, with personal knowledge, be able to assist them in developing their professional skills and ambitions
  - Have the ability to plan and think strategically and actively contribute to Board discussions on organisational strategy, priorities and imperatives
  - Be able to review the School's development effectively with the Governors and ensure that programmes for the monitoring and review of all School policies and practices are sound and up to date
  - Through prior experience, be able to provide leadership in discussions with Governors on matters relating to child protection and health and safety regulations
  - Have up-to-date knowledge of all matters relating to inspection and legal compliance.
- Qualifications:
- Degree educated with a PGCE
  - NPQH would be advantageous
  - Membership of IAPS or IAS.



# Employment Terms and Conditions

The successful candidate will be offered a competitive salary and pension (non-TPS) commensurate with qualifications and experience. A generous fee remission for the Head's children is available. The Forfar Education Group is highly supportive of professional development and is generally willing to sponsor relevant training and development opportunities for its Head Teachers. Membership of IAPS or ISA will be paid for by the School. Being part of the Forfar Education Group offers the ability to collaborate with a network of other schools and Head Teachers, with regular offsites and a variety of career development opportunities on the horizon as the Group continues to grow.





# Application Process

The search for a new Head Teacher for Prenton Prep is being led by RSAcademics, and the new post-holder will be selected by a panel chaired by Mr John Forsyth, CEO of the Forfar Education Group and Chair of Governors.

Interested candidates are invited to contact RSAcademics to arrange a confidential discussion with one of the consultants handling this appointment:

- Louisa Barham, Search Consultant  
[louisabarham@rsacademics.com](mailto:louisabarham@rsacademics.com)
- Angela Short, Head of Search  
[angelashort@rsacademics.com](mailto:angelashort@rsacademics.com)

**The deadline for receipt of the application is Friday 2 May 2025.**

Applications should be made electronically to RSAcademics. To submit your application, please upload your documents according to the instructions on the RSAcademics website.

You should submit the following (both in PDF format):

- A completed application form (available alongside this candidate information on the RSAcademics website)
- A covering letter addressed to Mr John Forsyth, CEO of the Forfar Education Group and Chair of Governors. The letter should explain your reasons for applying.

If you have any questions about uploading your application documents, please contact Jonathan Barnes, Head of Operations (Leadership Appointments), at [applications@rsacademics.com](mailto:applications@rsacademics.com). Jonathan can also be reached by calling our Head Office on +44 (0)1858 383163.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact RSAcademics by telephone
- Preliminary interviews will take place with RSAcademics via Teams in the week commencing 5 May.
- Longlist interviews with the Governors' panel will take place at the School in the week commencing 12 May.
- Shortlist interviews with the Governing Body will take place at the School in the week commencing 19 May.

N.B. Safer recruitment checks will be made at all stages in the recruitment process.

## About RSAcademics

Founded in 2001 by Russell Speirs, RSAcademics has advised and supported over 700 schools and educational organisations in the UK and worldwide. Through our working partnerships with heads, leadership teams, boards, staff and parents, we specialise in supporting schools in five main areas: strategy, marketing and research; equality, diversity and inclusion; operational improvement; leadership and governance and philanthropy. We enable schools worldwide to thrive by finding and developing senior leaders, guiding decision makers, making connections and shaping debate. We are known for the calibre and spirit of our people. We exist entirely to serve schools because we believe that the world needs thriving schools. RSAcademics is committed to promoting diversity and inclusion in schools.

Please visit [www.rsacademics.com](http://www.rsacademics.com) for more information.



Because the world needs schools to **thrive**

