

KEW GREEN

preparatory school



JOB DESCRIPTION BROCHURE FOR:

Head Teacher

Creativity / Collaboration / Confidence / Communication

www.kgps.co.uk

 GARDENER
SCHOOLS GROUP



INFORMATION FOR CANDIDATES APPLYING FOR THE POST OF HEAD TEACHER

Kew Green Preparatory School - Introduction from Gardener Schools Group MD, Theo Brehony

Kew Green Preparatory School is celebrating its 20th Anniversary. As the second school founded by Gardener Schools Group, Kew Green has stayed true to its ethos with a clarity of purpose that has allowed the school to establish an excellent reputation. The school has not stood still in recent years and the mindset of constant growth and improvement runs through every aspect of school life. In 2023 the school achieved "Excellent" in its ISI qualitative inspection:

"The quality of the pupils' academic and other achievements is excellent. Pupils demonstrate excellent levels of academic achievement as a result of highly supportive teaching and nurturing pastoral care. Pupils attain strong results in externally standardised tests, and their performance in senior school entrance examinations is highly successful, in line with the aims of the school." ISI Report 2023

Kew Green is fulfilling its potential in all senses of the phrase for its children. We really don't believe all schools are the same. Now Kew Green School is ready to move forward to its next stage.

Kew Green is part of the Gardener Group of four schools. This is a great advantage for an incoming Head. While we seek to appoint someone dynamic with a drive to innovate, they will not commence their journey as Head Teacher alone. The Heads of our four schools work closely together and are a source of support and inspiration to each other. Additionally, the Head of Kew Green would work closely with the Board of Directors to bring about their shared vision for the School. This group includes Maria Gardener, founder of GSG and company Chairperson, Theo Brehony, Managing Director and Angela Drew as Director of Education. Angela was formerly Head of Bromley School, a 4-18 school part of the Girls Day School Trust.

We hope that our new Head Teacher brings energy and leadership to Kew Green. We know that to stand still is to fall behind. Recently we have established a nursery at an adjacent site, meaning we are now a 2-11 Years school. This has also meant we can expand our facilities, adding a new art/DT space and a café in the new building and providing a science room in the main school.

In a competitive market for independent schools, we will seek to maintain our excellent 11 plus results and high achievement in all areas for our children. We want to apply academic rigor and challenge to all that we do without sacrificing our nurturing and positive ethos. We believe children can grow without losing the joy of childhood.

Kew Green pupils have preferential access to our senior school, Kew House and this is a source of reassurance to many families. However, we know that maintaining the school's independence and sending pupils to a range of leading schools is still very important to parents. Upholding this balance will be a priority for the new Head.

Kew Green has established a culture of shared excellence and openness within its staff body. We believe we can always improve and innovate and we have a genuine open-door policy for teachers and parents. We are a community. We are now looking forward to meeting candidates for the role and are confident we can appoint someone who will relish this opportunity to take Kew Green onto its next chapter.

Theo Brehony
Managing Director
Gardener Schools Group

OVERVIEW

Kew Green Preparatory School (KGPS) is a non-denominational and non-selective co-educational preparatory day school for boys and girls aged 2-11. Around 270 children attend the School (Nursery to Year 6).

History and Location

The School was founded by the Gardener Schools Group in 2004. It lies in a beautiful and quiet setting close to the River Thames, adjacent to the world-famous Royal Botanical Gardens in Kew, South-West London.

The School itself is an attractive four storey building surrounded by mature trees. The building was previously owned by Kew Gardens (which the School uses regularly) and is opposite Kew Green, a large open space where many of the School's sporting activities take place. The nearby parish church, St Anne's, is used by the School for music concerts. The popular towpath along the River Thames is also easily accessible from the School site. More information about the School can be found on its website: www.kgps.co.uk

There are good transport links to and from the School by road and to central London and beyond by public transport (rail, underground and bus). The School supports and is committed to the local authority's "Green Transport Policy" that encourages greener transport modes to and from school (like walking, cycling, public transport or car sharing) in order to reduce local traffic congestion caused by the school run. Pupils are asked to come to school either by public transport, bicycle, walking or by the School bus service. Kew Green Preparatory School has its very own school bus and the School offers morning and afternoon bus services to the Grove Park and Chiswick areas. Adherence to this "green" travel plan is a condition of acceptance of a place at the School.



OVERVIEW

Ethos

- KGPS places great emphasis on the achievement of a child's potential, whether academic or co-curricular. This is done, in part, by instilling in pupils the values of KGPS which are **Curiosity, Creativity, Confidence** and **Collaboration**.

The Group also believes that parents have a great role to play in school and an "open door policy" is encouraged so that each school becomes a hub for the community it serves, not just for the pupils, but also for the parents and staff.

The holistic school curriculum is designed to engender confidence and self-esteem, leading to intellectual risk taking and a love of learning. KGPS believes this approach to learning and its clear values with strong parental involvement helps pupils achieve excellent academic results and produces well-rounded, happy, thoughtful and considerate students.

Children are encouraged to develop individual thought and self-motivation in all areas of study - but within a caring and nurturing environment to ensure strong support and guidance.

The School is non-denominational and while Religious Education is taught, covering a wide number of world faiths, the School welcomes children from all faiths and none. School assemblies also focus on awareness of world religions as well as important humanitarian and spiritual issues of topical importance.



Facilities

The School has well-equipped facilities. In addition to light and airy classrooms, there is a computing lab, science room, fully-equipped music room, a dining hall and staff room. New facilities have been added recently including a new nursery, art/DT room and parents café. Outside there is a large playground backing onto the river, and a multi-purpose sports pitch.

Leadership and Governance

The Senior Leadership Team (SLT) comprises the Head, the Deputy Head, Head of Upper School, Head of Lower School, Head of Data, Compliance and Assessment, and the Director of Studies.

In addition to the SLT, the Head can draw on considerable support from other Heads within the Gardener Schools Group and a full complement of class and specialist subject teachers as well as support staff, learning support assistants and visiting teachers.

Directors will meet with the Head Teacher regularly, setting agreed targets for the leadership teams and the Head, offering support and advice. The Directors know it is important to allow the Head autonomy to lead while offering the appropriate level of support.

KGPS also has an 'Advisory Governing Body' comprising an elected Teacher Governor, an elected Parent Governor, and a number of individuals chosen for their experience in business and education, with one of the group acting as the Chairperson. This advisory body has no formal financial or management responsibility or powers but it meets termly (3x per year) and passes on advice to the Head and to the proprietors (Gardener Schools Group Ltd). The Parent Governor acts as a spokesperson for parents, liaising regularly with the parent body.

Functions such as Finance, Payroll, HR, IT and Business Development are managed centrally via GSG 'group'.

The School has been regularly inspected by the ISI and its very positive Integrated and Compliance reports can be found [here](#).



OVERVIEW

Academic and Curriculum

In the Lower School (Early Years to Year 2), the focus is on teaching the basic skills in numeracy and all aspects of literacy - and these are deployed across the whole curriculum. Most lessons are taught by the same teacher except Music, French, Art and PE/Games which are led by specialist teachers. Children are also assessed for any additional support or learning needs.

In Upper School (Years 3-6), the system of class teachers continues but many more lessons are taught by subject specialists. The School also complements classroom-based learning with trips and visits and outside speakers (including parents). Philosophy is taught in Year 6. Learning and development includes an active programme of curriculum sport, plus opportunities for residential trips such as outward-bound trips to Norfolk (Year 3) and a week at Moorland Hall in Devon (Years 4 and 6), where children undertake surfing, bodyboarding, abseiling and gorge walking. Year 5 head to Dorset for camping and orienteering while Year 6 also visit Alpes D'Huez for a week's skiing.

The School makes provision for Learning Support (SEN) through its Progress Centre led by a Special Educational Needs Coordinator (SENCO) and a team of teachers and learning support staff.

This team provides appropriate and engaging intervention programmes and class support for pupils with additional educational needs, irrespective of subject or skill set (Social skills, Sensory/Physical needs and Personal Organisation).

Team members work in collaboration with class teachers, parents and sometimes outside specialists to set targets, to implement new teaching approaches and deliver outcomes which enables teaching to be as effective as possible.

KGPS pupils achieve excellent results and typically go on to attend a wide range of well-known day and boarding schools in London and across South-East England. KGPS pupils are offered automatic entry to GSG senior schools - Kew House School and Maida Vale School - which then offers the guarantee of a 'through' education from 2-18 years. For boys and girls choosing other senior schools, KGPS prepares children for relevant 11+ entrance exams and pupils also go on to schools such as: City of London Girls, Francis Holland, Godolphin & Latymer, Hampton, King's College Wimbledon, Lady Eleanor Holles, St Paul's, Tiffin Grammar, and Westminster Under School.



Co-Curricular

Sport: a wide range of sports options are on offer, both as part of the curriculum and in extra-curricular clubs. The sporting programme is designed to improve levels of confidence and skill, combined with enjoyment.

All pupils receive timetabled PE and games lessons where they have the chance to participate in gymnastics, dance, swimming, cross-country, fitness lessons, athletics and traditional team-sports. Specialist coaching is provided.

For those in Years 3-6 there are competitive fixtures against other schools and KGPS hosts netball, football and rugby matches and festivals against other local schools and has teams representing the School in national IAPS competitions.

Music and Drama: the School has a strong musical life with weekly music lessons for all children given by a music specialist in a well-equipped music room. Most children also learn at least one musical instrument with a specialist music teacher, covering a wide range of string, woodwind and brass instruments in addition to piano and singing.

A range of music clubs and groups/ensembles are offered including a Lower School Choir, Upper School Choir, Chamber Choir, Orchestra, and a Guitar Ensemble and several other small groups such as acapella, jazz groups and rock bands. There are performances, recitals and after-school concerts and all pupils have the opportunity to perform at major school concerts which take place at St. Anne's Church on Kew Green or major musical productions including Oklahoma, My Fair Lady, Oliver and The Jungle Book.

Recent choir tours have included Paris and Venice as well as visits to concert halls to hear the London Symphony Orchestra and Young Musicians' Symphony Orchestra.

Children regularly perform in drama at school, both as part of the curriculum and as part of school productions.



Clubs and Societies: children can take part in a wide range of activities before and after school including art, pottery, drama, science, dance, ballet, philosophy, ICT, film animation and photography, digital games, martial arts (judo and karate), cookery and various sports and music clubs.

For parents whose work commitments require it, the School also offers a before and after school care service that runs from 8am in the morning and until 6pm in the evening.

Pastoral

While encouraging children to shine and be confident, KGPS also works to ensure strong pastoral care and support for children. Personal, Social, Health and Citizenship Education (PSHCE) has been renamed 'Life Skills' and underpins the School's ethos to build children's confidence, self-awareness, and decision-making skills.

'Life Skills' takes on a variety of forms to enable the children to identify and share their opinions in open class discussion on a wide range of matters including current affairs, charity work and personal reflection and a 'respectful forum' in all lessons where children are encouraged to share their thoughts and feelings openly and without judgement.

'Merit Assemblies' are held each week to reward individual children for their achievement. Accolades include: Sports Star, French Speaker, Musician of the Week and Merit Certificates to recognise children who have excelled in effort, achievement, attitude and contribution. There is strong focus on ensuring good behaviour but within the whole-school ethos of respect and tolerance. All children subscribe to the 'Kew Green Charter' drawn up collaboratively between pupils and staff, which emphasises the importance of good manners and treating others with kindness, thus guaranteeing a calm and ordered environment necessary for successful learning.

At KPGS tolerance and respect for others is emphasised, diversity is celebrated as well as the importance of contributing to society.

Parents are encouraged to be involved in the running of the School. There are regular newsletters and the School is currently opening a 'Parent Café' onsite, for use by parents informally to meet or chat, or even to do some work(!) as well as for more formal school-parent briefing meetings.



Community and outreach

The KPGS has a tradition of community outreach and charity links. The School has a strong and direct link with Joodon School in Kenya and KGPS support their friends in Africa through raising money and writing letters to pen pals. It also has a partnership with a local state school in South-West London, providing expertise and sharing best practice.

There is a School Council comprising children from each year group and their ideas for new initiatives are listened to and supported.

The parents' group is known as the 'Friends of Kew Green Preparatory School' which organises social events that take place through the school year, and often with fundraising in mind for local charities.

For former pupils, the School runs to an Alumni Association, enabling them to keep in touch with their former school and with each other.



About Gardener Schools Group

Gardener Schools Group (GSG) is a family company that was founded by experienced former state-school teachers 34 years ago. From a small Saturday school, Ravenscourt Park Prep School was then formally established due to growing demand for places, and this was followed by a senior school and two other prep schools.

Today, the Group comprises four independent, co-educational schools in London that educate around 1,300 children aged 4 -18 years: Ravenscourt Park Preparatory School, which opened in 1991; Kew Green Preparatory School which opened in 2004; Kew House Senior School which opened in 2013; and Maida Vale School which opened in 2020.

Each school follows an educational approach based on excellence and innovation while establishing strong family communities at each location.

GSG's approach to education is based on a strong belief that talent must be nurtured to enable every pupil to reach their maximum potential. This holistic approach is designed to foster each child's intellectual, moral, spiritual, physical and emotional development. Children are guided and motivated to achieve to their best but in as happy, caring and nurturing environment as possible.

THE ROLE

The Directors of Gardener Schools Group are seeking to recruit an inspirational, experienced, enthusiastic, creative and ambitious school leader to join a thriving schools group.

The Head will:

- Be responsible to the Directors for every aspect of the day-to-day running of the School, including:
 - the leadership and management of teaching and non-teaching staff
 - timetabling
 - the academic and co-curricular programmes
 - pastoral care
 - relationships and communications with parents, pupils and the wider community
- Lead an effective and efficient management team for the School
- Work with the Directors on financial controls within the School
- Work with the Directors on the continued marketing of the School
- Maintain the School's pupil recruitment, fostering close links with feeder nurseries and organisations
- Take an active role alongside the Directors in future decisions about vision and innovation, facilities, staffing, the curriculum and enrichment programmes
- Be the principal conduit for communicating the School's distinctive vision and offer to staff, pupils, parents, prospective parents, feeder schools and the wider community
- Be the School's representative in a host of external relationships
- Work in close co-operation with the Heads of Ravenscourt Park Preparatory School and Kew House School and Maida Vale School
- Establish links with a variety of organisations beyond the school walls including arts and cultural foundations, academic bodies, business groups and museums
- Maintain a programme of enrichment - visitors, workshops, national and international residential trips - which goes beyond the core hours of the school day, week and term

Personal and professional requirements

The Directors will be looking for all or most of the following:

Previous experience

- Experience of working in day schools
- Successful senior leadership and management experience in schools, including team-building
- Financial management of academic and other budgets
- Accountability to board of governors or directors
- Experience beyond the classroom
- Experience of managing academic and pastoral improvement
- Marketing within an educational context

Skills and personal qualities

- Academically authoritative
- Entrepreneurial spirit
- Energy and enthusiasm
- Good communication and public speaking skills - the ability to articulate a vision and enthuse those listening
- Innovative and creative
- Personal warmth and a sense of humour
- Ability to lead staff to fulfil the School's vision
- Good judgement, both of people and situations
- A cool head and a calm problem-solver
- Enjoyment of the company of children and a commitment to the fulfilment of their potential
- Commitment to independent education and a strategic view both of how it can develop and the threats to its viability
- A willingness to roll up their sleeves if the need arises
- An unequivocal conviction that children come first



THE APPLICATION PROCESS

The search for a new Head of Kew Green Preparatory School is being led by RSAcademics and the new postholder will be selected by a Selection Panel chaired by Theo Brehony, Managing Director, Gardener Schools Group.

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

Jenny Funnell, Search Consultant: jennyfunnell@rsacademics.com

Liz Francis, Senior Advisor: lizfrancis@rsacademics.com

The **deadline** for receipt of the application is 10.00am (UK time) on **Wednesday 22 January 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 Theo Brehony, Managing Director, Gardener Schools Group. 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. 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 e-mail. 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 on Monday 27 and Tuesday 28 January 2025.
- Long List interviews with the School's Selection Panel will take place during the week commencing 3rd February.
- Short List interviews with the School's Selection Panel will take place during the week commencing 10th February.

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

Gardener Schools Group is an equal opportunities employer committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service and a review of their social media presence. All appointments are subject to a criminal background check and proof of qualifications, in accordance with the requirements of the Children Act. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Woodford Green Preparatory School's Child Protection and Safeguarding Policy can be found on the school's website.

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 for more information.