

ARNOLD HOUSE SCHOOL



# HEAD OF EARLY YEARS APPLICATION PACK



<b>The Role:</b>	<b>Head of Early Years</b>
<b>Start Date:</b>	<b>April/September 2021</b>
<b>Reporting to:</b>	<b>Headmaster</b>
<b>Salary:</b>	<b>Competitive</b>



# Welcome to Arnold House

## Dear Applicant

Thank you for your interest in the role of Head of Early Years at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys to the age of 13, and a member of IAPS (the Independent Association of Preparatory Schools).

A thriving school, Arnold House aims to provide an education of breadth and excellence and to serve the boys' best interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good

citizenship through the virtues of courtesy and industry.

The School values a supportive family ethos and operates in a relaxed, though structured manner, ensuring that all boys are cherished and achievements recognised and rewarded. Academically, sights are set high with the object being for each boy to develop his talents and succeed in securing a place at a senior independent school that is right for him. A healthy balance is achieved and maintained between matters academic, artistic, pastoral, spiritual and sporting and care is taken to allow the boys to mature at their own pace.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body. This dedicated board includes parents (past and current), alumni and London Senior and Prep School Heads, bringing

a wealth of knowledge and experience in education, finance, medicine, law, property and HR.

Arnold House is now entering an exciting new chapter in its history, as from September 2021 we will expand our educational provision by opening Reception (4+) and Pre-Reception classes (3+), thus becoming a school for boys aged 3 through to 13. The Early Years classes will be based in our new premises, the Huxley Building, just a few minutes' walk from the main School site on Loudoun Road.

Arnold House underwent a Regulatory Compliance Inspection by ISI in March 2018 and was found to be compliant in all areas. The latest full inspection took place in March 2015. The reports can be downloaded from: [www.arnoldhouse.co.uk/isi-inspection-reports](http://www.arnoldhouse.co.uk/isi-inspection-reports)

## Structure and Admissions

### School Structure

The School will consist of the Early Years (Pre-Reception and Reception), the Junior School (Years 1-4) and the Senior School (Years 5-8).

The School aims at an ideal class size of 20 on entry to allow for a good degree of personal attention for each boy. Each year group of 40 boys is divided into two forms. The School endeavours to ensure that there is parity between each pair of forms, the composition of which is reviewed annually to enable social refreshment and academic balance.

The Early Years will be situated in the newly acquired Huxley Building, which can accommodate

120 pupils in total, which will provide scope for accommodating Year 1 boys as well on the site in the future.

Classes in the Early Years will be taught by early years specialists according to the EYFS Framework, Years 1 to 4 are taught by form teachers for most subjects with specialist teaching in PE, IT, French, Music, Drama and Art & Design. From Year 5, all subjects are taught by subject specialists.

### Admissions

The School is oversubscribed and parents are asked to register their son between his first and second birthday.

Following an Open Evening visit, prospective parents have

the opportunity of an individual meeting with the Headmaster. All boys are invited into the School for a 'get to know you session' before the offer of a place is made.



# The Early Years at Arnold House

Boys entering the Pre-Reception and Reception classes at Arnold House will be based in the newly acquired Huxley Building, a few minutes' walk from the main Arnold House site on Loudoun Road.

The Huxley Building (named after the renowned biologist and educator Thomas Henry Huxley who lived there in the late 1800s) is a Victorian property dating back to c.1840 which retains many features synonymous with our own existing school buildings. The property was extensively refurbished in 2018 and is in immaculate condition. It comprises spacious classrooms, offices, a beautiful drawing room leading onto a mature garden and all the required facilities needed for early years education. There are plans to utilise further classrooms for the benefit of older boys.

The Pre-Reception and Reception classes will be organised as two classes of 20 boys per year group and each will be staffed by an Early Years Practitioner and two Early Years Teaching Assistants. The

Head of Early Years will teach one of the classes.

Boys in both year groups will follow the curriculum for the Early Years Foundation Stage, and will be prepared for entry to Year 1 in the year after their fifth birthday.

There will be many opportunities for boys in the Early Years to join

in with whole-school events, such as charity days, concerts and plays, sporting activities, clubs and artistic pursuits.

Boys in Pre-Reception or Reception, will feel an integral part of Arnold House; the aims and ethos of the School as a whole will apply equally to the Early Years.



---

## Summary of the role

We are looking for an experienced and inspiring Head of Early Years to lead this new department of the School.

You will have a vision for the Early Years in alignment with that of the School as a whole. You will be responsible for establishing high standards of provision and pastoral care for the boys in this part of the School and for ensuring that all regulatory standards are met according to the statutory requirements of the EYFS Framework and ISI regulations in relation to Early Years.

You will also help to recruit and manage a team of Early Years professionals to work alongside you in the Huxley Building.

You will report to the Headmaster and work closely with other members of the Leadership and Management Team, in particular the Bursar, the Registrar and the Head of External Relations.

### **Salary and benefits**

Teachers at Arnold House are paid according to the school's own competitive salary scale. The salary scale is set above the

maintained sector's scale for London teachers, in recognition of the fact that teachers 'go the extra mile' in a busy school such as ours by contributing to sports, drama productions, trips, clubs and other activities. Lunches and refreshments during the day are offered to staff free of charge.

Arnold House currently remains part of the TPS.



# Job Description

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Head of Early Years is responsible to the Headmaster for the leadership and management of the Early Years and for making a significant contribution to the success of the School as a whole.

## Leadership

- Lead the Early Years and support the Headmaster as a member of the Leadership and Management Team in the overall organisation and development of the School.
- Take a leading role in identifying opportunities for the development of the Early Years programme, its facilities and resources.
- Liaise with the Headmaster on policy making and development planning.
- Further the awareness and implementation of new learning and teaching methodologies and ensure that creative use is made of resources, including new technologies.
- Review and develop the Early Years curriculum in the context of whole-school priorities and initiatives, liaising with staff in the Junior School to ensure consistency of approach, and a seamless transition for boys as they move into Year 1.
- Ensure high levels of pupil welfare, pastoral care and behaviour are in place.
- Assist the Senior Leadership Team in the regular monitoring of all the School's policies with particular attention to those specific to the Early Years.

- Ensure that the Early Years satisfies all regulatory requirements as specified in the EYFS Framework and ISI Regulations.
- Ensure the School's policies are adhered to, including any issues regarding Health and Safety.
- Take on the role of Deputy Designated Safeguarding Lead (and lead safeguarding contact in the Huxley Building) and contribute to the development of safeguarding procedures across the School.

## Management

- Ensure the smooth running of the Early Years on a day-to-day basis and have oversight of special occasions and events.
- Work closely with the Head of Learning Support to provide the best possible provision for pupils with a specific learning difficulty or additional learning requirements.
- Work closely with the Head of Years 1 and 2 to ensure the smooth transition of boys between the Early Years and the Junior School.
- Oversee the tracking and monitoring of boys.
- Oversee the Early Years assessment and reporting framework, alongside the organisation of parents' evenings.
- Have oversight of the various channels of communication with parents.
- Take a leading role in the recruitment of staff.
- Have an oversight, along with other members of the Leadership and Management team, of staff appraisals in the Early Years, and the development of CPD

opportunities for them.

- Work closely with the Registrar and take a key role in the promotion of the School in terms of speaking at a variety of events, including open days.
- Foster a welcoming approach and develop professional and supportive relationships with parents and prospective parents.

## Teaching

- Take on the role of Form Teacher for one of the classes in the Early Years.
- Share in the pastoral duties on a rota basis, eg play time and lunchtime duties.

# Person Specification

Qualifications and Experience	Essential	Desirable
Good degree, PGCE or QTS	✓	
Experience of leading and inspiring others	✓	
Strong track record of teaching in a primary or independent pre-prep school	✓	
Skills and Knowledge	Essential	Desirable
Ability to lead, inspire and challenge colleagues and also to be part of a team	✓	
Good level of IT skills		✓
Excellent interpersonal and communication skills both orally and in writing	✓	
Emotional resilience and ability to work under pressure	✓	
The motivation to achieve the very best for the boys and be aspirational in the pursuit of excellence	✓	
Good working knowledge of the Early Years Foundation Stage Framework	✓	
Awareness of curriculum development	✓	
Good working knowledge of safeguarding and pastoral issues, mental health and wellbeing	✓	
Knowledge and experience of the regulatory framework as applicable to the Early Years in an independent school	✓	
The ability to lead aspects of school improvement and ensure that all boys are given opportunities to make progress, build confidence and experience success.	✓	

## How to Apply

Closing Date: Midday Monday 1st February 2021

Start date: April or September 2021

Please read our Recruitment, Selection and Disclosure Policy & Procedure, complete an application form, and send a covering letter to [recruitment@arnoldhouse.co.uk](mailto:recruitment@arnoldhouse.co.uk) explaining why you are suitable for the role and a good fit for Arnold House.

In the case of any queries, please contact Frances Peel Yates, HR Administrator on 020 7266 6998.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Arnold House School 1 Loudoun Road St John's Wood, London NW8 0LH

Telephone: 020 7266 4840 Facsimile: 020 7266 6994 Email: [office@arnoldhouse.co.uk](mailto:office@arnoldhouse.co.uk) Website: [www.arnoldhouse.co.uk](http://www.arnoldhouse.co.uk)

Arnold House School Ltd (Limited by Guarantee). Registered in London Number 889424. Educational Charitable Trust Number 312725