



**Salcombe**  
Preparatory School

## APPOINTMENT OF Deputy Head

Candidate Brief

**COGNITA**

THRIVE IN A RAPIDLY EVOLVING WORLD







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The leadership and management team has been meticulous in curriculum planning. This has led to much of the teaching being of high quality and engaging for pupils, preparing them well for progression to a wide range of senior schools.

ISI Inspection Report 2023

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# Join us



## An exciting opportunity

Are you seeking an opportunity to join the leadership team of a thriving prep school, where inclusivity, warmth, and academic excellence converge seamlessly in a vibrant collaboration? If so, allow us to introduce you to Salcombe Preparatory School.

Salcombe's commitment to excellence is intricately woven into a dynamic curriculum, challenging pupils daily and fostering lasting confidence and curiosity. We prioritise our children's wellbeing as much as their academic success. Therefore, we cultivate a supportive environment that extends beyond mere academic achievement, resulting in both academic success and holistic development blending seamlessly.

Our children achieve outstanding results at the 11+, paving the way for a smooth transition to some of the most selective senior schools in the country.

## Be part of the journey

Parents trust in our ethos, confident that we deliver on our promise. Our commitment ensures that every child not only achieves academic success but also experiences personal growth, shaping them into confident, articulate, and happy individuals.

Salcombe Prep School seeks a Deputy Head who will wholeheartedly embrace our ethos, support the Head in strategic planning and daily decision-making, foster academic and holistic growth among staff and pupils, and maintain our unwavering commitment to excellence and inclusivity.



# A COGNITA SCHOOL

# Salcombe Preparatory School

Salcombe Prep is a vibrant co-educational school nestled in the suburbs of North London, educating boys and girls aged 3-11. Here, we inspire every child to believe in their abilities, encouraging them to strive to achieve personal excellence and thrive in their academic, creative, and personal pursuits.

Split across two sites, Salcombe offers double the teaching joy! Located just a 5-minute walk apart, both sites provide distinctive and nurturing environments. At Green Road, our Pre-School and Pre-Prep children flourish, enjoying outdoor adventure learning areas and vibrant classrooms. Meanwhile, at Chase Side, Prep children benefit from facilities such as the Art and Music studios, whilst experiencing the breadth of a senior school timetable. Each location is brimming with unique learning opportunities, igniting a passion for learning through enriching experiences. Our meticulously designed curriculum across both sites lays the foundation for academic success while nurturing every child's unique talents, preparing them for excellence in all future endeavours.

In addition to our on-site facilities, we actively engage with the broader community by leveraging fantastic local resources, ensuring our children have access to a myriad of opportunities that further enhance their educational journey.

At Salcombe, we take immense pride in fostering a supportive environment that celebrates the individuality of each child. Through our holistic approach, we prioritise virtues and character development, shaping compassionate, thoughtful, and responsible individuals who are prepared to make positive contributions to society.







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The school is a happy and safe place for pupils, where they thrive, enjoy learning and have high aspirations, in accordance with the school's aims.

ISI Inspection Report 2023

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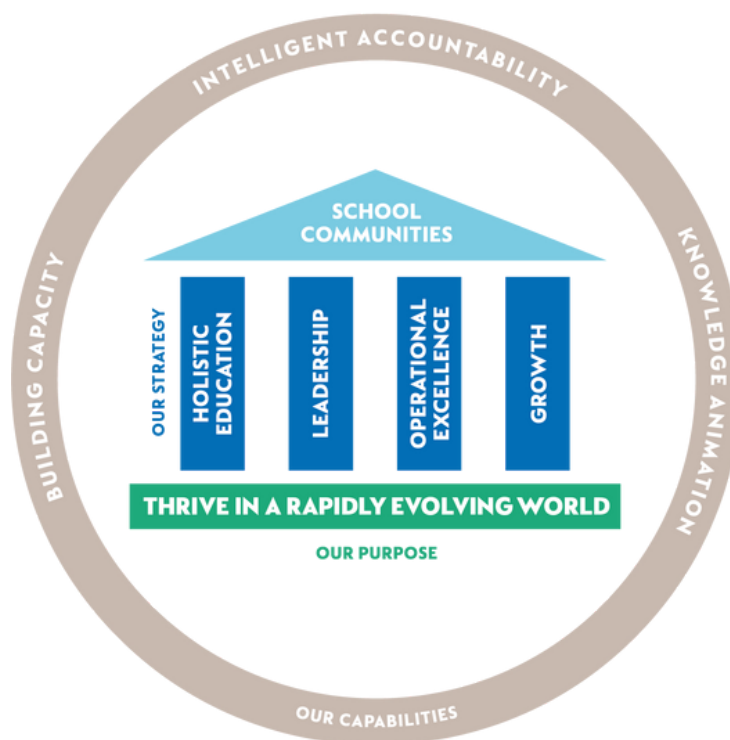
# About Cognita

Cognita is a global leader in independent education. Founded in 2004, we are a growing community of over 100 schools across 16 countries from Europe to North America, Latin America, Asia and the Middle East. Each of our schools is proudly unique, but our collective purpose is to create an environment where we can all thrive in a rapidly evolving world.

## The Cognita Quality Framework

Our Quality Framework allows us to engage with our diverse range of schools with a clear and common language, shared across regions.

Each school has its own distinctive character and identity and the Quality Framework is the golden thread that connects us.



## The Cognita Mindsets

To embed the Quality Framework into our culture in Europe we embrace four mindsets.

1

### We go together

We operate with our collective goals in mind.

3

### We stay ahead

We embrace change to stay ahead.

2

### We believe we can

We take ownership of our responsibilities and always believe we can.

4

### We share a growth mindset

We are open to new ideas and ways of working.

# A COGNITA SCHOOL



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# The Role

To oversee all aspects of pastoral care and discipline in the school and support the Headmistress in the day to day running of the school. You will be a member of the Senior Leadership Team and will need to liaise with the Assistant Head, HODS, Teaching Staff, NQTs, Teaching Assistants and Administration Staff. This role includes some classroom teaching.

## Key Responsibilities

### *School Policies, Plans and Procedures*

#### *Pastoral Lead*

- To have overall responsibility for pastoral care and disciplinary procedures across the school.
- Liaise closely with the Headmistress, teachers, and all colleagues, to offer support and advice where appropriate and communicate with parents when necessary and to regularly review and monitor pastoral practices across the school.
- To advise and guide staff, pupils and parents in matters concerning the welfare of the pupils and activity participate with the recruitment of new members of staff and with their induction and mentoring ensuring that all new and present staff understand, and support school aims, policies and practices by setting out clear expectations for staff and support and mentor NQTs.
- Be the School's Designated Safeguarding Lead.

#### *School Development*

- With the Headmistress, identify and target development priorities in the quality of pastoral and wellbeing provision and with middle management leadership, set individual, phase and whole school targets, monitor progress and evaluate success.
- Oversee the provision of SEN in close liaison with the SENDCo and oversee the monitoring and tracking of pupils' pastoral needs.
- Audit training needs and then plan and provide effective and efficient professional development for all staff in relation to the provision of all aspects of pastoral care drawing on a range of training possibilities; development courses, internal INSET (in-service training), expertise within the school and Cognita.



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# Key Responsibilities

## *School Deveelopment Continued*

- Review and develop of short, medium and long term aims, plans, policies and practices of the school with other members of the SMT.
- Be responsible for the overall deployment of teaching assistants throughout the school.

## *Other*

- To be in charge of the school in the absence of the Headmistress and undertake teaching and other professional duties as reasonably delegated by the Headmistress.
- Ensure that rotas and cover, for Pre-Prep, are in place to facilitate the smooth and safe operation of the school.
- To ensure that the school meets Early Years regulations.



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## Core Responsibilities

- ISI Inspection Preparation.
- Managing and developing people skills and growth.
- Supporting and organising internal and external events.
- School Leavers Programme.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

## Key Stakeholders

- **Internal** - Pupils and all school staff.
- **Cognita** - Colleagues across Cognita schools.
- **External** - Key external relationships and parents.





# Governance

- Cognita is the proprietor of Salcombe Preparatory School. As such, Cognita has the legal responsibility and accountability for ensuring that the School is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Cognita schools do not have governing bodies. However they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.



# About You

	Essential	Desirable
Skills	<ul style="list-style-type: none"> <li>Has excellent communication and collaborative working abilities.</li> <li>Is a confident and competent user of ICT - Displays a good understanding of a range of behaviour management strategies.</li> <li>Is willing to work within the organisational procedures and processes and to meet the required standards for the role.</li> <li>Willingness to work closely with parents to improve outcomes for all children.</li> <li>A secure understanding of assessment strategies and target setting.</li> <li>Committed to the safeguarding of children.</li> </ul>	<ul style="list-style-type: none"> <li>Is resilient and demonstrates ability to work well under pressure.</li> <li>Is flexible and adaptable; willing to follow direction and instruction in relation to the school's needs.</li> <li>Has a clear philosophy of primary education which puts the child at the centre of the process and recognises the necessity for stimulation, enjoyment and high standards.</li> <li>Ability to lead other adults in the classroom.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>Has achieved a sound academic standard i.e. 2:1 Degree in Education or Teaching with NQT or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of ongoing professional development. Master's in Education. Has forest school experience or similar.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li> <li>Has proven experience working with parents and colleagues in a positive and constructive manner - Has DSL experience.</li> </ul>	<ul style="list-style-type: none"> <li>Has proven ability as an excellent classroom teacher.</li> <li>Has DSL experience.</li> <li>Has understanding and experience of the EYFS curriculum &amp; EY regulations.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Willingness to participate fully in the extracurricular life of our school.</li> <li>Is committed to meeting the needs of children, whatever their background or ability.</li> <li>Displays warmth, care and sensitivity when dealing with pupils.</li> </ul>	<ul style="list-style-type: none"> <li>A clear passion and commitment to pastoral excellence.</li> <li>Is committed to continual personal and professional development. Is reflective and learns from past experiences.</li> <li>Demonstrates a keen sense of humour.</li> </ul>



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# How to apply

- Applicants must submit a completed Cognita application form and a covering letter addressed to Nicola Sands, Headteacher addressing the criteria outlined in this Candidate Brief and accompanying person specification. The letter should be no more than two sides of A4.
- A current CV can also be added but it cannot replace the completed application form.
- All applications should be submitted to our Recruitment Specialist, Kamini Chouhan, by email: [Recruitment@cognita.com](mailto:Recruitment@cognita.com) and must be received by **13th March 2024**.
- Shortlisted candidates will be invited to a two-stage interview process at Salcombe Prep School week commencing **14th March 2024** involving a number of key School and Cognita stakeholders.
- Interview date, week commencing **18th March 2024**.

# Compensation and benefits

A salary package commensurate with the skills and experience of the appointee will be offered.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

This post is exempt from the Rehabilitation of Offenders Act 1974 and Cognita Schools is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.



# Salcombe

Preparatory School

Salcombe Preparatory School  
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London  
N14 4PL

[salcombeprep.co.uk](http://salcombeprep.co.uk)

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