

Head Teacher Appointment Key Information



Start Date: Negotiable

Closing Date: Monday 10th June 2024

Visits to the School: By individual appointment

Initial Interviews: Week commencing 17th June 2024

Final Interviews: Week commencing 1st July 2024

Branwood School Trust Ltd

Stafford Road, Monton, Eccles, Manchester, M30 9HN
Company No: 01644174, Registered Charity No: 515073



Welcome to Branwood

Wishing you a warm welcome to Branwood Preparatory School. A place where our children are happy as they develop and grow and where everyone becomes a part of the Branwood family.

Mr Whittell, our current Headmaster, has reluctantly resigned following family relocation to Scotland.

Branwood is in an excellent financial position, with strong pupil numbers and a dedicated team of staff.

The successful candidate will recognise the essence of what makes Branwood unique and have both the respect and vision to be able to build upon it.

If you feel you have what it takes to work with us in taking the helm of our school as we head towards our centenary, we look forward to receiving your application.

We believe this is an exciting opportunity to lead Branwood as an exceptional place to work and learn.

Mr M. Fletcher, Chair of Trustees





Overview of the School

Branwood is a small independent school in a leafy suburb of Monton in Manchester with charitable status. Since the 1980s, the school has been based in a purpose built school building, which was previously a convent school. We have extensive grounds including a copse area and two astroturf pitches.

We are ideally situated on commuter routes which enables us to attract families from a wide geographical area.

We have a proven track record of strong examination results, coupled with a nurturing environment that focuses on the 'whole child'. Our independence allows us to be a successful feeder school to a broad range of leading state and independent grammar schools.

Since 2023, the Trustees and Governors have been working closely with a team of professional consultants on a long term strategic building development plan. Phase 1 was completed in January 2024, with Phase 2 scheduled for Summer 2024.



The Head and the Challenges of the Role

Primary responsibilities include:

- Overall leadership and success of the school and the SLT
- Strategy and planning
- Compliance and reporting
- Staff management
- Curriculum and teaching
- Pastoral care
- Recruitment and development
- Safeguarding and wellbeing
- Marketing
- Parental relationships
- Visibility, ambassadorship, and role modelling

As a truly independent school the head needs to understand and lead the school's business as well as its activities. In doing so the head reports directly to the Governors via the Chair of Governors.



The central challenges of the role are:

- To maintain Branwood's position as the leading local preparatory school
- To preserve its unique family atmosphere
- To ensure it and the children are safe at all times
- To continue to develop the high quality, broad education it offers
- To establish and maintain good, visible relationships with our parents and other stakeholders

Governors are not looking for radical change, but rather for steady evolution of a highly successful offering. That will call for forward thinking, a willingness to challenge and an ability to manage incremental change. The successful candidate will be required to buy into the development project.

Taken as a whole, this role combines a large amount of responsibility for everyday activities, together with the ability to think and act strategically, to anticipate the future and to prepare for it. You will also be the visible very public face of the school, representing its family values as well as its educational excellence.

The new head will understand the strength of what Branwood offers and be able to build on it, with enhancements not demolition and evolution over radical change.



Governance and Leadership

Overall responsibility lies with the Board of Trustees, who are the trustees of the charity, as well as shareholders of the company. We currently have 6 trustees, with skills and expertise spanning law, business, and education. The Chair has a strong background in law. We also have a Governing body which consists of 8 members with a strong background in business and education as well as some being past parents.

The SLT currently consists of the Head, the Bursar, the Deputy Head, the Assistant Head and the Registrar. The team is very solid and are critical friends to one another, with a culture that is built on openness and honesty, mutual support, a commitment to deliver and a love of the school.





Person Profile

TRAINING & QUALIFICATIONS

- Qualified teacher status
- University Degree or equivalent academic qualification
- Evidence of continued professional development relevant to the post

EXPERIENCE

- Evidence of successful senior leadership as a Headteacher or Deputy Headteacher in a preparatory school
- Record of substantial and successful class teaching across a wide range of pupil ages and abilities
- A proven track record of raising pupil progress and achievement across all abilities and backgrounds including children with EAL and SEND
- A proven track record of leading academic excellence and school improvement planning, setting clear targets, consulting with staff and ensuring implementation across the school
- A proven track record of managing and working resourcefully within an annual budget and the ability to undertake realistic financial planning
- Experience of distributed leadership and motivation of staff, as well as delivering staff training, coaching and mentoring
- Experience of school self-evaluation and performance management processes and an understanding of their impact on raising standards
- Experience of collating and evaluating school data and feedback to monitor progress in children's learning and to inform future school improvement priorities
- Working knowledge of Keeping Children Safe in Education 2023

KNOWLEDGE & SKILLS

- Excellent verbal and written communication skills
- Strong, clear, visible leadership with the aim of motivating and inspiring staff; ensuring the maintenance of continuing relationships between staff, pupils and parents.
- The ability to effectively plan, prioritise and organise self and others
- The ability to think strategically and to view the School in the context of wider external (local, national, global) environments
- The ability to build on the School's existing vision and values, clearly and confidently communicating that vision to inspire others and manage change successfully
- An understanding of early childhood development and the EYFS
- In-depth knowledge of evolving educational policy and legal and regulatory frameworks
- An up to date understanding of current curriculum requirements
- Confident working with technology, as an administrative and learning tool
- The ability to confidently and succinctly present to a wide variety of stakeholders, ensuring that key information is clearly presented
- Understanding of General Data Protection Regulations and the requirements of this in relation to the processing of school data (GDPR)

PERSONAL QUALITIES

- Demonstrate personal and professional integrity
- A passionate and creative approach to children's learning
- Relentless optimism and resilient drive to inspire the very best in others
- A problem solver with sound professional judgement
- Willing to embrace risk, innovation and creativity
- Ability to inspire, challenge, motivate and empower teams and individuals to achieve high standards
- Genuinely likes children!



Remuneration Package

A comprehensive reward package will be offered, including:

- A competitive salary
- Membership of our private pension scheme
- Staff discount on school fees at Branwood
- Free School lunches
- Investment in your personal training and development

Terms of Selection

- The school is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo full safer recruitment checks including an enhanced DBS check.
- Any appointment will be subject to satisfactory references and vetting, and to medical fitness to work.
- By agreeing and signing our application form you consent to Branwood School using and keeping information about you and provided by you relating to your application. If you are unsuccessful the information will be retained for six months from the closing date. If you are successful, the information will be transferred to your HR file.
- Personal and monitoring information is treated as strictly confidential and will be dealt with in accordance with GDPR and our Data handling policy.



How to Apply

To apply, please complete the application form and email to clerktothetrustees@branwoodschool.co.uk.

NB – we will only accept applications on the school format - CVs will not be accepted.

Applications must be received no later than 10am on Monday 10th June 2024.

Applicants can arrange to visit the school by contacting clerktothetrustees@branwoodschool.co.uk

Application Process

Initial interviews will take place week commencing 17th June 2024. This will be arranged for a mutually convenient date, time and format.

Short listed candidates will be invited to attend formal interview at the school premises week commencing 1st July 2024.

References will only be requested at shortlisting stage with prior consent.

Please note that it is the school's policy to employ the most suitable person for each appointment, and not to discriminate against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.





Thank you for your interest
We look forward to receiving your application

Please feel free to contact us if you have any questions