Skippers Hill Manor
Preparatory School
Assistant Head - Academic

Welcome Message

Thank you very much for taking the time to look at this opportunity. This is a vital Senior Leadership Team position in the evolution of Skippers Hill, a role where you can make a significant difference to the development of our dedicated staff and wonderful pupils.

We are a warm and nurturing learning environment, and also one that is academically ambitious and aspirational for all our pupils as our aim is for all to flourish here. You would be at the heart of driving forward the academic and learning opportunities throughout the school.

With an ever-changing world our education needs to be forward-thinking and innovative, sparking wonder and igniting curiosity! It is also incredibly important for us that our pupils associate joy with learning.

We hope you will consider coming to join us on our journey.

Phillip Makhouli
Headmaster

“The quality of pupils’ academic and other achievements is excellent.”

“The quality of pupils’ personal development is excellent.”

“Pupils develop a strong understanding of their social responsibilities and contribute most effectively to the welfare of their peers.”

ISI Inspection

WHY SKIPPERS?

Skippers Hill is a non-selective co-educational independent preparatory school for pupils aged two to thirteen, set in 22 acres of beautiful Wealden countryside in the village of Five Ashes, Mayfield in Sussex. An easy commute to busy towns such as Tunbridge Wells and Eastbourne, where a number of our staff are based.

The children here are at the heart of the school and ensuring their happiness and wellbeing is key. The high academic achievement, broad range of talents and impressive social confidence that the children show year after year is embedded in our core ethos.

We are proud of our academic results, with children consistently performing above national and local averages at every stage of their education. For a non-selective school, we have an excellent reputation for gaining significant numbers of scholarships for entry to top senior schools at 13+ across a range of disciplines. The school has strong, long-standing relationships with the senior schools in the area and Skippers children are highly sought-after for their sound academic grounding, strong sense of community spirit and overall zest for life.

WHY SKIPPERS?

An excellent team of specialist staff provide exciting opportunities for our children to achieve to the best of their abilities in all areas. Whether they thrive on academic challenge, feel a burning desire to perform, are bursting with creative spirit or cannot wait to hit the sports field, the children are encouraged to make the most of every opportunity here. Our extra-curricular provision is consistently at a high level and this can be seen in our sporting results, work produced in Art and DT as well as our performances in Drama and Music, consistently securing outstanding results in LAMDA and ABRSM examinations.

Professional development is a key aspect of fulfilment at work that we at Skippers take very seriously – everyone has access to qualifications and professional development to support their career. In addition to these opportunities Skippers is part of a wider group of schools through Bellevue Education, a world-class group of 21 schools providing the highest possible education to children and students aged from 1-19 years. Throughout the academic year there are focused CPD sessions available as well as possibilities of visiting and sharing best practice with other schools.

Key Aspects of The Role

01.
Academic Strategy

- Set the academic standards, drive and develop an exciting and progressive curriculum and lead implementation of our academic vision for Skippers to improve outcomes for all pupils
- Lead the Teaching and Learning strategy in the school, developing and improving standards.
- As a member of the Senior Leadership Team you will be involved in the teaching staff appraisals and continual professional development.
- Drive the Digital innovation and implementation in the school, working with the staff to ensure that technology supports the high-quality learning environment.
- Oversee our scholarship programme for our academic scholars.

02.
Leadership and Management

- Lead the Learning Leaders throughout the school implementing the academic vision and ensuring all children are performing to the best of their ability.
- Responsibility of the academic budget of the School and maintain an overview of the School’s academic resources.
- Assist in the selection and recruitment of new members of staff.
- Create and update the academic staffing model in conjunction with the Headmaster and Deputy Head.
- Lead on the creation of the timetable and yearly planning.

03.
Teaching and Learning

- Continue to raise the quality of teaching, learning and curriculum provision across the school.
- Be a lead learner in best practice regarding the use of technology for teaching and learning.
- Oversee the reviewing and updating of curriculum documentation in order to ensure an appropriate balance of knowledge and skills.
- Keep abreast of current thinking and developments in teaching and learning and lead on promoting innovative and effective teaching strategies.

04.
Relationships with Senior Schools and Outreach

- Develop relationships with Academic Deputies / Directors of Studies in future senior schools.
- Lead on marketing the school’s academic provision to prospective families and the wider community.
- Find opportunities to develop relationships and outreach opportunities with local maintained schools.

Person Specification

	Essential	Desired
Passionate with a willingness to innovate and explore, both within and outside the classroom, and a clear educational philosophy rooted in ambition and breadth.	✓	
Excellent classroom practitioner who can lead by example and ensure the highest professional levels of performance of all staff.	✓	
Well qualified graduate with a teaching qualification and successful experience in teaching within the prep school age range.	✓	
Have an interest in current educational issues affecting the 2-13 age group.	✓	
Inspired by the school's aims and values, and a commitment to vigorously promote and model the behaviours and values expected of others.	✓	
Flexible in approach with the ability to perform well in a team at levels in the school.	✓	
Dynamism with the ability to use initiative and be decisive.	✓	
Presence and be able to command the respect of pupils, colleagues, and parents.	✓	

	Essential	Desired
Leadership and management skills to improve and maintain high levels of pupil attainment and CPD of colleagues.	✓	
Excellent organisation and time management skills.	✓	
Excellent verbal and non-verbal communication skills, with the ability to speak in public and communicate in writing to colleagues, parents, and others, as appropriate.	✓	
Ability to present to governors and other stakeholders regarding academic matters.	✓	
Accessible and approachable to pupils, colleagues, parents, and prospective parents.	✓	
Have an interest and be actively involved in all aspects of a busy Prep School.	✓	
Proven experience of promoting the health, welfare and safeguarding of children and young people whilst creating a climate of respect and understanding of the needs of children.	✓	
Working knowledge of iSAMS.		✓

Role Overview

Reporting to:	Headmaster
Salary:	Competitive
Hours per week:	Full time
Contract type:	Permanent
Start Date:	April 2023

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Professional development and ongoing CPD through internal and external training.
- Further CPD opportunities being part of Bellevue Education Group.
- Teachers benefit from a generous fee remission for their own children at Skippers.
- Free school lunches.
- Stunning location and wonderful colleagues!

How to make an application

Skippers is committed to safeguarding all pupils and students. All offers of employment are conditional and appointments are subject to the receipt of two satisfactory references, in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.

Applications should be received no later than midday on: **Friday 25th November.**
Long list interviews will take place the week commencing: **Monday 28st November.**
Short list interviews will take place on: **Wednesday 7th December.**

Please submit a covering letter (addressed to the Headmaster, Mr Phillip Makhouli) outlining your suitability for the role together with a completed application form. For further information please contact us via office@skippershill.com or 01892 830234.

All terms and conditions can be discussed at interview.

Skippers Hill Manor Preparatory School

Contact us:
Skippers Hill Manor Preparatory School,
Five Ashes,
Mayfield,
East Sussex.
TN20 6HR

T: 01892 830234
W: www.skippershill.com
E: office@skippershill.com