



ST MICHAEL'S

PREPARATORY SCHOOL

Information for candidates
for the position of Head



LOCATION AND HISTORY

The school, which is non-selective, was opened in 1949. The school owns its buildings and has expanded and renovated its site extensively since acquiring its independence in 1998. This building work is now effectively complete with the recent addition of an Astroturf all weather pitch, pavilion and cricket pitch. The Main building is a Jersey Cod House built on the proceeds of the Newfoundland Cod industry 200 or so years ago. The property next door, "La Houguette", houses the Foundation Years Unit, Senior English Department, Library, Changing Rooms and Large Dining Room. It was acquired in 2003, renovated and opened in 2005 and further extended in 2007. This allowed the expansion of the school and in particular the Jubilee Block which houses Years 1 to 4, giving them much more space. The last building to be added in 2009 was the Court House, which contains the senior humanities classrooms and the Studio (Dance and Gym). A head's house was acquired adjacent to the school in 2018.

The school is traditionally two-Form entry, but due to demand some years ago a third parallel Form was opened up when demand allowed. More recently it has been limited to two Forms across all Year Groups. Many staff have more than one subject that they are able to teach.

As noted above, there has been considerable work undertaken to increase the space and facilities of the school. This has naturally included an increase in the number of classrooms in the school, some of which have been specialist classrooms. The playground space has increased and the play equipment available to the children has drastically improved. The school has a gymnasium, dance/drama studio, sports hall and three sports fields, which give excellent space for the wide variety of sports and activities that go on in the school.

The parking arrangements and safety of the children moving around the school has received considerable attention. There is a recently developed car park, which ensures that cars are kept away from the main school campus. The whole school is very well maintained throughout and this is a feature of the site as a whole.



DISTINCTIVE FEATURES OF THE SCHOOL

St Michael's is the only Prep school in Jersey for pupils aged 3 – 13, preparing students for Common Entrance and Senior School Scholarships. It is unusual in Jersey to have specialist teaching from aged 9 (Year 5) upwards. It has small class sizes (maximum 18); experienced subject specialists and class teachers; a very good learning support department; teaches French, Latin and Spanish; provides hot served lunches for which 94% of the children opt, promotes all-roundedness (PE, music, art, drama); for Years 6 to 8 provides Activities and Prep (homework) in school as part of normal day for all; hosts sports tournaments for Jersey schools and visiting UK Prep Schools; raises large sums of money for charities both local and international. There is also a Shell Year, being Year 9, which enables those children who do not wish to go to boarding schools to move to a local school at age 14.

There are setting arrangements in place from Years 3 to 8 for mathematics, and from Years 5 to 8 for English. In Year 7 and Year 8 there are sets for all subjects. The pace of the top sets and the high expectations of the children's performance ensure they are as well prepared for scholarship examinations as possible. The record of success in scholarships is testament to the levels the children attain and the quality of teaching and learning, as well as the natural ability of the children. Differentiation in the lower years of the school starts this process.

All pupils in Years 3 to Shell are each equipped with a Chromebook. Children in Year 2, Year 1 and Reception have use of class sets of iPads and Nursery have access to two department iMacs for the children to use. There are also Promethean (interactive) boards in most classrooms and smartboards elsewhere.

THE SCHOOL

St Michael's School is a Christian foundation providing education for children from the ages of 3 to 14. The school is divided into four areas:

Nursery- children normally enter the September, January or April after their third birthday.

Pre-Prep- welcomes children in the September following their fourth birthday and consists of Reception, Year 1 and Year 2.

Juniors- this consists of children in Year 3 and Year 4 and is the last two years when children are 'class based' i.e. taught by the same teacher for all their lessons except music and PE, when they are taught by specialist teachers.

Seniors- these are all the children from Year 5 to Year 8, and also includes the Shell Year, and are taught entirely by subject specialists.

The school's buildings are an attractive blend of the traditional and the purpose-built, and they enjoy open, rural surroundings which, together with its extensive playing fields and hard-court areas, give a feeling of space as well as convenient compactness.



CURRICULUM

The curriculum is designed to give all children a broad, balanced and relevant education, which enables them to develop as enthusiastic, active and competent learners acquiring the knowledge, skills and understanding to allow them to grow up in today's world leading a full and active life. The school's ethos places emphasis on the individual and aims to encourage development in academic, physical, spiritual, moral and cultural aspects of the 'whole child'.

The teaching is multi-sensory, allowing children of all abilities and learning styles to be able to make progress in their learning. Differentiation is integral to the curriculum and children with special needs are well supported, as are the gifted and talented, who go on to achieve scholarship success.

The schemes of work are based upon the National Curriculum, the Jersey Curriculum and the requirements of the ISEB Common Entrance and Scholarship syllabuses. The school prepares children for Common Entrance and Scholarships to English boarding secondary schools, as well as entry to local establishments.

Classes are small and there is a very low pupil to teacher ratio. All the normal subjects are taught and there are flourishing and well equipped art, music, science, design technology and ICT departments as well as a custom built Astro, Cricket pitch, sports hall, dance/drama studio, gymnasium and indoor swimming pool.

The school believes that interpersonal communication is important today in an age of electronic messaging and children take part in Class Assemblies, drama productions and concerts, which help develop their public speaking and performance skills. They recognise the importance of body language, facial expression and vocal tone.

PHYSICAL EDUCATION

The school has a well-staffed and exciting PE department offering a wide range of sports including rugby, football, netball, hockey, cricket, tennis and swimming. Regular sporting tours are arranged both to and from England and they are weekly fixtures with local school and club teams.

MUSIC

The enjoyment of music is taken seriously in the school, which offers individual tuition in a wide variety of instruments. The three school choirs participate locally and nationally in events and competitions. The school also has two orchestras and a number of ensemble groups (strings, woodwind and brass). Assemblies for worship are held every day, where the emphasis is on Christian values. Local clergy and other visitors are invited to participate.

TRIPS AND ACTIVITIES

The curriculum is enriched and enhanced by numerous trips and visits as Jersey has an array of museums, cultural sites of interest and environmental locations, which bring alive the learning for the children. In the Trinity Term the school runs an Activities' Week, which usually takes Years 6, 7 and 8 to France and Year 5 take part in island-based activities. Shell also travel off-island to visit The Eden Project, as the culmination of their Environmental, Social and Governance studies.

ASSESSMENT AND REPORTING

For children in Year 3 and above there are twice-termly Assessments Assemblies, recognising and recording academic achievement and effort. Form Teachers discuss progress and effort with each child in their class, immediately after this Assembly. Reporting to parents is carried out each term, either verbally or in writing. Pre-Prep and Juniors have two verbal reports and a summative end of year report, whereas the seniors have one verbal and two written reports. The Headmaster and his staff are available for consultation at other times by arrangement. Close liaison between parents and staff is encouraged.

OPPORTUNITIES AND CHALLENGES

As well as providing a wide range of academic subjects, the school seeks to introduce each child to a large variety of sports, activities and challenges enabling him or her to discover, through experience, hidden talents and preferences with a view to future specialisation. Every child from Year 3 upwards is allocated to one of four Houses, which compete against each other in sports, general knowledge, spelling and in collecting House Points for effort. Particular emphasis is placed upon good manners, care, consideration and courtesy.





JOB DESCRIPTION

The Governors of St Michael's School are seeking to appoint a dynamic and enthusiastic Head with proven leadership qualities and a clear strategic vision to build on the success of the previous Head, Mr Mike Rees, who has led the school for the last 8 years.

KEY RESPONSIBILITIES

The Head is responsible to the Governors for the overall management of the school, the maintenance of good discipline, the setting of the curriculum and the direction of the teaching.

The Head is expected to:

Provide strong and effective leadership to the whole community. The Head will be housed in a newly refurbished 4 bedroom home on site.

Sustain and nurture the Christian ethos of the school, set out in its 'Trust Deed'.

In consultation with the Governors, formulate overall aims and objectives of the school and establish policies for their implementation.

Provide sound financial management of the school in conjunction with the bursar. This will include regular review and improvement of the resources of the school and its premises.

In consultation with the Governors, the Senior Management Team and the Heads of Departments, set out a curriculum for

the school, having regard to the needs, experience, interests, aptitudes and stages of development of the pupils.

Provide strategic educational direction for the monitoring of student performance to ensure academic goals are achieved.

Provide direction for the physical, mental, cultural, spiritual and moral welfare of all students and ensure good discipline is maintained.

Ensure all teaching staff and others have high expectations of children's learning and behaviour, creating an environment in which students can fulfil their potential both inside and outside the classroom.

Provide for the highest quality teaching and learning, by appointing and promoting highly qualified and dedicated teaching staff. Ensure their performance is monitored and appraised and they have regular training and professional development.

In consultation with the Governors develop an inspection system for the school using well-qualified and experienced inspectors.

Establish and maintain effective and positive communication with parents, reporting regularly on their children's progress.

Promote effective relationships with other bodies, other educational establishments and prospective parents and friends of the school.



PERSON SPECIFICATION

The Governors of St Michael's School, Jersey, are looking to recruit a Head with vision, energy and enthusiasm, who has sympathy with the Christian ideals of the school. The successful candidate should have the following:

LEADERSHIP AND EXPERIENCE

Dynamic and visible leadership skills.

Well-developed interpersonal communication skills.

Proven experience of management and leadership in an educational institution.

In-depth understanding of best practice in education.

Experience of leading significant school improvement and knowledge of the characteristics of an effective and successful school.

Charismatic presentation and ambassadorial skills to address large gatherings of parents, staff, students, Governors or others.

The ability to listen, understand the views of others, take advice and to act decisively.

ACADEMIC AND PASTORAL

A good honours graduate qualification.

Qualified teacher status, with an impressive teaching record.

Evidence of continuing professional development and training.

Understanding of modern teaching methods and preferred learning styles and their significance in multisensory teaching.

Commitment to the well-being of the whole school community.

MANAGERIAL

Proven experience of successful financial responsibility.

Understanding of roles and responsibilities in a prep school.

Experience of recruitment of staff including interview techniques.

Understanding and experience of external examinations to Senior Schools including Common Entrance and Scholarship. In-depth knowledge of the requirements of UK Senior Independent Schools.

Proven ability to run meetings effectively and instigate change sensitively.

APPLICATION AND SELECTION PROCESS

Candidates are required to fill in the Application Form together with a letter of not more than 500 words highlighting aspects of their experience and training that have prepared them for this post. If they wish to do so, they may include a CV.

Applications must be received by the school no later than 13.00 on Wednesday 12th October 2022, through the TES website online application form.

LONG LIST INTERVIEWS

These will take place in the week beginning Monday 7th November. It is anticipated up to 8 candidates will be called for the Long list interviews in Jersey.

SHORT LIST INTERVIEWS

The selection panel will compile a short list of up to four candidates for the final stage interviews, which will take place in Jersey on Monday 21st November and Tuesday 22nd November. This will allow candidates and spouses to visit Jersey over the weekend immediately prior to the interviews.

From mid morning onwards on the Monday, candidates will have an opportunity to meet with the Headmaster and the Bursar and have a tour of the school, followed by a formal interview with the selection panel. In addition there is likely to be an interview with all Govenors, at which candidates may be asked to make a presentataton.

On Tuesday 22nd November there will be a final short interview with all the Governors. It is anticipated that all candidates will be free to leave the school and the island after noon.

Candidates should ensure they are available for each section of the selection process.

The successful candidates will undergo a DBS check, an identity check (passport) and provide proof of their academic qualifications.

