

HEADTEACHER

CANDIDATE PROSPECTUS



ABBOTSFORD
PREPARATORY SCHOOL

ABOUT ABBOTSFORD PREPARATORY SCHOOL

At Abbotsford, we believe that the foundation of a successful education is built on curiosity, confidence, and care. Situated in the heart of Urmston, Manchester, our independent school provides an inspiring and nurturing environment for children from four months to 11 years old. Over the past decade, Abbotsford has been consistently rated as 'Excellent' and 'Outstanding' by Ofsted and ISI.

Academic success is at the heart of our mission, and our tailored approach to learning ensures that each pupil is fully prepared for the challenges of the 11 Plus examinations and entrance to leading local grammar and independent schools.

Our structured preparation programme begins early, blending rigorous core subject teaching with targeted development of key skills required for success. We focus on critical thinking, problem-solving, verbal and non-verbal reasoning, and time management. These essential competencies are integrated seamlessly into our engaging curriculum, making learning purposeful, enjoyable, and highly effective.

Abbotsford's commitment to excellence ensures that every pupil leaves not only academically prepared but also equipped with the self-belief and determination to succeed in the next stage of their educational journey.





JOB DESCRIPTION

SUMMARY OF THE ROLE

The Headteacher will lead a dedicated team, inspiring staff and pupils to achieve excellence in teaching and learning, while upholding Abbotsford's proud tradition of academic success, personal growth, and preparation for life beyond the school gates. This is a unique opportunity to make a lasting impact on a thriving educational community.

OVERALL PURPOSE OF THE ROLE

The purpose of the Headteacher role is to provide visionary, business and strategic leadership that ensures Abbotsford continues to deliver an outstanding education in a nurturing, dynamic, and inclusive environment. The Headteacher will inspire and guide pupils, staff, and the wider school community to uphold and improve on decades of excellent provision.

MAIN DUTIES AND RESPONSIBILITIES

Strategic Leadership

Work with the Governors and staff to achieve the following objectives:

- Develop and implement a clear, ambitious vision and school development plan aligned with Abbotsford's values and goals.
- Lead continuous improvement in teaching, learning, and academic outcomes, ensuring excellence in 11 Plus preparation and entry to top local grammar and independent schools.
- Promote a culture of high expectations, innovation, and pupil-centered success.
- Use data-driven insights to inform strategic decisions and targeted improvement initiatives.
- Ensure financial sustainability, effective resource management, and school growth.
- Strengthen relationships with parents, Governors, pupils and the wider school community to enhance the school's reputation.
- Stay up to date with educational policies and best practices to maintain compliance with regulatory frameworks and statutory duties.
- Foster professional development, empowering staff to collaborate and excel in delivering outstanding education.

Leading, Teaching and Learning

- Develop a curriculum that maximises pupil potential and offers the highest quality of learning experience for all pupils and prepares them to become well-rounded members of the community.
- Create and maintain an effective partnership with parents and guardians to support and improve pupil achievements and personal development.
- Oversee the development and implementation of innovative teaching strategies that engage pupils and inspire a love of learning.
- Support and challenge teachers to continually improve their practice through professional development, coaching, and mentoring.
- Monitor and evaluate the effectiveness of teaching and learning, using data and feedback to identify areas for improvement and celebrate successes.
- Promote an inclusive environment where all pupils, including those with additional learning needs, are supported to thrive.
- Lead by example, demonstrating outstanding teaching and a commitment to fostering an engaging and supportive learning environment.

Managing the School

- Develop a culture of personal responsibility and accountability for all pupils and staff.
- Manage the school's finance, HR, IT, and compliance, ensuring the school operates efficiently and sustainably. This includes budgets, staffing, and professional development, ensuring the IT infrastructure supports educational needs, and maintaining compliance with legal and safeguarding regulations to ensure a safe and secure environment.
- Develop effective and novel marketing strategies and campaigns to ensure the school continues to thrive.
- Maintain effective relationships with parents and guardians to ensure the school continually meets their changing expectations, sustaining their commitment to the school.
- Lead school improvement initiatives, ensuring alignment with the school's strategic vision.
- Monitor and evaluate school performance, using academic and financial data to make informed decisions and drive continuous improvement.
- Ensure a safe and secure environment for pupils, staff, and visitors, implementing robust safeguarding measures.

Strengthening Communication and Community

- Ensure effective communication mechanisms are in place between pupils, parents, guardians, staff and Governors.
- Ensure that the school's ethos, values and aims are effectively communicated to pupils, prospective and current parents and guardians, staff, alumni and the wider community.
- Foster a culture that actively promotes the diversity of the school's community.
- Work with the local community to share expertise and maximise the use of resources for the benefit of the pupils. This will include curriculum enrichment activities and the promotion and development of a range of community-based learning experiences to ensure the intellectual, spiritual and social wellbeing of all pupils.

PERSON SPECIFICATION



		Essential	Desirable
Qualifications	A teacher with Qualified Teacher Status and three or more years of managerial experience.		✓
Experience	Proven teaching expertise with a consistent track record of empowering learners to achieve exceptional academic and personal success.	✓	
	Substantial and successful experience of strategic curriculum planning and development.	✓	
	Experience in pastoral leadership and management.	✓	
	Experience in managing ISI and/ or Ofsted inspections.		✓
	Experience in fostering strong relationships within the local community to uphold and enhance the school's reputation, supported by effective and positive public relations management.		✓
	An understanding of the independent education sector and the wider educational market.		✓
Skills	Excellent interpersonal skills including the ability to relate well to people of all levels and backgrounds.	✓	
	Ability to work effectively as a leader, show initiative and imagination and to have the vision and ability to inspire others.	✓	
	Exceptional organisational and administrative skills, with the ability to remain composed under pressure and work to tight deadlines.	✓	
	Strong analytical and problem solving skills.	✓	
	Effective in instigating and implementing change.	✓	
	Excellent written and spoken English with the ability to articulate and communicate clearly and efficiently.	✓	
	High level of competency in numeracy to interpret financial data and manage budgets.	✓	
Knowledge	A clear understanding of developments in teaching and learning.	✓	
	Good working knowledge of common IT applications, with an understanding of the potential for the innovative use of IT in teaching and learning.	✓	
Personal Competencies and Qualities	A sensitivity to and understanding of the needs of young people.	✓	
	Personal integrity, honesty, energy, stamina and enthusiasm relating to their work.	✓	
	A willingness to generously dedicate their time to support school events and activities.	✓	
	Commitment to personal development and lifelong learning.	✓	

ABOUT ALPHA SCHOOLS

As a member of the Alpha Schools family, Abbotsford finds itself amongst excellent company.

Founded in 2003, Alpha Schools has successfully grown to be one of the largest operators of independent schools in the UK. Alpha Schools operates 19 schools across the country, including 5 schools in the Greater Manchester area.

Fundamentally, we feel that schools should be co-educational with a blend of the highest academic and pastoral expectations.

In a nutshell, they should have a family-orientated ethos, which helps each child enjoy reaching their potential.



**“THE BEST
START FOR A
BRIGHT FUTURE”**

We have schools with four-month-old babies and we have schools with eighteen-year-old young adults. We keenly understand what is vital at each stage of learning and how best to encourage all in our care to flourish whilst realising the joy and power of education.

The group has grown progressively over the last twenty two years as has our reputation in the education sector. We are led by educationalists and our founder and owner is a former Headmaster. You will be part of a larger community of individually-minded schools, affording opportunities for collaboration, inspiration and challenge from your fellow senior leaders.

THE RECRUITMENT PROCESS

Job Description and Candidate Prospectus

Read the job description and candidate prospectus carefully and thoroughly.

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Application Form

If this role is of interest to you and you suitably satisfy the criteria within the person specification, complete the application form provided as part of the job advertisement.

Submit your Documentation

Send your completed Application Form, CV and Cover Letter to:
recruitment@alphaschools.co.uk (on or before the application closing date).

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Screening Interview

An initial interview will be held virtually to assess if you meet the qualifications and requirements for this role.

Next Steps

A face-to-face interview will be conducted at the school. During this interview, you will also be provided with a tour of the school's site.

5