



QUAINTON  
HALL  
JOHN LYON'S PREP SCHOOL

# HEAD OF PREP

CANDIDATE INFORMATION





## WELCOME FROM THE CHAIR

Thank you for your interest in this exciting post that becomes available in January 2024. We are looking for an outstanding educationalist to succeed Simon Ford, who has led Quinton Hall with dignity, drive, and distinction since 2014. The successful candidate will inherit a thriving prep school in excellent heart.

The new Head of Prep will have the opportunity of shaping and implementing the ambitious plans for growth and development put in place by the Governors. This includes further cementing the integration of Quinton Hall with the John Lyon Senior School and helping to complete the Senior School's successful journey to full co-education. It will also involve promoting the Prep's reputation for academic and co-curricular excellence, coupled with first-rate pastoral care. The overall aim is to make John Lyon School the best all-round, all-through co-educational school in Northwest London.

The Prep, whilst operationally independent, derives strength and inspiration from its place within the John Lyon School and the wider John Lyon Foundation, not only in terms of public benefit and social outreach domestically through the John Lyon's Charity but also through its constructive association with Harrow School and the growing network of Harrow International Schools.

Quinton Hall is a very special and successful school in its own right, but now as part of John Lyon School and with the backing and support of the John Lyon's Foundation, it offers a wonderful opportunity for the right person to make a real and lasting contribution to the education of young people in Harrow and beyond.

If you believe you have the requisite skills, experience, and passion for this role, we would be delighted to hear from you.

### **GILES GOODFELLOW KC,**

Chair of The John Lyon School Governors,  
Foundation and Harrow School Governor





# THE SCHOOL

## OVERVIEW & HISTORY

As John Lyon's Prep, Quainton Hall is a thriving IAPS co-educational nursery and preparatory school dedicated to the education of boys and girls between the ages of 3 and 11 years.

For more than 125 years, Quainton Hall has served families in and around Harrow. With high academic expectations and standards, a broad and balanced curriculum, first-rate facilities, a family focus and a nurturing environment, the history of the School has been a real and ongoing story of success. This is reflected today in the School receiving the highest possible double 'Excellent' ratings, for Academic Achievement and Personal Development, in the most recent school inspection.

Founded in 1897 in the building that remains at its core, Quainton Hall was, until very recently, under the umbrella of an Anglican charity, the Walsingham Trust. Its founder, Mrs Agnes Eyden, established a school that not only had academic excellence as its central aim but also one that offered the breadth of education that the boys and girls required at the end of the 1890s. Quainton Hall became a renowned co-educational school with a strong Christian ethos.

In 1923, Agnes' son, Montague (affectionately known as 'Mont'), took over the Headship of the School. Under his leadership, it became a single-sex boys' school aimed at providing an all-round education for the sons of local gentlemen, catering for pupils up to the standard independent school transfer age of 13. Mont was succeeded by Peter Milner, himself an Old Quaintonian, who later retired after 29 years in post. During this period, and later under the Headships of Desmond Banister and Edwin Brown, the School further expanded, and, with the acquisition of an established local Nursery, it was changed to become a co-educational establishment for children from 2 to 13 years old.

Although much has changed in local demographics and in the world at large since its foundation, Quainton Hall has maintained a steady growth while remaining true to its key values. Children of all world faiths (and none) attend the School, which offers a curriculum of true breadth. The new Head will be only the seventh Head to hold this position over the last 120 years.

Behind the compact Victorian frontage is an extensive campus with a large and attractive garden and separate buildings for Nursery, Pre-Prep and Prep. The large increase in numbers in the last decade has necessitated a programme of updating and extension – most recently, a refurbished kitchen and dining hall, a new outdoor play area and a refresh of the Early Years and Foundation Stage building as "Quainton's Little Lyons".

*A positive, upbeat school with high academic standards and a warm family atmosphere, producing well-balanced, confident all-rounders.*

THE GOOD SCHOOLS GUIDE



## RECENT DEVELOPMENTS

A major and forward-thinking change took place in November 2020, when Quainton Hall was taken into the fold of the John Lyon School (also a double 'Excellent' school) as part of the John Lyon Foundation, along with Harrow School and John Lyon's Charity. Quainton Hall became John Lyon's Prep School, educating children up to age 11 rather than 13. The two Schools have a happy and mutually beneficial relationship: sharing facilities, encouraging liaison between staff and pupils and moving enthusiastically to full co-education at all ages.

The Senior and Prep School sites, roughly one mile apart, now offer an all-through education to local children, resulting in a school for 840+ pupils between the ages of 3 and 18. The majority of children who enter the Prep now transition seamlessly into the Senior School at age 11, although the School continues to prepare pupils for other prestigious senior schools in the independent and maintained sectors. This realignment has been popular with parents as it has eased for many families the potentially fraught transition to secondary school.

The facilities at the Prep School site (such as the swimming pool, Art and Design Centre, AstroTurf pitch, ICT suite and modern classrooms with interactive whiteboards) have received considerable investment since the merger with John Lyon and are already exceptional for Nursery, Pre-Prep and Prep education but, in becoming an important part of a larger Senior School, the younger children can now access even greater facilities, such as 25 acres of playing fields and bespoke Drama and Music studios.

As part of John Lyon's Foundation, Quainton Hall and John Lyon share similar educational values. Both place a great focus on the importance of an all-round education and believe that learning and development both inside and beyond the classroom help develop confident, successful and happy children. The merger of the two Schools was initiated from a position of strength, with secure numbers and exceptionally high levels of achievement.







## JOHN LYON'S FOUNDATION

John Lyon's generosity and his clear vision to educate children from the local parish resulted in the establishment of Harrow School and also the maintenance of the two roads that served the area. The modern Foundation's influence extends well beyond the confines of Harrow itself, with ambitious plans to grow its impact even further. The Foundation today aims to provide and inspire education and life-changing opportunities for young people from all over the world.

At its core remains the two local schools: Harrow School and The John Lyon School, including Quanton Hall, but the Foundation's reach has been greatly extended through the John Lyon's Charity, which has grown and developed into a major grant-giving charity with assets of about £440 million, supporting educational projects for young people in the nine London boroughs that are served by the original two roads John Lyon was so keen to maintain. New initiatives internationally are taking the Harrow School brand into schools in China, Hong Kong, Thailand, Japan, and beyond.

Although each part of the Foundation has distinct objectives and structures, they share the same governing body, the 'Foundation Governors', who work individually and collectively to carry on the remarkable philanthropic work begun by John Lyon 450 years ago.

## QUANTON HALL PUPILS

Once mainly a local school proudly serving the families of Harrow, a broader outlook and a daily minibus service have now extended its reach considerably, attracting pupils from a wider North West London catchment area, including the Boroughs of Barnet, Brent, Ealing, and Hillingdon, as well as parts of Middlesex, Berkshire, Buckinghamshire and Hertfordshire.

Between 15 and 20 children are admitted annually to the Nursery from age 3, but most children enter in Reception when about 70 apply for 30 places. Offers are made on the basis of maturity and parental choice, with priority given to those who make Quanton Hall their first choice.

The majority of children who enter Quanton Hall progress through each stage of the Prep School and join John Lyon Senior School, having demonstrated that they have sufficient ability to cope with the demands of the curriculum at each next stage and have the skills and maturity to do so successfully. For those who opt to go elsewhere, the most popular alternatives are Habs' (Boys' and Girls'), Northwood College, North London Collegiate, St Helen's, Avanti House, Aldenham, St Paul's Girls', Park High and St Bernard's, as well as selective state schools in Buckinghamshire, Hertfordshire (Watford Grammar) and North London.





## THE OPPORTUNITY

This is a wonderful opportunity for an experienced or aspiring Head to join a highly successful and well-governed organisation and to make a real and lasting contribution to its already rich heritage.

Whilst having the autonomy to run Quinton Hall in their own way, with their own budget, the new Head of Prep will benefit hugely from being part of John Lyon School. The new Head of Prep will report directly to Rose Hardy, who succeeds Katherine Haynes as Head of John Lyon in September 2023. The timing of these two appointments creates a unique opportunity to build and embed a formidable and sustainable alliance over the coming years, jointly committed to creating an outstanding through-school with a forward-thinking, outward-looking and modern approach. The new Head of Prep will sit on the Executive of the John Lyon School and will attend Governors' meetings.

The successful candidate will inherit an excellent Prep School which is already reaping the rewards of a modernisation programme but where there is still untapped potential and plenty to be done. The new Head of Prep will therefore enjoy the opportunity to have significant input into the next exciting stage of the School's development, both in terms of the estate and the organisational structure.

Being part of a greater whole has created capacity to develop the facilities on the Quinton Hall site on a scale not previously possible, along with extra expertise to deliver these developments efficiently and with minimal disruption to the education of the pupils. For example, there is a need to reorganise some of the classrooms so they all have capacity for full classes of 20+ pupils, thus enabling a more cost-effective two-form intake each year.

The School is growing steadily, and the Governors' aim is for a school of 250+. The new Head of Prep will therefore need to keep a keen eye on market trends and respond appropriately. They will have the opportunity to be creative and imaginative in marketing the School in the local area and beyond, ensuring that its place, along with John Lyon, as a leading co-educational school in the London day school market is further strengthened.



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*The curriculum, delivered by knowledgeable and experienced staff, runs roughly along national curriculum lines, but one step ahead.*

THE GOOD SCHOOLS GUIDE



## ACADEMICS AND CURRICULUM

John Lyon's Prep offers a traditional education delivered by specialist teachers with access to excellent resources and backed by strong ICT. All children have the opportunities to work at their own speed, to be challenged to move to the next level and receive all the necessary support to do so, and to work individually, in pairs or in groups. The overarching aim is to foster interesting and interested children, confident in using the knowledge they have learned and ready to move to secondary education.

**NURSERY:** A rich curriculum follows the guidelines laid out in the EYFS. The majority of activities are practical, inspiring children and making their learning fun and memorable.

**PRE-PREP:** The emphasis is on making children feel excited about their learning and showing them how they can develop to their best ability in a caring environment. The focus is on building firm foundations in Literacy and Mathematics and ensuring they are learning through cross-curricular themes and topics.

**PREP:** From Year 3, pupils begin to attend lessons with subject specialists in English and Mathematics, as well as in other subjects, including Science, Computing, Art and French. Great care is taken by form teachers and subject staff to develop in each child a good sense of purpose and drive, supported by sound and effective organisational skills.

The School has recently taken a new approach to ICT, moving from a dedicated suite to the addition of 60 easy-to-relocate Chromebooks that can be integrated into classroom teaching as required.

Children in Reception, Year 1 and Year 2 enjoy exciting and educational weekly Forest School sessions. A purpose-built area has been created at John Lyon's playing fields at Sudbury for the children to use. The Forest School is multi-sensory, and children engage in many new activities, developing an enormous range of core skills, including communication, teamwork, leadership and resilience.



# SPORT, THE ARTS AND EXTRA-CURRICULAR ACTIVITIES

Sport and the Arts are vital parts of life at Quainton Hall, with all children given the opportunity to express themselves, whether that be by performing on playing fields, on stage, learning a musical instrument, or discovering the joy of painting.

## SPORT

Children of all abilities take part in a wide-ranging programme of PE, games and swimming as part of the curriculum to enable them to grow in confidence and stature. Team-building and representing Quainton Hall in competitive fixtures are important too. Camaraderie and good sportsmanship permeate all that the School does in this key area. The wide range of sporting activities includes football, hockey, cricket, netball, rounders, basketball, swimming and cross-country. As well as an indoor heated pool and a dedicated AstroTurf court on the Prep School site, children have easy access to the Harrow Rec across the road from the School. They also make regular use of John Lyon's 25-acre Sudbury Fields sports ground, which includes a large multi-sport AstroTurf pitch as well as full-size cricket and football pitches.

## MUSIC

All pupils are given the opportunity to have access to practical music-making at all levels, regardless of ability. It is the aim of the Music Department that every pupil will be involved in some way with the musical life of the School, taking individual lessons and contributing to a variety of choirs, orchestras, bands, ensembles, and concerts. Last term, the Choir was one of 14 junior school choirs to take part in the finals of the National Choral Competition at the Birmingham Symphony Hall.



## DRAMA

Drama thrives at the Prep, and before leaving the School, every child will have taken part in at least one play, musical or choral-speaking production. The importance of Drama is fully recognised in that all sections of the School have frequent opportunities for public performances.

## ART

Art is a great strength, as the wide variety of displays of children's work around the School continues to testify. The School's professional art teacher develops the pupils' talents, teaching a wide variety of media in a large, light, rooftop studio. Pupils regularly win Art scholarships and enjoy success in the RCA schools' competitions.

## ACTIVITIES

Children are encouraged to take part in at least one extra-curricular activity each term selected from a wide variety offered. This could be taekwondo, ballet, chess, orchestra, tennis, cookery, or many more. There is something for everyone. All extra-curricular activities offer pupils the opportunity to improve their skills in some aspect of their education; they are designed to broaden each child's learning experience and to develop their talents, skills, and interests. Clubs and activities take place before and after school, as well as at breaks and lunchtimes.

## TRIPS

At Easter, the children may go on the annual ski trip, and during the summer, there is the opportunity of a week in France. Being situated so near to the Metropolitan Line and just 20 minutes from the centre of London, with its enormous range of world-class museums, galleries and heritage sites, there are unparalleled opportunities for the children to experience the educational experiences and attractions of one of the world's greatest cultural cities.







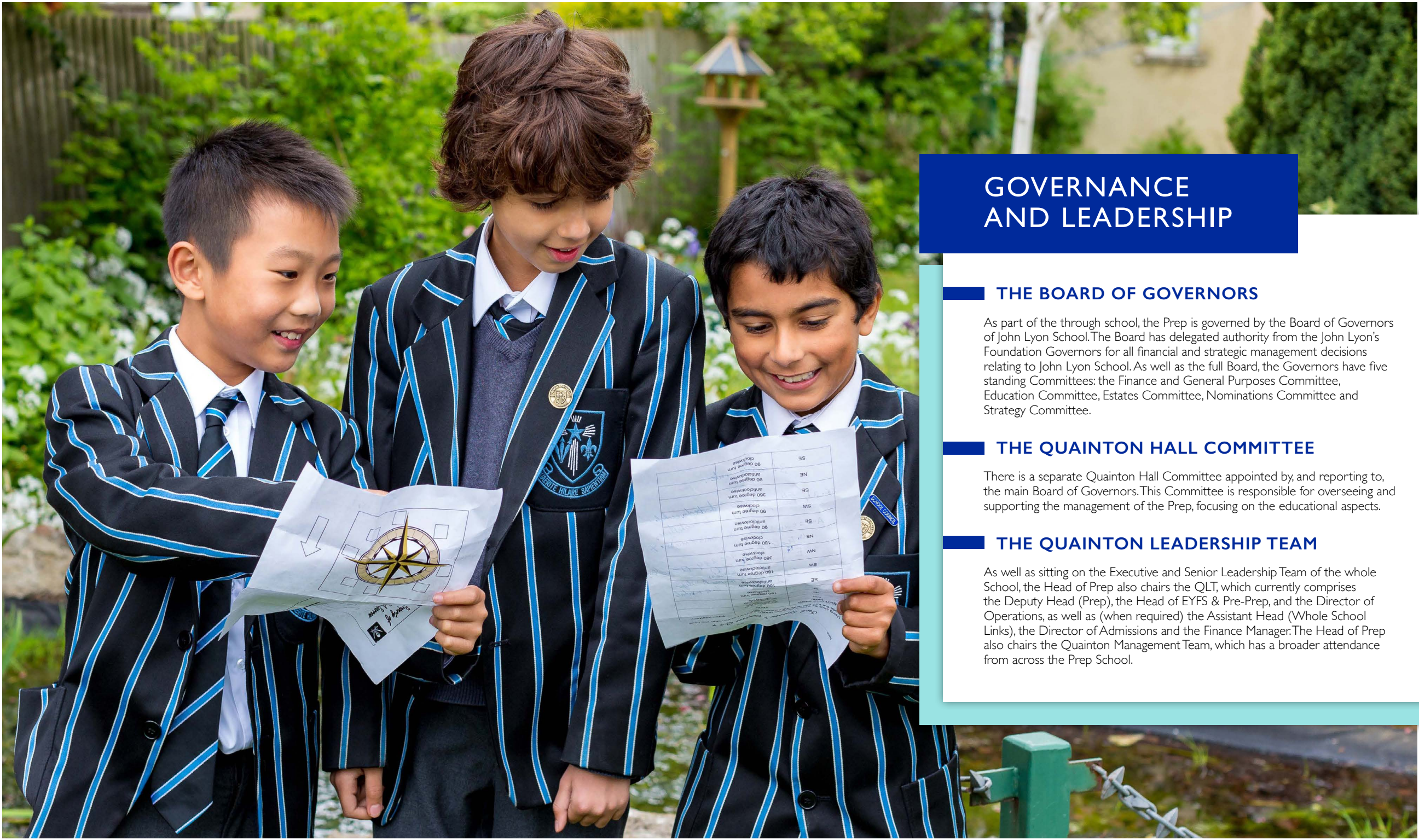
## PASTORAL CARE

John Lyon's Prep provides a warm and friendly environment where each child is respected, and the staff fully understand that their pastoral role is a key priority in ensuring the wellbeing of pupils. Highs and lows are shared, and every pupil has a range of places to turn to when celebrating successes or seeking support and guidance. Children have regular opportunities to meet with their form tutors. Staff are frequently appointed to act as mentors through difficult periods or to help children to seek their potential, and the School has its own full-time fully trained Welfare Officer.

An additional element to pastoral care is the House system, in which the combining of different year groups and the close involvement of four House Leaders ensure that every child has a choice of familiar and trusted faces to help them through any challenges.

John Lyon's Prep also values the role played by the pupils themselves in supporting each other. The School Council gives pupils a voice and ensures they play an active role in the shaping of their community.





# GOVERNANCE AND LEADERSHIP

## THE BOARD OF GOVERNORS

As part of the through school, the Prep is governed by the Board of Governors of John Lyon School. The Board has delegated authority from the John Lyon's Foundation Governors for all financial and strategic management decisions relating to John Lyon School. As well as the full Board, the Governors have five standing Committees: the Finance and General Purposes Committee, Education Committee, Estates Committee, Nominations Committee and Strategy Committee.

## THE QAINTON HALL COMMITTEE

There is a separate Quainton Hall Committee appointed by, and reporting to, the main Board of Governors. This Committee is responsible for overseeing and supporting the management of the Prep, focusing on the educational aspects.

## THE QAINTON LEADERSHIP TEAM

As well as sitting on the Executive and Senior Leadership Team of the whole School, the Head of Prep also chairs the QLT, which currently comprises the Deputy Head (Prep), the Head of EYFS & Pre-Prep, and the Director of Operations, as well as (when required) the Assistant Head (Whole School Links), the Director of Admissions and the Finance Manager. The Head of Prep also chairs the Quainton Management Team, which has a broader attendance from across the Prep School.



# THE ROLE

**Accountable to:** The Head, John Lyon School

**Responsible for:** Quinton Leadership Team and all staff who work in the Prep School

## JOB PURPOSE

- To lead and inspire excellence throughout the Prep School, working with all staff to ensure success for all pupils at every stage of their education and provide them with the skills and confidence in their future life and work.
- To ensure that all Prep School pupils have the best possible care, have access to a broad and balanced curriculum and achieve the highest standards in line with the ethos of the School.
- As part of the John Lyon Executive Team, to contribute to whole-school strategy and management in supporting the John Lyon School mission of offering an outstanding, tailored education for all pupils.
- As the public face of Head of Prep, to lead the busy and varied life of the School by attending a wide range of events, including in the evenings.
- In conjunction with the overall SLT, to be responsible for successful outcomes in all inspections.

## ACCOUNTABILITIES

### *Policy/Strategic Direction and Development*

- Create and communicate an ambitious shared vision within the Prep School which expresses the core values of the whole School, is responsive to local factors, and motivates and inspires others.
- Translate the whole-school vision into agreed objectives within the Prep School – this includes the formulation and implementation of the Prep School Development Plan.
- Contribute to whole-school policy development and lead Prep phase policy development and implementation as required by the Head of John Lyon.





### **Teaching and Learning**

- Lead the development and maintenance of the highest standards of teaching and learning, including independent and personalised learning. Drive an emphasis on raising standards and value-added improvement through a rich academic curriculum in line with agreed educational policies.
- Be the lead practitioner in the Prep School in establishing creative and effective approaches to learning and teaching, with high expectations of self and others, including the monitoring, evaluating and reviewing of classroom practice.
- Ensure that individual pupil progress is regularly assessed, recorded, reported to parents, and utilised effectively to inform teaching and learning.
- Ensure strategies are in place to identify and provide appropriately for particular needs, e.g., the more able, SEN.
- Ensure pupils have fun, enjoy their learning, and have opportunities to share their knowledge and understanding with their peers, teachers, and parents.
- Maintain a broad and balanced programme of co-curricular activities that develops skills, talents and interests and facilitates the moral, spiritual, social, and cultural development of each pupil.
- Create a 'seamless' educational experience as pupils transfer across phases at key transition points and ensure the effective liaison between Prep and Senior School staff in relation to Year 6 to 7 transfer.

### **Pastoral Care**

- Take overall responsibility for the delivery of excellent pastoral care in the Prep School, ensuring the security and pastoral care of all pupils in line with national and local safeguarding legislation and best practice, including safer recruitment, and working alongside external agencies as appropriate.
- Provide outstanding pastoral care and support within a structure that fosters compassion and understanding and adopt suitable measures that promote self-discipline and proper regard for authority, with a clear approach to managing pupil behaviour.
- Ensure effective systems are in place to support the physical, mental, and moral safety, wellbeing, and welfare of all pupils (including before- and after-school provision).
- Support the Prep Safeguarding Lead and work as part of the whole-School safeguarding team.

### **Leadership and Management of Self and Others**

- Promote a culture of collaboration amongst staff to achieve high standards throughout the School.
- Lead the work of the Quinton Leadership Team and relevant stakeholders to help achieve the School's vision.
- In conjunction with the Director of Operations (DOO), oversee day-to-day operational requirements, delegating as appropriate, to ensure the efficiency of the Prep School.

### **Communications, Marketing and External Links**

- Act as the figurehead and representative of the Prep School at all times, within the school community and more widely.
- Maintain strong relationships with the parent body, with frequent, informative and positive communications, and dealing with concerns and complaints with care and sensitivity.
- Work in consultation with the Director of Marketing and Communications to promote the Prep School and ensure its attractiveness in the wider market.
- Work with the Director of Admissions to manage the admissions and assessment processes for prospective pupils in the Prep School in accordance with agreed guidelines.
- Build wider links, both across the John Lyon Foundation and beyond, to ensure that national and international perspectives feature in the School's work.

### **Management of Resources**

- Organise a relevant and age-appropriate timetable for the Prep School and analyse staffing requirements to ensure optimum benefit to pupils within budgetary constraints.
- Work with the Chief Operating Officer and Director Of Operations (DOO) to plan, monitor and control the Prep School's allocated budget to ensure the efficient and effective use of all resources.
- Work with the DOO to ensure that all resources are fit for purpose and used in accordance with health and safety guidelines, and with appropriate risk management in place for all events, school visits, activities, clubs, and competitions.

### **Review and Amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review.







## THE PERSON

The Head of Prep will be an inspirational, dynamic and ambitious leader who can take the Prep and its staff on the next stage of its exciting journey.

The successful candidate will have the following key skills, experience and attributes:

- A track record of successful senior leadership experience, developed ideally in the independent junior/prep school environment.
- Proven experience in leading and developing teams and with a commitment to world-class educational standards.
- Dynamic and inspirational leadership, coupled with excellent communication skills, to articulate where the School needs to go and then to get the very best out of all members of the school community.
- An ability to work collaboratively within the overall JLS Executive Team to deliver on the exciting 'one School' vision.
- Outstanding track record of delivering outstanding teaching in both academic and pastoral terms, including an enthusiasm for a breadth of activities, including Music, Sport, Art and Drama.
- Open-minded and seeking creative ideas from across the national and international educational landscape to enhance the curriculum and pupil outcomes.
- A thorough understanding of a Head's responsibilities in relation to safeguarding and child protection issues, with a clear commitment to delivering best practice in safeguarding.
- A commitment to the continuous professional development of all staff and the skills to run an inclusive and diverse school community, valuing and promoting inclusion.

## EMPLOYMENT TERMS AND CONDITIONS

The successful candidate will be offered an attractive remuneration package, reflecting the seniority and significance of the position. The eventual salary will depend on skills and experience.

The main provisions are likely to include:

- An attractive Defined Contribution Pension Scheme, with associated Death in Service and Income Protection cover, and the opportunity for salary sacrifice.
- School fee remission for Head's children.
- Private medical insurance.

The post will be offered subject to the necessary pre-employment checks, including medical fitness and enhanced DBS checks.



# THE APPLICATION PROCESS

The search for a new Head for Quinton Hall is being led by RSAcademics, and the new post-holder will be selected by a panel comprising Governors, including Mr Giles Goodfellow KC, Foundation Governor & Chair of The John Lyon School Governors.

Interested candidates are invited to contact RSAcademics to arrange a confidential discussion with one of the consultants handling this appointment:

- Jenny Funnell, Search Consultant: [jennyfunnell@rsacademics.com](mailto:jennyfunnell@rsacademics.com) or
- Angela Short, Head of Prep Search: [angela.short@rsacademics.com](mailto:angela.short@rsacademics.com) or
- Charlotte Faber, Senior Advisor: [charlottfaber@rsacademics.com](mailto:charlottfaber@rsacademics.com)

**The deadline for receipt of the application is 10.00am on Thursday 1st June 2023.**

Applications should be made electronically to RSAcademics. To submit your application, please upload your documents according to the instructions on the RSAcademics [website](https://www.rsacademics.com).

You should submit the following (both in PDF format):

- A completed application form (available alongside this candidate information on the RSAcademics [website](https://www.rsacademics.com)).
- A covering letter addressed to Mr Giles Goodfellow KC, Foundation Governor & Chair of The John Lyon School Governors. The letter should explain your reasons for applying.

If you have any questions about uploading your application documents, please contact Jonathan Barnes, Head of Operations (Leadership appointments), at: [applications@rsacademics.com](mailto:applications@rsacademics.com). Jonathan can also be reached by calling our Head Office on +44 (0)1858 383163.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact RSAcademics by telephone.
- Preliminary interviews will take place with RSAcademics via Teams in the week commencing Monday 5th June 2023.
- Longlist interviews with the Governors' panel will take place online on Tuesday 20th June 2023.
- Shortlisted candidates will be invited to visit the School (to include a meeting with relevant staff members) before the shortlist.
- Shortlist interviews with the Governing Body will take place at the School on Friday 30th June 2023.

**N.B. Safer recruitment checks, including online checks, will be made at all stages in the recruitment process.**



## About RSAcademics

Founded in 2002 by Russell Speirs, RSAcademics has advised and supported over 700 schools and educational organisations in the UK and worldwide. Through our working partnerships with heads, leadership teams, boards, staff and parents, we specialise in supporting schools in five main areas: strategy, marketing and research; equality, diversity and inclusion; operational improvement; leadership and governance and philanthropy. We enable schools worldwide to thrive by finding and developing senior leaders, guiding decision makers, making connections and shaping debate. We are known for the calibre and spirit of our people. We exist entirely to serve schools because we believe that the world needs thriving schools. RSAcademics is committed to promoting diversity and inclusion in schools.

Please visit [www.rsacademics.com](https://www.rsacademics.com) for more information.



Because the world needs schools to **thrive**