

HEADMASTER of St John's Preparatory



ST JOHN'S PREPARATORY



Candidate Brief | August 2019

The council of St John's College are seeking an inspirational, innovative and dedicated new Head to lead St John's Preparatory into its next phase of development, building on the success of our current Head who is leaving at the end of Trinity term 2020 after 14 years of leadership.

Working with supportive and enthusiastic council members and staff, the successful candidate will be one who can deliver highly effective strategic leadership of a forward-thinking and holistic approach to teaching, learning, personal development and pastoral care based on traditional Anglican values.

Whether you are a successful Head seeking a new challenge or an experienced Deputy Head seeking your first Headship, you will have the vision and skills to move our school forward and to further strengthen our position as a world-class Christian, African school.

The Description of the Role outlines in more detail the responsibilities of the role. The Candidate Profile also outlines the experience, knowledge, skills and personal qualities that we are looking for in the ideal candidate for this post. However, above all, we are looking for someone who:

- has an intimate understanding of the Christian ethos and core identity of our school;
- has the vision and strategic nous to lead the school in a manner that gives effect to that ethos and identity in a 21st century global and African context;
- has an understanding of, and commitment to, transformation and diversity imperatives;
- shares our passion for combining traditional Christian school values, based on a well-rounded liberal arts education, with a forward-thinking approach to teaching and learning,
- inspires trust and confidence in all school stakeholders,
- is both a highly effective and decisive team leader,
- is able to bring successful experience of school leadership, educational expertise and fresh insight to St John's College

and in so doing will continue to move the school forward in pursuit of ever better outcomes for all Johannians.

We look forward to receiving your application.



Mr Paul Edey
Executive Headmaster

ABOUT ST JOHN'S PREP

St John's College is a world-class Christian, African school founded in 1898. The school accepts boys from Grade 0 to Grade 12 into the Pre-Preparatory School, Preparatory School and the College, and accepts boys and girls in The Bridge Nursery School and Sixth Form (AS and A Levels).

St John's numbers among South Africa's pre-eminent schools, with a reputation for excellence extending well beyond the country's borders.

Based in Houghton, Johannesburg, St John's follows the rich traditions of the Anglican Church. Teaching is based on sound values and morals and the Anglican ethos of respect and care while also celebrating the traditions of other faith communities to encourage mutual understanding and tolerance. We endeavour to ensure that our students are rightly trained in body, mind and character so that they will be equipped with the skills, and imbued with a desire, to lead, serve and improve society in a public-spirited manner.

St John's is an African centre of excellence – the strong commitment to academics is balanced by a diverse and rich extra-curricular cultural and sporting programme, to produce young individuals who are inquiring, enthusiastic, tolerant and resilient.



About The Bridge Nursery School

The Bridge Nursery School accommodates pupils the year that they turn four. Our highly qualified staff ensure that each child is cherished and nurtured in an appropriate and structured environment.

Students are provided with a variety of experiences and teachings that allow them to learn and grow in a safe and supportive manner.

The classes are small in number and emphasis is placed on individual teaching, ensuring that each child is known and loved.

About Pre-Prep

The Pre-Preparatory offers a creative, stimulating learning environment with a strong sense of purpose, which encourages the development of the individual child. Boys enter Grade 0 at the beginning of the year in which they turn six.

We aim to equip each boy with the cognitive, physical, emotional and social skills necessary for a happy and confident start to his school career. Each day follows a familiar pattern of work and play where boys feel secure and where their individual strengths and skills are encouraged to blossom.

The curriculum is wide and varied. From Grade 0 to Grade Two we have specialist teachers for lessons in Music, Physical Education, Drama, isiZulu, Afrikaans and Technology. In Grade One and Grade Two the curriculum becomes more structured and the learning environment more formal. After three years the boys leave the Pre-Preparatory to join the Preparatory School.

St John's Aftercare

Situated in the grounds of The Bridge Nursery School, our daily aftercare centre accepts students between four and 10 years of age. Highly experienced staff supervise homework after a hot lunch and refreshments. The children are encouraged to play outside when possible and games of cricket and soccer are popular. There are structured activities arranged for the children to enjoy as well as plenty of free play.



Vision and Mission

The school motto is *Lux Vita Caritas* - Light, Life and Love.

St John's College aims to create an environment in which our students can live their lives to the full, learn accountability, fulfil their potential, and reach their dreams.

Mission Statement

St John's College aspires in the service of God to:

- Be a home of religious discipline – meaning fair and just parameters and consequences, tempered with compassion
- Be a home of sound learning – St John's must be benchmarked against the best in the country (and the world) in the educational arena
- Be a home of goodwill – involvement in charity, good works and service must be the sign of a Johannian

The students leaving St John's College are to be:

- Rightly trained in body – sport and all aspects of healthy living must form part of the curriculum
- Rightly trained in mind – apart from the academic, where creativity, enquiry, and self-learning are emphasised, students should be exposed to as many varied activities as possible, to develop the mind and promote meaningful experience
- Rightly trained in character – students must be extended continually and challenged to expand and grow, by a demanding, professional, and encouraging staff who have a passionate belief in the potential of every student



Ethos and Spirituality

St John's College is an Anglican Diocesan College of Johannesburg and its Christian spiritual practice is an integral part of school life. Founded by St Mary's Anglican Church in 1898 to provide Christian education in the growing town of Johannesburg, the school's roots in the Christian faith were deepened when the Anglo-Catholic Community of the Resurrection took over College in 1906 to ensure its survival. Guided by the Benedictine "rule of life" – prayer, work, rest, recreation and study – and the Anglican ethos of "scripture, reason and tradition", the school remains grounded in spiritual integrity.

Alongside the annual liturgical feasts, our daily reading of scripture and prayer, the weekly Mass and divinity classes all provide a special balance to the academic and co-curricular education provided at St John's. This rhythm – and especially regular corporate worship – reminds us as a community, that we are grounded in a reality deeper than knowing and more enduring than time; the reality that is the Creator God.

The life, death and resurrection of Jesus is foundational to the evolving Christian theological traditions of: the dignity of each human person, the sacredness of the Earth as our common home, and the call to act for the justice and peace of God to come on Earth. This reality inspires us to embrace, as our school motto, three simple words that describe the nature of Christ: *Lux, Vita, Caritas* – Light, Life, Love.

Infused with this sense of spirituality, St John's College is sustained by faith in

- God the Father, source of all being and life;
- God the Son, who took our human nature, died for us and rose again; and
- God the Holy Spirit, who gives life to the people of God and makes Christ known to the world.

Grounded in this faith, the school seeks to grow each student in a community of inclusivity, respect and courage; seeking to provide a space for the emergence of new generations of young people who are able to navigate and embrace the unique challenges facing contemporary South Africa, and who are brave enough to envision and act for a different and better world.



Academic

The curriculum at St John's Prep is continually being evaluated and developed, so that it responds to the needs of its community and provides for the broader South African and global contexts.

We aim to develop in our boys a life-long desire to learn and explore. Each classroom is equipped with an interactive whiteboard and boys are encouraged to use technology to enable learning in a variety of different ways.

We encourage independent learning and strive to develop a culture of responsibility, empowering boys with the life skills needed to cope with the rigorous demands of College and further study.

The curriculum is holistic, covering a wide range of subjects. The boys learn three languages – English, Afrikaans and isiZulu. Maths, Natural Sciences, History, Geography, Design and Technology, Information Technology, Sport, Music, Art, Music, Drama, Innov8, Social and Civic Justice through Christ (SCJC) and Character Education. We also encourage boys to develop lateral and creative thinking skills, study skills, research skills and EQ skills.

Most importantly, our curriculum is underpinned by Christian values. Our Divinity for Life programme is designed to give our boys a strong Christian foundation which they are encouraged to build on in their daily lives.

Pastoral Care

At St John's we see the boys' emotional well-being as central to their growth and success. To this end we provide pastoral care and support to the boys on a variety of levels:

- The school's Pastoral Care team comprising the headmaster, deputies, housemasters, chaplains and the school psychologist meet every week to discuss boys requiring additional support
- The school psychologist provides counselling and therapy when required
- The Academic Support teacher provides remedial therapy to boys in need of extra support in their academic programme



Arts

St John's offers a rich and diverse Arts programme encompassing music, visual arts and dramatic arts. The programme is designed to align with the St John's mission, to ensure students leaving the Prep are rightly trained in body, mind and character.

We believe students should be exposed to as many varied activities as possible. This develops the mind and promotes meaningful experience. Students are continually extended and challenged to expand and grow, by a demanding, professional, and encouraging staff who have a passionate belief in the potential of every student.

Sport

At St John's Preparatory, all boys are encouraged to play sport. Sport is a wonderful outlet for children that makes school fun - not just the organised sports, but the games of touch, branders, one bounce and open gates.

It's a great way to blow off steam, to bond with classmates, to interact with children of other ages, and to get to know the teachers on a more informal basis. Playing sport, the phonies are exposed, the shy boys come into their own, the bullies are put in their place and the truly exceptional personalities emerge. Sport can teach character, but what it really does best is reveal it. We want to create such a passion for sport that in 30 or so years' time, all our children will still be benefiting from participating in some kind of physical exercise.



The Council

Council is the Board of Governors of St John's College. Council members are representative of the key constituencies within the school, including the Anglican Church, staff, Old Johannians, parents and students, and consist of nominated and co-opted members with a range of skills needed to fulfil Council's mandate. In particular, Council is responsible for:

- the strategic vision of the school
- the policy, finances and oversight of the general administration of the College
- the acquisition, upkeep, repair, maintenance and insurance of all buildings
- the delegation of leadership responsibilities to the heads of the various schools in the College
- the future sustainability of the College

Council has an executive committee as well as a number of sub-committees to help carry out its work. These include transformation and diversity, nominations, finance, building, human resources, scholarships and bursaries, marketing, information technology, and heritage and traditions sub-committees. The Chairman of Council is in regular contact with the College headmaster and meets from time-to-time with each of the school heads

The Diocesan Bishop of Johannesburg is the Visitor to the College and must approve the appointment of all Council members, the Executive Head and the chaplains. <https://www.stjohnscollege.co.za/about/council>



I DESCRIPTION OF THE ROLE

The Preparatory Head, who reports to the Executive Headmaster of St John's College, has full authority over the Preparatory, the Pre-Preparatory and The Bridge Nursery School and Aftercare.

The Preparatory Head is responsible for working with the Executive Head and Council in determining the aims and policies of the Preparatory School and implementing the strategies, plans and procedures to support these to ensure that the Preparatory operates and develops to improve its standards of education and service.

In consultation with the Council and the Executive Head, the Preparatory Head is responsible for the leadership of the Prep management team, and activities associated with the day-to-day administration of the Prep, acting within the determined framework. The Head provides the Council and Executive Head with the information, advice and recommendations it needs to carry out its function effectively, and to understand how the Prep is performing.

The Preparatory Head will be expected to assist with implementing the following pillars of the current five-year strategy determined by Council:

- A human resource strategy to attract, retain, and develop the best staff;
- A technology plan to put St John's College at the forefront in the use of technology;
- A building master plan to create modern teaching spaces while preserving the architectural heritage of the school;
- A transformation plan to ensure St John's College is relevant to the society and community in which it operates;
- A sustainable funding plan to build the endowment and increase bursary and scholarship awards for worthy students.

1. Strategic leadership and direction

This includes:

- Working with the Executive Head and Council to develop strategy, in accordance with a clear grasp of the school's ethos, values and heritage, and taking responsibility for its implementation;
- Securing internal and external stakeholder commitment to strategy;
- Ensuring that the Christian faith, the ethos and the values of the school are upheld and embedded in every aspect of College life and that a positive relationship is maintained with the Anglican Church of South Africa;
- Driving transformation and diversity;
- Constantly striving for continued excellence in all aspects of school life; and
- Keeping abreast of developments in the sector and broader external environment and proposing changes as necessary.

2. Leadership and management of staff

This includes:

- Attracting and retaining the best teaching and ensuring an overall standard of excellence in learning and teaching;
- Building a professional team to ensure the achievement of the vision, mission and strategy of the College;
- Ensuring that roles and responsibilities for all staff (including their active commitment to the school's ethos and core values) are clear and high standards of performance are set and maintained;
- Ensuring that appropriate policies and procedures are in place for the recruitment, remuneration, development and fair treatment of staff throughout their tenure at St John's.

3. Academic, educational and pastoral excellence

This includes:

- Overseeing the implementation of an all-round educational programme grounded in the spiritual and moral character formation of students, that will enable individual students to flourish in their personal growth and equip them with the characteristics required to live meaningfully and virtuously in a 21st century context;
- Overseeing the continued development and maintenance of excellent curricula;
- Ensuring that all students fulfil their academic potential and that overall the school achieves academic excellence;
- Ensuring continuous innovation and the adoption of technology to support this;
- Ensuring rigorous assessment;
- Ensuring the implementation of pastoral care system designed to facilitate the integration, socialisation and personal development of each student in accordance with the school's core values;
- Ensuring the implementation of an appropriate system of policies and discipline designed to guide the conduct of students in a constructive manner that will contribute to their personal growth;
- Achieving excellence in arts and culture;
- Facilitating excellence in sports through achievement and participation.

4. Financial management

This includes:

- Working with the Finance Committee of Council and the Head of Finance and Operation's to ensure that the school is appropriately funded;
- Ensuring that appropriate contracts and budgetary and spending controls are in place to ensure the financial sustainability of the school;
- Working with the Foundation on fund raising activities for the school.

5. External engagement

This includes:

- Overseeing marketing and communications strategies which seek to promote the school;
- Developing links and long-term relationships with alumni and friends of the school through the Old Johannian Association and the St John's College Foundation.

I CANDIDATE PROFILE

The Head of the Preparatory School will be an energetic, forward-thinking educationalist and leader who will continue to innovate whilst enriching the ethos and values of a high performing school.

Candidates should have a track record of highly successful leadership experience, developed as either a Head or a Deputy, and the warmth and passion for learning to inspire students, staff and parents alike. The incumbent will be a naturally collaborative leader, willing to fully embrace their role as the Head and the unique opportunities this presents to contributing to the development of the St John's College strategy in the world of education and beyond.

Essential qualifications and experience

- Tertiary qualifications in education or a related discipline, preferably to post-graduate level.
- Demonstrated leadership qualities of building high performing teams and organisation cultures.
- Leadership training experience with at least five years in a senior leadership role in the education or a related sector.
- An outstanding and inspirational leader; able to engage well with a wide variety of stakeholders and possessing superior judgement skills.
- A strong track record of successfully introducing innovation in the education sector; a creative thinker who is future focused.
- Experience in the independent schools' sector would be a considerable advantage.
- Strong financial literacy and analytical skills.
- Outstanding communication skills, both written and oral; the ability to be the 'face of the organisation' and represent it impressively in a variety of fora.
- Previous success in building a fundraising/philanthropic culture.

Skills and Knowledge

- Exceptional knowledge and demonstrable success in all aspects of school leadership.
- Outstanding people leadership skills, with a willingness to be decisive whilst delegating meaningfully and appropriately
- An instinctive understanding of how to create the conditions in which others can grow, develop and succeed.
- A clear grasp of the role of Head as a Chief Executive, with the proven ability to devise and implement strategy, prioritise effectively and hold the many different elements of the job in balance.
- A demonstrable commitment to Council's strategic imperatives including transformation
- The ability to engage with the St John's community including parents, students, Old Johannians and stakeholders of the school from a wide variety of cultural backgrounds.
- First-class communication skills, with the manner, gravitas and personal authority to act as a compelling ambassador of for St John's College.
- Strong interpersonal skills with the ability to inspire the whole school community in the pursuit of excellence.
- An intellectual enthusiasm for wider educational developments, particularly in relation to developments in technology supporting academic outcomes and effective teaching and learning.

Personal attributes

- An understanding of, and commitment to, the St John's College ethos and vision.
- Strong commitment to the happiness and wellbeing of students.
- Bold, inspirational and motivational.
- Dynamic and visionary team player.
- Excellent judgement and integrity.
- Charismatic, confident, assured communicator.
- Inspires trust and confidence in all stakeholders.
- Passion for innovation in education and a leading voice in the sector.

Interested candidates should submit a letter of motivation including a detailed CV and three contactable references to sharp@stjohnscollege.co.za by 30 August 2019.

