



St. Aubyn's School
Bravely, Faithfully, Happily



Brief for the position of Head St. Aubyn's School



St. Aubyn's (Woodford Green) School Trust
A company limited by guarantee
Registered in England and Wales No. 1218766 Charity No. 270143
Registered address Bunces Lane, Woodford Green, Essex, IG8 9DU



St. Aubyn's School



Introduction

By Leonard Blom, current Headmaster:

After much deliberation and twenty-four years of headship at four exceptional schools, I have decided to retire. I am now in my tenth year at St Aubyn's and immensely proud of the School which I have been able to lead with the help of supportive Governors, management team, energetic staff, parents and very enthusiastic and willing children. I took up my position here in September 2013. St Aubyn's is an outstanding stand-alone independent day school in Woodford Green near Epping Forest. The main aim in my final year is to reposition St Aubyn's from a 3 to 13 to a 3 to 11 school and to add an additional Reception class to start in 2023. This positive change will add value to an already thriving school.

Our leavers go on to most high-performing independent schools in the area. The teaching staff spread some magic gold dust; this year's cohort of leavers achieved an exceptional record 29 scholarships. The school offers a wide range of opportunities with sport, music, art and drama, all featuring prominently in the curriculum. The facilities are first class, especially the performing arts centre, the sportshall, the art and DT block, the bespoke nursery and the impressive dining hall.

On a personal note, I have enjoyed being part of a warm-hearted and stimulating community. The Head is supported by incredible senior leaders and teaching and administrative teams.

The Independent Schools Inspectorate (ISI) gave the School a perfect score in every category in their Inspection Report, conducted at the end of May 2022. In addition to meeting every point in the Regulatory Compliance Inspection, the **Educational Quality Inspection** gave us the **highest possible rating** of 'Excellent' in the two key areas assessed - the quality of pupils' achievements and the quality of pupils' personal development.

The staff is exceptionally good natured, committed and innovative. The governors are wonderfully supportive, proactive and helpful. Therefore, it is easy to recommend this post enthusiastically to an outstanding candidate. The position is for September 2023.

Leonard Blom



The School

St Aubyn's School is situated in the beautiful surroundings of Woodford Green and Epping Forest and easily accessible from the main thoroughfares of London. It was founded in 1884 by the Crump family on the High Road, Woodford Green as a boys' preparatory school offering boarding. The School moved to its current site in 1918 and has come a long way institutionally since then.

We are now a co-educational Prep School for children aged 3 to 11. We strive for excellence and creativity in forward-thinking education by ensuring that the children we send from here are not only up to the challenge but set out to challenge the world.

St Aubyn's is a charitable trust, and the governors are the trustees. All funds are used for the development of our facilities to ensure outstanding human and physical resources are available to facilitate and support excellent education. We aim to provide an environment in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide.

We have the highest expectations for every child in the School and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full. Our motto from 1884 still describes our approach to children, to learning and teaching today:

Fortiter, Fideliter, Feliciter – Bravely, Faithfully, Happily.

More specifically, we wish each child to fulfil his or her potential by promoting:

- first-rate academic skills
- independent study skills
- all-round talent
- the desire to learn more
- the ability to be friendly, co-operative and polite
- a sense of self-belief and self-worth

The majority of our pupils move on to selective Senior Independent and Grammar Schools in the area. The outstanding results at 11+ make us incredibly proud. 98% of the 11+ cohort (including 29 scholarships) secured places at selective schools. This is an outstanding achievement, marking the hard work conducted by all of the children's teachers at whatever point they began their educational journey with us.



The Role

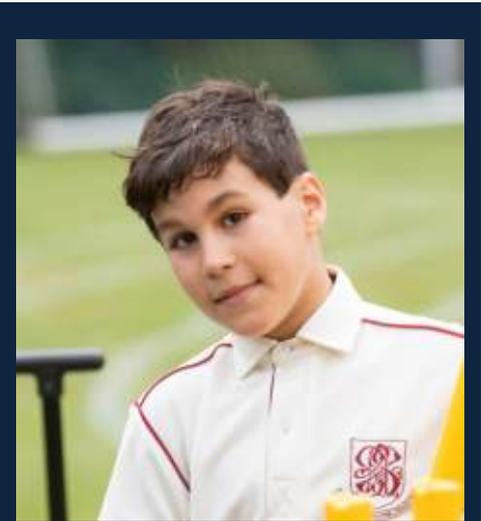
The Head is responsible to the Board of Governors for the overall leadership and management of the School.

The Head will keep the Board of Governors informed at all times about the work of the School and consult them wherever and whenever appropriate, for example over the formulation of the strategic and school development plans, marketing strategies, or significant curriculum or organisational change. The Head's good working relationship with the Bursar will be essential to the smooth running and development of the School.

The Head has the pivotal role of leadership in the School. The Head's vision, inspiration, initiative and management are fundamental in creating a climate which enables every member of the School community to flourish. The Head will be expected to engage in continuing professional development in order to meet the present and future challenges of the role, and to undertake the process of performance management.

Key Managerial and Leadership responsibilities

- Work with the Senior Management Team to implement the shared vision that inspires and motivates pupils, staff and the wider community
- Set high standards and expectations to secure continuous improvements in all aspects of the School's work
- Ensure effective use of all resources and robust financial management to support teaching and learning.
- Work actively with education partners and the wider community to secure their support for the School





Learning, Teaching and Pastoral Care

- Ensure that curriculum and extra-curricular provision meets the need of every pupil
- Promote the values of the School as defined by the school motto
- Implement effective systems for monitoring and evaluating the quality of learning, teaching and pupil outcomes
- Promote improvement strategies to ensure that under performance is challenged at all levels and ensure that corrective action is taken up
- Promote and implement strategies which secure high standards of self-discipline, behaviour and attendance among pupils
- Support and implement the Governors' policy on discipline, suspension, removal or exclusion of pupils, ensuring that correct and fair action is taken in accordance with the principles and procedures of natural justice in accordance with the School's policies

Accountability

- Be accountable for the culture and ethos of the School
- Provide timely and relevant information, advice and support to the Governors
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review through the course of regular appraisals and evaluation
- Take responsibility for ensuring that staff achieve agreed levels of training and development
- Ensure that staff comply with the School's Child Protection and Safeguarding Policy in order to ensure the welfare of the children

People

- Promote the development of an adventurous, supportive and forward looking organisation and to maintain and develop the strong sense of community within the school
- Act as a role model for pupils, appreciating their efforts and supporting their extracurricular activities such as clubs, plays, concerts and matches to inspire, motivate, counsel and, where necessary, to discipline pupils and staff as appropriate
- Appoint staff who will enrich the pupils' experience through inspirational teaching and a commitment to extracurricular activity
- Ensure that proper standards of professional performance are established and maintained
- Promote, supervise, monitor and review arrangements for the professional development of academic and pastoral staff, including performance management



School Development and Promotion

- Promote a clear sense of vision, direction and intended outcomes in leading and managing the process of both strategic and school development planning
- Establish effective structures for the smooth running of the school and nursery, ensuring that responsibilities are clear but not exclusive
- Work with the Registrar to establish, implement and review procedures for the promotion and marketing of the school and nursery, encouraging the involvement of the whole staff
- Recruit, select, admit and retain children for the School, seeking to maintain and develop the academic standing of the school, and to increase and sustain a strong pupil base
- Develop and sustain good relationships with other feeder nurseries and senior schools, and to explore positively further cooperation for mutual benefit

Communications

- Establish and maintain excellent communication throughout the School community, internally and externally
- Build relationships with parents and to ensure excellent communication between the School and the parent body, both individually and collectively
- Maintain and further develop good relationships and communication within and beyond the school community in order to promote an understanding of and support for the aims, values and performance of the School
- Develop appropriate links with the media, local business and other relevant networks to enhance the reputation of the School
- Develop and maintain contacts with other Heads and their schools, professional associations and other appropriate bodies, for the benefit of the School

Resources

- Plan, manage, allocate and account for the human, financial and material resources of the School
- Ensure that there are clearly understood procedures for setting and controlling financial budgets and deciding which is appropriate to delegate
- Make arrangements to ensure that school property, buildings, grounds and equipment are used properly, safely, efficiently and effectively



The Person

The next Head will lead the School with vision, inspiration and initiative in creating a climate which enables every member of the school community to flourish. The School is in a strong position, both academically and financially. We are looking for a candidate who can maintain our competitive edge with strong academic standards while still fostering the positive school ethos. The candidate will be able

to successfully move the School forward in key areas of the curriculum and has the ability to further develop the school's facilities to enhance the educational provision at St Aubyn's. They will have the following key skills, experience and attributes:

Qualifications and Professional Development

- An appropriate DfE registered teaching qualification
- A further professional qualification would be desirable e.g. NPQH or education focused MA

Experience

- Success as an effective Head or Senior Leader
- Track record of effective and successful teaching, with relevant experience in EYFS, KS1 and KS2, preferably with specific experience of preparing children for 11+ examinations to state grammar and independent secondary schools
- Proven ability to lead and develop themselves and teams, being adept at identifying personal areas for development and recognising the potential and development needs of others
- Implementing effective pupil tracking systems to ensure that pupils of all levels of ability achieve their full potential
- Understanding of financial management
- Working in partnership with a wide range of stakeholders and understanding of extended school agendas
- School self-evaluation (SEF)
- Understanding of inspection framework
- Performance management
- Educational innovation





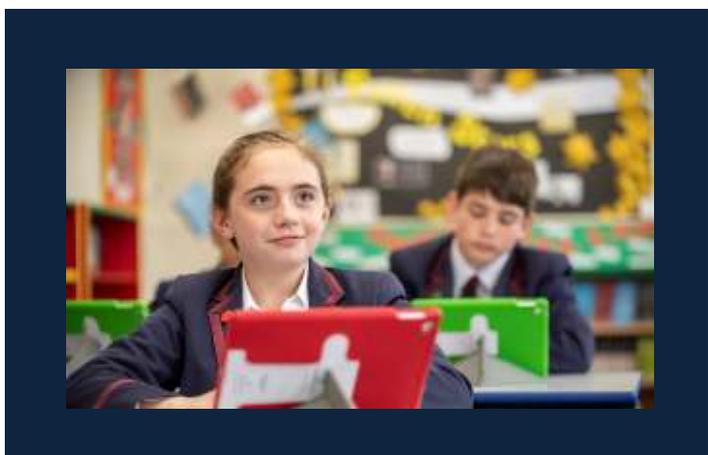
Promoting Excellence and Achievement

- A commitment to celebrating the depth of diversity of achievement in school
- The ability to recognise and acknowledge excellence and challenge poor performance
- A thorough understanding of the issues which affect the quality of educational achievement, including teaching standards, learning environment, target setting, assessment, diversity and inclusion strategies - identifying and disseminating best practice within the staff
- A commitment to achieving excellence and a track record of delivering strategies to raise standards in all areas of school operation
- Rigour in leadership, showing a commitment to evidence-based leadership together with creativity in developing the school SEF
- Managing effective communication strategies between all areas of the school community



Practical Skills

- Excellent oral and written skills
- Ability to interpret and implement new legislation, policies and initiatives
- Ability to analyse information from a wide variety of sources and solve complex problems
- Ability to set appropriate targets for the improvement of the School's performance and to establish, monitor and evaluate an action plan
- Ability to demonstrate sound organizational skills, work under pressure and determine priorities to meet deadlines
- Being able to work as part of a team
- Ability to chair meetings effectively





Head's Remuneration Package

Competitive Salary

Optional - Large family home

Significant fee reduction for Head's children

Health Care Plan



Application Process

For further information about this exciting opportunity and an application form, please contact our retained consultants:

H4HConsultancy

h4hconsultancy@outlook.com

Office: 0800 6128271

Phil Garner: 07472 675 967

Andy Giles : 07909 680 565

Closing Date for Applications : 23 September 2022

Interviews: Thursday 13 and Friday 14 October 2022

