



**St Leonards**  
St Andrews, Fife

# Appointment: Head of The Junior School

From January 2019 onwards

Information for Candidates



**Excellence in Education**  
The Independent Association  
of Prep Schools





## Introduction and Context to the Appointment

Following the appointment of William Goldsmith as Head Master of St George's School, Windsor, St Leonards now seeks a truly inspirational individual as the new Head of the Junior School for January 2019. The successful candidate will possess flair, energy and commitment to young people with an outstanding vision to build upon the recent successes of the school.

This role is at the cutting edge of pedagogical leadership in Prep / Primary education. St Leonards Junior School is an integral part of St Leonards and enjoys its own impressive buildings set within the school's greater campus. It benefits from sharing key aspects of the Senior School including the sports facilities, music, drama and art schools and the central dining room. St Leonards is fully co-educational with a roll of 520 pupils, with 160 in the Junior School and up to 150 boarders from Year 7 upwards.

St Leonards Junior School is located in the heart of the globally acclaimed, vibrant, historic and cosmopolitan university city of St Andrews and makes the most of its special location. The stunning, self-contained and expansive campus enjoys a secluded and discrete location which is highly accessible to beach, town and university.

Under the leadership of the Headmaster, Dr Michael Carslaw, St Leonards' reputation goes from strength to strength as one of the leading HMC, IAPS and IB World schools in the UK.





# St Leonards Junior School

St Leonards Junior School (IAPS, ages 5-12) is a fully co-educational school for approximately 160 pupils.

Set in its own spacious grounds attached to the Senior School, the Junior School enjoys its own impressive facilities, as well as those shared with the Senior School.





# Curriculum

From Years 1-6, the Junior School is an accredited IB Primary Years Programme (PYP) World school, offering a concept-based programme that seeks to capture a child's imagination through inquiry-led teaching and learning. As one of two IAPS schools offering this exciting framework, the International Baccalaureate provides a refreshing change from the constraints of other UK curricula models. Years 1-6 are taught by their class teacher for Literacy, Numeracy, PSHE and the 'Unit of Inquiry', with specialist teaching in Music, Drama, Art, PE and Games, Swimming and French. With the aim of seeking accreditation in October 2018, Years 7-9 follow the Middle Years Programme (MYP) with subject specialist teaching in all subjects, under the leadership of the MYP Coordinator, with whom the Junior School Head works closely. This provides a seamless transition into the Senior School with a common and invigorating approach to teaching and learning.

Our location allows for many trips to support the curriculum, and parents' involvement is sought to make use of their expertise.

Outdoor Learning is in the process of being launched at St Leonards Junior School and will form an integral part of the learner journey for our pupils. The School is within 3 minutes' walk of one of St Andrews' iconic beaches, and 'Beach School' will enable all classes to extend their learning outside the classroom. Pupils are able to spend as much time outside as possible with full use of our outdoor spaces, bushcraft, and the newly created 'firepit' classroom nestled in our campus.





## Out of The Classroom

A wealth of opportunities exists for pupils to take part in Music, Drama, Sports, (including, of course, Golf) and a wide range of co-curricular activities. Flourishing school choirs, regular drama productions, LAMDA lessons, the opportunity to represent the school in fixtures, and the chance to learn any musical instrument, complement the opportunities within the classroom. There is something for everyone at St Leonards, and we seek to bring out the very best in every child.





## Ethos and Culture of the School

Above all else, the school is proud of its culture that seeks to develop outstanding relationships between all constituents, provide a nurturing and family-focused environment in which to learn and flourish, and promote kindness across the school. The development of confidence, raising of self-esteem and a culture where everyone is treated as an individual, 'daring to be different', really does exist. St Leonards is a very special place.

It is essential that the successful applicant fully supports and seeks to develop the following key areas of school life:

- The aims of the International Baccalaureate and the approach to learning and teaching of the PYP and MYP
- Developing strong links with the Senior School to ensure the continuity of the learner journey from Year 1 to Year 13
- Ensuring outdoor learning (which includes Beach School) sits at the heart of the school
- Promoting the core values of the school that currently exists
- The promotion of Growth Mindset in the classroom





# The Post

## Introduction

The Head of the Junior School will report to the Headmaster of St Leonards and will work closely with him. The Head will attend all meetings of Council (including termly Education, Finance, Property and Fabric, Marketing, Junior School sub-committee meetings and full Council meetings) and will keep Council fully informed of the performance and strategy of the Junior School. In close collaboration with the Headmaster and Executive Leadership Team, the Head will have a significant degree of autonomy, not only in the day-to-day running of the Junior School, but in the overall strategy to further develop the school.

The Head will be a member of IAPS and will be responsible for the recruitment and management of staff and pupils, handling parental issues and links with feeder schools and nurseries.



## Responsibilities

The Head will possess the energetic and positive leadership skills required to run this immensely successful and happy school.

### *General*

- Be a very visible presence to pupils, parents and staff and be committed to a very hands-on leadership style. This is absolutely critical, as we seek someone who will not be bound to their desk. A genuine desire to spend time with the children, in and out of the classroom, is a pre-requisite of this post.
- Passionately promote the successes and key values of the school to current and prospective stakeholders.
- Be an excellent role model to the entire community, encapsulating the core values of the school, and in particular kindness, empathy and authenticity. The school seeks someone with genuine interest in others, a desire to lead through kindness and humility, and a desire to get the very best out of others.
- Lead the school efficiently and ensure that communication with all constituents is thorough and delivered in a timely manner.
- Meet fortnightly with the Bursar (who has overall financial responsibility for the whole school) to discuss matters relating to the Junior School finances, Health and Safety, Pupils and Staffing.
- Lead the Junior School Management Team that comprises the Deputy Head (who is also the PYP Curriculum Coordinator) and Head of Lower School (Years 1-3).
- Work closely with the Marketing, Admissions and Development departments to implement effective strategies to develop the external relations aspect of the school. Pupil recruitment, proactive marketing and retention are critical aspects of this role, and significant autonomy is given to the Junior School Head to steer this.
- Keep abreast of national educational policies, developments in the International Baccalaureate programmes, safeguarding guidelines and matters relating to compliance and pastoral care.
- Ensure that all educational, regulatory and statutory policies (some in conjunction with the Senior School) are kept up-to-date and are revised regularly.
- Work in line with the existing development plan and ensure the wider aims and objectives of the school are actioned as appropriate.

### *Leadership*

- Be an active member of the Executive Leadership Team (chaired by the Headmaster, and attended by the Bursar, Deputy Head (Pastoral - Senior School), Deputy Head (Academic – Senior School), Deputy Head (Junior School) and Head of Junior School) as well as the broader Senior Management Team.
- Have weekly, minuted meetings with the Headmaster to discuss the strategy of the whole school and provide an update on the operational running of the Junior School.



## Responsibilities Continued

### *Staff*

- Provide inspirational leadership to the staff through encouragement, interest, empathy and the expectation of the highest standards of learning and teaching, and pastoral care.
- Manage the appointment, deployment and monitoring of Junior School teaching staff to ensure the highest standards are adhered to.
- Where necessary, discipline teaching staff, following the school's HR guidelines. On occasion, the Head will be asked to take part in disciplinary hearings with members of the Senior School Staff.
- Take a lead on teaching and learning, with support from the PYP Coordinator (Years 1 to 6) and the MYP Coordinator (Year 7)
- Take an interest in the welfare of the staff and act in their best interests.
- Maintain the outstanding relationships that exist within the staff to further develop the wider aims and ethos of the school.

### *Parents*

- Maintain proactive and very strong relationships with the parent body.
- Be a visible presence at drop-off and pick-up times and further develop opportunities to engage with the highly supportive parent body.
- Deal with concerns and complaints quickly, sensitively and where possible, through face-to-face dialogue with parents.





## The Successful Candidate

The successful candidate must be a first-rate teacher who has a strong record of developing outstanding relationships with pupils, staff and parents. Caring, compassionate, kind, enthusiastic and energetic are absolutely crucial qualities to develop the happiness and success that the school currently enjoys. Pupils specifically want someone to take a great, personal interest in them all, know them all and personally monitor their academic and pastoral progress. This role is about knowing all stake-holders and arbitrating in the very best interests of the Junior School. The new Head will possess a very clear vision for the school and be energized to continue with current initiatives and implement new and exciting developments for the school.

The successful candidate will have an understanding of the ethos of Prep Schools and the importance of developing ‘the whole child’ through an enriching curriculum, breadth of co-curricular opportunities and strong pastoral care skills.





# The Successful Candidate

The successful candidate must care deeply about young people and join the school with a resolve to continue the very special atmosphere that exists here.

Amongst other skills, the following are crucial:

- Be an inspirational, strong, dynamic, visible and energetic leader.
- Possess a very clear and exciting educational philosophy and vision, and be engaged in education in the wider context.
- Have a commitment and desire to bring about continuous improvement.
- Have a passion for outdoor learning: This is a growing area of school life and will lie at the heart of the school. A willingness to promote Beach School, bushcraft and adventure is absolutely paramount to this appointment.
- A keen supporter of curriculum development, and the opportunities that exist within the International Baccalaureate PYP and MYP are essential, though prior experience of the IB is not a pre-requisite.
- Possess a unique style to embrace all stakeholders, the flair and energy to enthuse pupils, staff and parents, and the commitment to see through an exciting period in the school's development.
- Be passionate about the wellbeing of pupils and staff.
- Support an ethos of Growth-Mindset, building up of confidence in children, development of self-esteem and the importance of failure that lies at the heart of our educational philosophy.
- Have a strong understanding of IT and further develop this key area in the school.
- Have a desire to do extraordinary things in education at this extraordinary school.
- Exciting ideas for marketing.
- An outstanding role model who will lead by setting the highest of moral standards.
- Calm under pressure, kind, good humoured and the ability to work as part of a larger team.



## Terms and Conditions

A competitive remuneration package is available, based on the SNCT scale with an additional St Leonards allowance, currently £61,774 pa. This is reviewed annually.

Reasonable removal expenses will be paid. No accommodation is associated with this post.

There is currently a 50% discount on fees for children of full time employees.

The Head of the Junior School is a member of the Scottish Teachers Superannuation Scheme supervised by the Scottish Public Pensions Agency (SPPA).

The Head of the Junior School is required to be registered with the General Teaching Council of Scotland (GTCS). For further information on registration, visit [gtcs.org.uk](http://gtcs.org.uk).

The post requires an enhanced PVG (protecting vulnerable groups) disclosure.

The appointment is subject to two terms' notice.





## How to Apply

Interested candidates invited to contact the current Head, William Goldsmith to arrange a confidential discussion (01334 460470 or [w.goldsmith@stleonards-fife.org](mailto:w.goldsmith@stleonards-fife.org)). This really is a unique opportunity for the right candidate to lead a wonderful school, and no candidate brochure can fully capture the dynamism of this role.

Application forms and details of the position can be found at [www.stleonards-fife.org/news-information/employment](http://www.stleonards-fife.org/news-information/employment).

Completed application forms, together with a covering letter should be sent to the Headmaster of St Leonards, Dr Michael Carslaw, or emailed to him at [m.carslaw@stleonards-fife.org](mailto:m.carslaw@stleonards-fife.org).

The closing date for applications is 9.00am, Monday, 21 May 2018.

Shortlisting will take place on the Thursday, 24 and Friday, 25 May 2018.

Interviews will take place over Tuesday, 5 June and Wednesday, 6 June 2018.

For more information on St Leonards Junior School, please visit the website: <http://www.stleonards-fife.org/Junior-School>



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