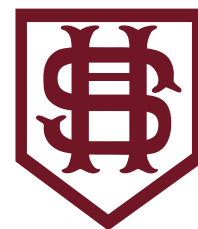


APPLICATION PACK FOR THE POST OF

**HEAD**

Seaton House School, Sutton, UK



Seaton House  
School

Coeducational nursery, all girls from Reception to Form VI • Day • 3-11 years • 160 pupils • IAPS



**Required for September 2019**

[www.seatonhouse.sutton.sch.uk](http://www.seatonhouse.sutton.sch.uk)

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Anthony Millard  
CONSULTING

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## About Seaton House School

Seaton House is a highly successful independent preparatory school, placed 4th in the Sunday Times 'Parent Power' School League Tables .

We help every child to succeed and have a long-standing reputation for academic excellence and pastoral care.

We are seeking to appoint a new Head with exceptional skills in leadership, management and communication. You will lead a dedicated team that is committed to delivering outstanding teaching and learning and to maintaining a happy learning environment. This is an exciting opportunity to lead our thriving community.

## Long-standing excellence

Founded in 1930, with just eight children, Miss Violet Henry realised her vision to create an independent school for children in the locality. The school aimed to provide a nurturing and stimulating environment in which children would thrive and be challenged to achieve to their full potential.

These core values remain the same today, placing every child entrusted to our care, at the centre of what we do as a school. Within the whole school community, the building of confidence, self-esteem, talents and social skills are encouraged and supported.

For over 160 pupils, Seaton House provides a rich education through teaching and learning of the highest quality. We believe in creating an exciting journey through enriching the academic curriculum with music, art, drama, sport and a wealth of extracurricular activities. Results are excellent. We are justifiably proud of our proven track record of success at 11+ with many girls transferring to top state grammar schools and excellent independent schools. Girls are thoroughly prepared for a smooth and confident progression into their chosen senior school.

Seaton House School is divided into three areas, Early Years Department, Junior House and Senior House. Our Early Years Department is situated in its own building with a large garden. Junior House and Senior House are located just a few doors along the road. In both Junior and Senior Houses, we have a one form entry per year group and we take a maximum of 20 girls in each form.





### Staffing, management and leadership

The Head is supported by a Senior Leadership Team comprising two Deputy Heads. Together they meet with the Bursar and Marketing Manager as the Senior Management Team.

### Governing Body

Seaton House is supported by a dedicated and enthusiastic Board of Governors, who bring a range of skills and experience to guide the school in its development. Governors oversee the financial affairs of the school and ensure the premises provide a safe, stimulating working environment where the whole school community can thrive.

### Aims of the school

- To provide children with a thorough educational grounding in a secure, stimulating and disciplined but friendly environment in which individual pupils are encouraged and challenged to fulfil their potential and develop their talents and capabilities both academically and physically in preparation for their next stage of education.
- To ensure that, through a school atmosphere which promotes courteous and considerate behaviour, all pupils learn to live amicably together, gaining a keen awareness of others, their feelings and their needs and begin to build a reasoned set of attitudes and values.
- To respect each pupil as a valued individual, inspiring feelings of confidence, independence and self esteem, developing an appreciation of the world in which they live.
- To liaise with parents encouraging their co-operation and interest in order to promote a happy partnership, working in trust.

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## Purpose of job

- To lead, manage and develop, in accordance with the Governors' vision, all aspects of Seaton House School, maintaining a happy, secure and stimulating environment where academic, pastoral and social needs are met for the whole School community and pupils receive an outstanding education.
- To be accountable to the Board of Governors for the effective administration of the School and its resources, working closely with the Business Manager to provide financial advice and information to enable proper governance of the School.
- To be accountable for the safeguarding of pupils, issues relating to health and safety, have a working knowledge of General Data Protection Regulations (GDPR) and the Single Centralised Register (SCR).

## Mission statement

Seaton House provides children with a thorough educational grounding in a happy, caring, stimulating and disciplined environment. Individual pupils are encouraged to fulfil their academic, physical and social potential. Children progress to their next school confident, considerate and aware of their own worth.





## Job description

### Key responsibilities

#### Leadership, management and development

- Overall responsibility for leading and managing the whole School, implementing the overall aims.
- Promote the School's ethos in which the highest achievements are expected from all members of the School community. Motivate staff at all levels to maintain the highest standards.
- Determine, implement and develop an innovative curriculum to meet the needs of the children and maintain excellent academic standards. Oversee the timetabling.
- Create opportunities for extracurricular activities and extensions to the curriculum to provide rich and valuable learning experiences. Ensure that British Values are incorporated in to the foundation of learning experiences and evidenced around the school.
- Embed the School Motto 'Alis Volat Propriis', 'She flies with her own wings' so that each girl is valued for the unique person she is.
- Overall responsibility to ensure appropriate procedures for staff appointments including updating and keeping current the SCR.
- Monitor the standards of teaching and learning through timely appraisal and evaluation of staff.
- Maintain regular assessments, monitoring and records of pupils' progress and review to ensure their value and effectiveness.
- Overall responsibility for pastoral welfare of all pupils and staff, discipline and effective management of behaviour, creating a sense of calm throughout the School.
- Arrangements for parent consultation meetings to discuss and give feedback on children's progress.
- Promotion of the School, overseeing the updating of the prospectus and promotional material through working closely with the Marketing Manager.
- Ensuring the recruitment of pupils to keep numbers at an appropriate level.
- Encourage staff to continue their professional development.
- Demonstrate continuous personal and professional development.
- Leading and managing staff in service training.
- Responsibility for the management structures in the School, ensuring the administrative office operates smoothly and effectively. Lead the SMT, SLT and introduce new initiatives where appropriate.
- Review, enhance and update all School policies regularly, ensuring the school is compliant with GDPR.
- Annually update and keep relevant the School Development and Improvement Plan.





#### **Accountability to the Board of Governors**

- Work closely with the Business Manager on the sound financial management of the School to comply with all current legislation and best practice. Control expenditure within the budgets agreed by the Governors.
- Ensure the School site, buildings, equipment and grounds are maintained appropriately as a quality environment for learning and all Health and Safety regulations are adhered to.
- Report to the Governors on all aspects of the School in relation to teaching and learning, pastoral and social issues. Ensure the School is compliant with Child Protection regulations and GDPR.
- Implement policies agreed by the Governors for the future of the School and the strategic development plan.
- Maintain good, clear and effective working links of communication across the three sites, Early Years, Junior House and Senior House, such that staff and pupils are aware of, and feel part of, the whole Seaton House community.
- Form and maintain positive relationships with pupils, parents and the wider community.
- Represent and interact on a professional level with Heads and colleagues in both maintained and independent schools.
- Represent the School at all appropriate events including active support of extracurricular events.
- Build and maintain a good working relationship with the SLT, office and all other staff to ensure all feel valued for their contribution to the School.
- Maintain relationships with IAPS (Independent Association of Prep Schools) and represent the School externally.

#### **Key relationships**

- Report to the Board of Governors to ensure the successful development of the School.
- Chair the SMT meetings, to keep regular and active communication current at management level.

## Person specification

### Qualifications and experience

#### Essential

- Qualified teacher status with a good graduate degree level or above.
- Experience of successful classroom teaching within the independent prep school sector.
- Experience of significant leadership and management in a successful school setting, developing, implementing and evaluating school policies.

#### Desirable

- National Professional Qualification for Headship and/or evidence of continuing professional development.

### Leadership and management

#### Essential

- Proven motivational leader with a passion for education with the ability to inspire confidence in, and communicate with, the Governing Body, staff, pupils, parents and the wider community.
- Demonstrate the ability to develop and successfully manage a school according to the aims, working in consultation with pupils, staff, parents and Governors, maintaining a team based approach, with positive working relationships.
- Ability to work consistently, prioritise, analyse and delegate tasks appropriately, managing pressure and working to deadlines.
- Ability to set targets, monitor and evaluate progress and lead School development.
- Ability to maintain and develop procedures to promote the highest standards and expectations of achievement and pastoral care throughout the School.
- Manage creatively, all resources in terms of staff, buildings and funds, to gain maximum benefit and value for the pupils.

#### Desirable

- Work with the Governing Body, to develop a shared vision which meets the School's current needs and shapes it over the next 5-10 years. D





## Knowledge, skills and understanding

### Essential

- Understanding and experience of learning development and a successful teaching environment in the nursery and primary age range.
- Full awareness and understanding of relevant legislative change, EYFS, major curriculum issues, and current developments in education.
- Understanding of strategies for assessment and their value, in determining the next stages of teaching and learning.
- Understanding of the key elements of successful behaviour management within a safe, happy and caring school environment.
- Understanding of Child Protection procedures and a commitment to promoting the safeguarding and welfare of children.
- Computer literate with good working knowledge of the use of ICT within the curriculum.
- An understanding of current educational trends affecting independent schools.

### Desirable

- Clear understanding and appreciation of strategic financial planning and budgetary management in an independent school.
- Awareness and knowledge of the need for effective marketing and PR.
- Understanding and acceptance of the role of Governors and their collaborative partnership with the Head and the School.

## Interpersonal skills

### Essential

- Be an ambassador for the School, exhibiting enthusiasm, presence, integrity and self-confidence.
- Be able to maintain professional and effective relationships with high emotional intelligence, in accordance with the values and principles of the School, with pupils, staff, parents, Governors and the wider community.
- Develop an understanding of pupils, staff and parents in order to listen and manage while remaining firm, when challenged.
- Excellent ability to communicate clearly and concisely, orally and in writing, with pupils, staff, parents, Governors, IAPS and the wider community.
- Be flexible and adaptable to changing circumstances, ambitious, energetic, creative, resilient and willing to work as a team.





## HOW TO APPLY

**Closing date: 30 November 2018**

Candidates wishing to apply should:

- Visit the AMC website, clicking on the link 'Apply Now (for current vacancies)' and complete the online form.
- Upload a CV and covering letter to complete the application process.
- If you encounter difficulty with the online procedure, please contact: [nikki@anthonymillard.co.uk](mailto:nikki@anthonymillard.co.uk) or +44(0)203 4275414.
- For an informal discussion about the post please contact:  
**Ann Collins**  
[ann@anthonymillard.co.uk](mailto:ann@anthonymillard.co.uk)  
+44 (0)7736 509775
- Applications will be acknowledged and then evaluated against the selection criteria.
- The letter of application should contain the names, addresses, email addresses and telephone numbers of three referees to include your current and past direct line manager.
- Full references will be required for the short list interviews, but will only be taken when AMC has received specific consent from candidates to do so.
- Short listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.

## Anthony Millard Consulting

Anthony Millard Consulting was established in the summer of 2004 to provide the British education sector, both in the UK and internationally, with first class strategic and recruitment consultancy.

In addition to managing the search and selection of Principals, Heads, Bursars, Marketing and Development Directors, advice is provided on governance, management structures, appraisal, development planning, marketing / PR and fundraising.

Our clients range from top international and independent schools to state comprehensive schools, to public and private companies involved in education. These clients are located globally and a list of them can be found on AMC's website.

Further information is available at  
[www.anthonymillard.co.uk](http://www.anthonymillard.co.uk)

We have a sister company, AMC Teacher, which provides outstanding teachers to the world's top schools - [www.amcteacher.co.uk](http://www.amcteacher.co.uk)