



CASTLE COURT SCHOOL

We have one childhood. It has to be the best.

CANDIDATE INFORMATION HEAD CASTLE COURT PREPARATORY SCHOOL





THE SCHOOL

Castle Court is a vibrant IAPS co-educational preparatory day school with about 320 pupils aged from two to thirteen years of age. The School has a very strong reputation for providing an all-round education of the highest quality, combined with excellent pastoral care, in a stunning rural setting. It is situated near the Dorset village of Corfe Mullen, in 50 acres of woodland, fields and gardens. Although the School is surrounded by beautiful countryside it is less than 20 minutes from the coast, and within easy access of Bournemouth, Poole, Dorchester, Ringwood and the Isle of Purbeck.

Castle Court was founded by Donald and Mary Scott in 1948. The original school was a boys' day school in Parkstone, Poole. In 1968 it moved to its present site at Knoll House, on the north edge of Corfe Mullen and two years later welcomed girls for the first time. The Scotts founded the School with a distinctively evangelical Christian ethos, and this has been maintained to the present day.

The School's Christian foundation means that the children of all faiths and backgrounds are taught about the importance and relevance of the Christian faith to all areas of 21st century life in a vibrant and engaging way. The Christian ethos permeates all areas of school life, providing the children with a compass for life and underpinning the wonderfully pastoral and caring nature of the School.

The School's maxim – "You only have one childhood. It has to be the best" – ensures that Castellans are encouraged to be children and not to grow up too quickly. We want our pupils to enjoy their childhood. We are fortunate that the beautiful rural setting of the School enables our pupils to do just that – smiling faces and muddy knees are a regular sight on the patio at the end of the school day.

Castle Court is a registered charity, run by a limited company trust, directed by a governing body. Since the School's commencement in 1948, the governing body has worked closely and successfully with all four Headteachers. Following the retirement of the current Head after eight years of service, the Governing body are looking forward to appointing a dynamic and committed Head to lead the School and to build on the strong foundations of their predecessors.



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KEY

EXTERNAL AREAS

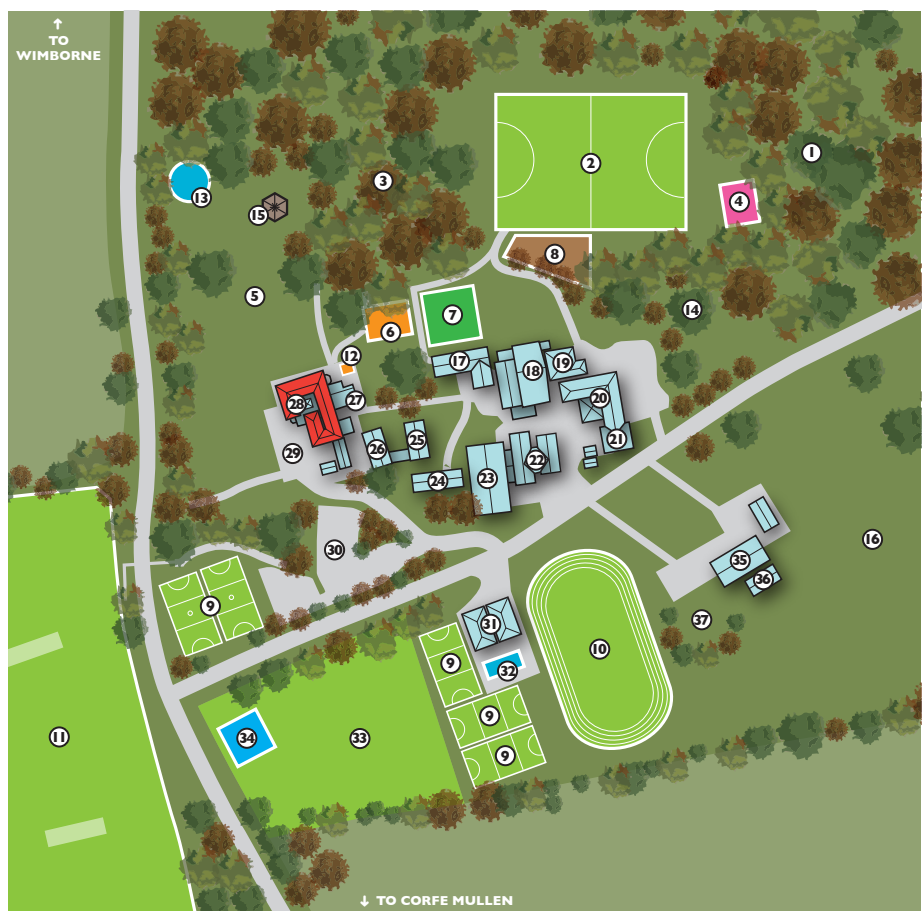
1. Forest School
2. Astro pitch
3. Woods (17 acres)
4. Pig Enclosure
5. Gardens
6. Chicken Run
7. Green Fingers Vegetable Garden
8. Adventure Playgrounds
9. Netball / Tennis Courts
10. Walled Garden Playing Field / Athletics Track
11. MW Playing Fields (6 acres)
12. Guinea Pigs
13. Nature Pond
14. Woods for climbing and camps at playtime
15. Tipi
16. The Meadows

MAIN BUILDINGS

17. Year 4
18. Performing Arts Centre
(Theatre, Music School, Dance & Drama Studio)
19. Classrooms
20. Science, ICT and Food Technology
21. Library
22. Years 5-8 (Learning Development)
23. Sports Hall
24. Badgers & Reception
25. Year 2
26. Year 1
27. Badger Cubs
28. Knoll House, Headmaster, Bursar, Matron, School Office, Year 3
29. Visitors' Parking
30. Parents' Car Park
31. Changing Rooms
32. Swimming Pool
33. The Paddocks training pitches
34. Knoll Lodge
35. Design Centre (Art, Design and Technology)
36. Pottery
37. The Art Garden

Knoll Lane, Corfe Mullen, Wimborne, Dorset, BH21 3RF

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LEADERSHIP AND GOVERNANCE

ISI Inspection Report 2015 – Leadership and management in all parts of the School are excellent. Senior leaders give outstanding direction to the School, creating a positive team spirit and sense of purpose amongst the staff.

The Head is assisted by a strong Senior Management Team which comprises the Head, Deputy Head, Assistant Head – Pastoral, Director of Studies, Bursar, Registrar, Head of Pre-Prep, Head of ICT and Directors of Pastoral Care. The SMT is a gifted body of individuals who are keen to work collaboratively as a team.

The governing body is currently made up of twelve governors, three of whom are also parents of the School. The Chair of Governors, Mr Jonathan Morley, is the former Deputy Head of Monkton Combe School and works closely with the Head. The various governing body sub-committees, the commitment to the School and the wide range of experience of the governing body ensures that the governors are involved in all areas of school life and are well-placed to support and advise the Head and Bursar.

In recent years, the School has seen exciting developments in its facilities and provision. The last two years alone have seen the opening of our stunning new Design Centre and Sports Hall, the creation of a new, light and airy library, an additional science lab and new sports pitches and courts. The Governors are committed to continuing to develop the School's site and educational offering to ensure that Castle Court secures its reputation as a centre of educational excellence and Dorset's pre-eminent prep day school.





ACADEMICS

ISI Inspection Report 2015 – The contribution of teaching is excellent. The teaching is characterised by enthusiasm and expertise, an excellent understanding of pupils' needs and outstanding relationships with, and support for, pupils.

Castle Court has a talented and committed staffroom who work as a close team to bring out the best in all the children. The Director of Studies provides a strong and inspirational lead in this regard. The School was commended in its last ISI inspection for the excellent achievement and progress of all pupils and for the "excellent curriculum which is wide ranging, well-planned and well matched to the pupils needs."

Last year all our pupils passed Common Entrance to their schools of first choice, with the majority of leavers heading to Canford, Bryanston and Clayesmore. Each year a large number of Castellans are awarded scholarships and 2018 was no exception with a total of twenty one awards. We were particularly delighted that five of our Scholars were awarded academic scholarships to Canford – the highest number awarded by Canford to any prep school in the country.

A number of Year 6 pupils are prepared for and supported through their grammar school tests in September each year.

Classroom teaching is enhanced and supported by a considerable number of trips and expeditions, some to local sites such as the Jurassic Coast, others further afield like the Year 5 residential trip to the Normandy D-Day beaches. Camps are organized for a number of year groups from Year 3 upwards, so that children can learn to solve problems and work together; activities such as ropes courses and canoeing provide plenty of opportunity for practical application of these skills!





WIDER CURRICULUM

ISI Inspection Report 2015 – The excellent curriculum is enhanced by an outstanding selection of exciting and adventurous extra-curricular opportunities.

The School's sporting tradition is a strong one. The Director of Sport oversees an impressive and full fixture list which seeks to involve as many of the pupils as possible in football, hockey, rugby, netball, cricket, rounders, swimming, tennis, athletics matches each Wednesday through the school year. The Castle Court match tea is widely regarded as the best on the circuit – with the home-made Battenburg even getting a mention in The Good School's Guide! A number of our pupils play various sport at a representative level – County, Regional and National.

There is great richness and depth to the School's cultural life. The musical life of the School has thrived under our current Director of Music with unprecedented numbers of children enjoying group and individual music lessons. Junior and Senior Orchestras, various ensembles, bands and choirs ensure that regular soirées and informal concerts are a delight to attend and provide the children with a fantastic opportunity to practise performing in a supportive environment. Participation in drama is encouraged and many members of the School, across the year groups, enjoy the opportunities which the various school plays afford them to tread the boards.

Castellans are encouraged to take part in a wide ranging and fun range of extra-curricular activities. After school activities are offered to all children from Year 3 upwards and range from golf to slack-lining; from computer-controlled robotics to Airfix model making; from dance to pottery and from cross-country to horse-riding.





PASTORAL CARE

ISI Inspection Report 2015 – Pastoral care is excellent...pupils' personal development is supported by excellent pastoral care, based on the teachers' in-depth knowledge of individuals. Teachers provide excellent support and guidance.

The School places a strong emphasis on the importance of strong pastoral care. Our pastoral system is tailored to keep the communication between children, their tutors and home the very best it can be.

The Director of Pastoral Care role is shared between two members of staff. They work closely together with the Head, Assistant Head (Pastoral) and the School Matron. The School Matron is a fully qualified nurse and provides valuable support for all medical, dietary and pastoral needs (including safeguarding). The School employs an Emotional Literacy Support Assistant who is available to children who are going through particularly difficult or testing times. Form Teachers are the first point of pastoral contact and work closely with the pastoral care team.

ISI Inspection Report 2015 – The School's caring ethos means that pupils trust staff and are ready to turn to them with any worries that may have.

The School is committed to building the self-esteem of each pupil and to fostering mutually supportive and considerate relationships between all pupils. Our overriding aim is for all pupils to have the skills to be able to thrive at the next stage of their education and beyond. The recently launched 7Cs of the Castle Court Way encourages all Castellans to be curious, creative, committed, compassionate, courteous, collaborative and courageous and will be embedded into all areas of school life.

The whole school meets for regular assemblies where success can be celebrated, values enhanced and a sense of school community engendered. At special points in the school year (Harvest, Easter, Christmas) the extended school family, including parents, is invited to a special service.

The house system encourages a sense of belonging and team work across the year groups. The houses - Lulworth, Studland, Corfe and Brownsea - compete with one another for house points and sporting triumphs throughout the year. House cross-country, sports day and the swimming gala are great opportunities for the Year 8 house captains to lead their houses and encourage everyone to take part.





SCHOOL COMMUNITY

Castle Court is a wonderfully friendly and happy school. We pride ourselves on being a family focused school where all are welcomed into a community in which everyone is encouraged to care for one another. Parents and friends of the School are involved in a wide range of activities and events.

Castle Court Parents and Friends (CCPaF) – is made up of current parents from all year groups. CCPaF has a crucial role in helping to welcome new families into the school and in organising social events for the school community. Particular highlights of their work include the fantastic annual bonfire night party, supporting school events with wonderful refreshment tents and organising larger fundraising events such as the annual Ball and quiz nights. All are welcome to the events and they provide a great opportunity for parents to get to know each other and get involved in the life of the School.

Parent reps for each year group provide a helpful point of liaison with the Head and ensure that parents' concerns and questions are dealt with promptly and directly.

A parents' prayer group meets every two weeks in the School to pray for all aspects of school life.

The Parents' Book Club and Parents' Pottery classes are just two examples of clubs which enable parents to get to know one another and feel more involved in the Castle Court community.



INTRODUCTION AND THE HEAD'S ROLE

The Head of Castle Court will report to the Chair of Governors. The Head will attend all Governors' meetings and will keep the Governors directly informed about the activities and performance of the School. The Head will have a very significant degree of autonomy to propose strategies to develop and enhance the School's prospects and reputation.

The Head will be an IAPS member and will have responsibility in Castle Court for all aspects of the day-to-day operational running of the School, including recruitment and management of staff and pupils, budget planning and management and direct responsibility for handling parental issues and links with feeder and senior schools. The Head will be responsible for the academic and all-round progress of pupils and for their moral and social formation. He/she will actively promote the School.

KEY RESPONSIBILITIES

Strategic Direction and Development

- Work with the Governing Body to develop a clear vision and strategic plan for the future of the School.
- Keep the strategic plan under constant review, translating it into clear and measurable targets for implementation and monitoring.
- Constantly seek ways to improve and develop the School and make recommendations to the Governing Body as appropriate.
- Secure the commitment of key stakeholders to the vision and overall direction of the School, including staff, parents, alumni and the wider community.
- Respond to the local and wider external environment of the School and sector, adapting plans and strategies in response as necessary.
- As the public face of Castle Court, lead the busy and varied life of the School by attending a wide range of events, including in the evenings.
- Promote the aims and values of the school as a high-quality day preparatory school.
- 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.
- Maintain a broad and balanced programme of co-curricular activities which develops skills, talents and interests and facilitates the moral, spiritual, social and cultural development of each pupil.
- Encourage the development of the Christian faith and ethos of the School.
- Market the School successfully to maintain and improve the quality and quantity of applicants at all age groups.

Academic and Educational Leadership

- Ensure that every pupil receives the best possible all-round educational experience in a safe and secure environment.
- Provide strong and visible leadership to the whole school community, overseeing the continual development of an appropriate curriculum informed by rigorous academic standards, and creating an environment of continuous evaluation and development.
- Support, continue to develop, and also monitor the comprehensive programme of extra-curricular activity.
- Ensure that all arrangements are in place to comply with the requirements of inspections.
- Keep abreast of national educational policies, practices and likely future developments.
- Represent the School as a member of the Independent Association of Preparatory Schools (IAPS) and any other appropriate professional organisations.
- Maintain and develop strong relationships with the Heads, Registrars and House Parents of key senior schools fed by Castle Court

Professional Leadership and Management

Provide overall leadership to all staff, developing amongst them a culture of dedicated engagement, openness, and a sense of involvement.

- Continue to develop a strong, cohesive and proactive Senior Management Team, ensuring that roles and responsibilities are clear and that the highest standards of performance are expected and delivered.
- Lead the Senior Management Team, chair regular meetings, delegate areas of responsibility and provide support.
- In consultation with the Governors, to make suitable appointments to the SMT.
- Write and implement a School Development Plan to turn strategic aims into practical actions.
- Meet regularly with the Bursar to ensure the Smooth running of the school.
- Ensure that the School has appropriate crisis management plans in place.
- Foster amongst the staff community a strong commitment to the ethos, standards and values of the School.
- Ensure that appropriate procedures are in place to recruit, develop, reward and retain staff of the highest calibre.
- Lead the appointment, deployment, appraisal, monitoring, development and (if necessary) disciplining of teaching staff to ensure the highest standards.
- Evaluate the quality of teaching and learning, ensuring that the highest standards of professional performance are established and maintained.
- Provide support and advice where required to all members of staff, to improve their professional practice and performance and to ensure their best interests and welfare.
- Ensure that all staff set standards appropriate to the ethos of Castle Court.
- Encourage staff through your personal attendance at a wide range of events and through frequent and positive contact.
- Maintain and develop good relationships and communication between staff to promote an understanding and support of the aims and values of the School.
- Attend all meetings of the Governors and such committees as required by the Chair of Governors, providing reports (written and/or oral) as required.
- Keep the Governors informed about the work of the School and consult them whenever appropriate; for example, over the formulation of future strategies, the School Development Plan, marketing and any significant curriculum or organisational changes.

Pupils, parents and prospective pupils

- Ensure that child protection and safeguarding are given the highest priority at all times.
- Ensure the highest possible standards of education through effective teaching and learning across all sections from EYFS to Common Entrance.
- Maintain and develop a balanced and broad curriculum but with appropriate specialisation ready for 13+ scholarship examinations, offering a wide range of subjects and preparing students for life at senior schools.
- Provide outstanding pastoral care and support within a structure which fosters compassion and understanding and adopt suitable measures which promote self-discipline and a proper regard for authority.
- Provide and promote a wide range of extra and co-curricular activities and ensure the highest standards within them, including: societies, sport, music, theatre and trips.
- Manage pupil behaviour and deal with disciplinary issues including, if required, the suspension and expulsion of pupils.
- Maintain strong relationships with the parent body.
- Ensure that communication with parents is frequent, effective and efficient.
- Support fundraising initiatives and attend events as necessary.
- Deal with concerns and complaints with care and sensitivity, and in line with the School policy.

- Build up and maintain good relationships with potential benefactors or donors to the School including, especially, former pupils and parents.
- Ensure that Castle Court pupils and parents have a good understanding of the senior schools most appropriate to their needs.
- Work in close collaboration with the Marketing Team to manage the admissions process.

Business Management

- Work closely and collaboratively with the Governors and Bursar and make a significant contribution to the strategic financial planning of the School.
- Provide strategic advice and forward planning, considering likely future changes in good practice, competitors and the market environment.
- Working closely with the Bursar, develop and implement an appropriate strategic financial business plan.
- Work closely with the Bursar in managing the financial governance (including the annual budget, cashflow forecasts, departmental budgets and capital expenditure programme), resources of Castle Court.
- Ensure appropriate deployment and overall management of all resources (financial, human, online and physical) in support of the overall mission and strategic plans.
- Manage, monitor and review the range, quality and quantity of resources in order to improve the quality of learning and teaching at the School and secure efficiency and value for money.

External Engagement

- Work closely with the Registrar to ensure that creative marketing strategies are in place, and take all appropriate opportunities to publicise the School externally.
- Act as a figurehead and be personally visible and involved in the many aspects of school life.
- Develop and maintain strong relationships with current and future parents.
- Seek to develop a friendly and constructive relationship with Old Castellans.

THE PERSON

The Governors are seeking to appoint someone who is a clear and decisive leader with strong interpersonal skills and the presence and personality to inspire all members of the School community. In addition it is vital that s/he is able to fully embrace the distinctive Christian ethos of the School.

Qualifications and experience

- A proven track record of success and achievement in academic management.
- A graduate.
- A proven track record of success in developing relationships with stakeholders.
- Experience of building and leading teams.
- Experience in managing human, financial and physical resources.
- Clarity of vision and the ability to communicate the vision to others.
- Well-developed understanding of the practice of teaching and learning.
- Ability to consult and make decisions.
- Ability to plan long-term strategy and affect change where required.
- Understanding of the importance of marketing and PR.
- Ability to communicate effectively to a wide range of audiences.
- Strong commercial and business acumen.
- Ability to relate effectively to all sections of the School community.
- Excellent knowledge of, and ability to manage, financial matters, risk, regulatory and legal issues, including a strong commitment to Child Protection, Safer Recruitment and Health & Safety.
- IT literate with a clear understanding of IT as an enabler across the curriculum.

The Candidate

- Willing to take overall responsibility.
- An ambassador; able to network effectively.
- Able to think and act strategically, specifically.
- Able to see the big picture, and communicate the role of each stakeholder in achieving the vision.
- Able to prioritise and to delegate.
- Able to build relationships of trust and to relate decisions to a broad spectrum of sensitivities.
- Able to structure and plan the steps required to implement plans for the school; to see individual decisions within the framework of a larger plan.
- Able to contribute to discussion and debate at full Board, Committee and SMT Meetings.
- Able to manage others, and projects.
- Able to relate to the whole staff, to give a sense of value, to cultivate a sense of community, and of teamwork.
- Able to formulate and communicate to all staff the vision for the school, towards which each member of the staff can work.
- Able to coach middle and senior managers to fulfilment of potential, and to show a commitment to the development of colleagues.
- Able to hold 'courageous conversations' when necessary, with parents, colleagues and governors.
- Able to have a firm grip on the details of the smooth functioning of the school.

TERMS AND CONDITIONS OF THE APPOINTMENT

The salary, reviewed annually, will be commensurate with the experience of the successful candidate and the responsibilities of the post.

Accommodation could be offered to the successful candidate as part of the overall package but it is not a requirement that the Head should live on site; this is for discussion at final interview.

Subject to their satisfying the normal entry criteria for the School the Head's children will receive a discount of up to 75% off the School's fee.

Business, entertaining and car mileage expenses will be reimbursed as per school policy, and health insurance will be offered for the Head.

The School is a member of the Teachers' Pension Scheme.

The post will be offered subject to the confirmation of qualifications, satisfactory references, a satisfactory medical examination and an enhanced disclosure check through the DBS service.

The general terms of the appointment will be subject to contract (approved by AGBIS and IAPS), and the new Head will be expected to apply for membership of IAPS.

Where there is a spouse/partner willing and able to contribute to the life of the School agreed with the Governors, there is provision for a salary or allowance commensurate with the responsibilities undertaken.

Castle Court School is committed to safeguarding and promoting the welfare of children and expects all staff to share this aim. All applicants should read the school's Child Protection policy, which is available on the website. The school is committed to equality of opportunity for all staff.

APPLICATION PROCESS

Interested applicants are welcome to contact Jonathan Morley (by email or ringing 01225 721103) for an informal discussion prior to any application.

Applications should be sent to Jonathan Morley, Chair of The Governors, c/o dwillis@castlecourt.com

Applicants should complete the school's application form and send a covering letter outlining their motivation for applying and how they feel they meet the criteria set out in the job description and person specification.

Closing date for applications: Monday 17th September 2018.

Long-listed candidates will be interviewed at a location close to the School during the week beginning Monday 1st October 2018.

Short-listed candidates will be interviewed at the School on:

Saturday 13th October 2018 preceded by an opportunity (with spouses/partners, if relevant) to visit Castle Court, meet senior staff and have dinner with Governors on Friday 12th October 2018.



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