**Chase Grammar School**

Chase Grammar School has big ambitions to provide a world-class education, with outstanding pupil development and excellent outcomes for all.  We are an independent, co-educational, day and international boarding school situated close to Cannock Chase; an Area of Outstanding Natural Beauty in Staffordshire, UK, educating children aged 2-19. We pride ourselves on our caring, family-feel atmosphere, we know our students well and we offer outstanding, individualised, pastoral care.

We offer a surprisingly wide curriculum for a school of approximately 330 students including Business Studies, Economics, Classics, German, Mandarin, Russian and Photography as well as all the core subjects that parents expect in a leading academic school.  Enrichment activities take place every day with over forty different activities available for students each week. A brief sample includes Airlines, Astronomy, the School Musical, Chess, Code Club, Coding and Programming, Debating, Fairtrade, French Board Games, Inventions, Journalism, Lego League, Maths Challenge, Minecraft, Science Fun Club, Bee Keeping as well as many sporting and musical activities.

Our curricula consists of delivery in English National Curriculum, GCSE, Pre-A Level, A Level and International Foundation Diploma courses. We are very proud of our excellent examination results and we prepare students for entry to the world’s top universities.

Unique to Chase is our Chase Passport, which supports every student’s personal development in nine key areas:

1. **Creativity**
2. **Problem solving**
3. **Decision making**
4. **Leadership**
5. **Empathy**
6. **Global Citizenship**
7. **Integrity & Honesty**
8. **Resilience**
9. **Collaboration**

Thank you for your interest in this post.  We hope that you will want to join our friendly and happy community.

**Senior Leadership Team**

The SLT at Chase Grammar School comprises the Principal, the Vice Principal, the Bursar and Head of Boarding.  SLT members are expected to be role models to the rest of the staff in all areas, especially in their commitment to offering the best in academic and pastoral provision for students.  They should always be willing to take the lead, step in to advise upon or tackle difficult situations and uphold the integrity of their post and the reputation of the School.

**Principal – Job Description**

We are looking to recruit an outstanding Principal who will take a strong lead to further develop our strong tradition of individualised pastoral care and academic success.

Key Responsibilities

The Principal leads the Senior Leadership Team (SLT) and is responsible to the Directors for recommending and implementing the strategic direction of the School.

The Principal’s main responsibilities are:

1. To work with the Directors to define, agree and implement the School’s strategy.
2. To market and promote the School nationally and internationally in order to attract and retain the desired student numbers and profile.
3. To promote and implement teaching and learning excellence in the School to enable students to reach their full potential.
4. To run the School and its Boarding provision effectively and efficiently and to achieve outstanding status in inspections.
5. To maintain and develop the School’s ethos, with excellent pastoral and extra-curricular provision.
6. To lead, manage and motivate all staff to give of their best.
7. To ensure that the School meets its financial targets.

Detailed Responsibilities

The role of the Principal can be divided into seven general areas. The main responsibilities are as follows:

##### Strategy - definition and implementation

The Principal will work closely with the Directors and the Advisory Board to define the School’s short, medium and long-term strategies, encompassing all aspects of the School’s strategy including the educational, financial, premises, ethos, extra-curricular. The Principal will then be responsible for implementing this strategy and keeping it under constant review.

* Articulate the school’s long-term aims and ensure that these are commonly understood by the Directors, Advisory Board, SLT and staff members.
* Ensure that the School Development Plan is written in light of the long-term aims and clearly articulates the short and medium term goals and plans for improvement and development.
* Define and implement the appropriate management structure, with clearly defined responsibilities to be able to implement and deliver the short, medium and long-term plans.
* Cascade and constantly communicate the strategic plans to every staff member to ensure that their goals are aligned to the strategy.

Promoting the School

The Principal will manage the international recruitment effort and local resources to achieve the agreed student numbers and profile.

* Devise and constantly develop the brand and marketing strategy for Chase Grammar School, drawing upon external advice as necessary to promote Chase Grammar as a local and international school of choice to all stakeholders including parents, pupils, staff, Advisory Board, partnership schools and future schools
* Set the annual marketing plan to ensure that all marketing activity is planned and consistent and embracing as appropriate a range of media including social media, advertising, website, print management, video/film, local events and implementing this consistently
* Set goals for and manage the international recruitment team to secure appropriate boarding students from the agreed countries abroad, making personal visits to recruiting fairs and other events as appropriate
* Set the admissions policy and process, ensuring that this is implemented fairly and that it supports applications from the desired profile of students, personally meeting prospective students and parents wherever possible to promote the suitability of the school.
* Proactively manage the communication and interaction with parents to keep them fully informed about the School’s achievements and offerings and of their children’s progress

Teaching & Learning Excellence

The Principal will ensure that the School offers the appropriate curriculum to fit the profile of the students, supported by effective policies and practices for teaching & learning, assessment, monitoring, EAL and AEN.

* Maintain a current knowledge of teaching and learning methods, curriculum options and educational philosophy
* Draw up a clear policy for academic and curricular provision within the School, ensuring that this is coherent and consistent with School policy and ensure that, through the SLT, this is implemented
* Ensure that the School is using the most appropriate tools for student assessment, that staff fully understand the tools and that they comply fully with the recording requirements
* Set the School’s policy for the recording and reporting of pupil progress and ensure that this is implemented fully
* Set the expected standards of teaching and learning and put in place the monitoring mechanisms and staff development initiatives to constantly review and improve standards.

School Management

All functions in the School ultimately report to the Principal. It is the Principal’s responsibility to ensure, through the SLT, that excellent standards are being achieved in all areas through a programme of regular monitoring and review which identifies and implements improvements. This includes:

* School Policies being constantly up to date and in line with the latest advice and fully implemented
* Health and Safety policies being up to date and in line with best practice, fully implemented and risk assessments undertaken rigorously
* Boarding provision being safe, well maintained and welcoming
* Premises being safe, well presented and maintained and developed to meet the strategic needs of the School
* Catering meeting the highest standards of cleanliness and hygiene, with high quality food to suit the students’ expectations
* IT being secure, robust, reliable and up to date

Ethos

The Principal is an exemplar for the School’s ethos and community feel; as such, the Principal has to live the values of the School and ensure that this attitude and approach is mirrored in the School community by staff, students, parents and service providers.

* Plan the School’s annual programme well in advance to create an informative diary and calendar of events for pupils
* Define the parameters of the extra-curricular provision, aligning this with the School’s education aims
* Devise, review and implement pastoral policy to ensure that the School provides a safe and supportive learning environment and that there is full compliance with appropriate legislation and regulations
* Address serious behaviour issues on referral from an SLT member, involving students’ parents and staff as necessary
* Advise and guide parents, where appropriate, regarding any aspect of their child’s education or life within the school

Staff leadership

The Principal will manage the SLT members directly and, through them, all staff within the School. The Principal will model best practice in his or her style of leadership and management

* Lead and manage direct reports guiding them on the management of their staff
* Recruit staff of the highest quality available
* Implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils’ achievement
* Coordinate the identification of staff professional development needs and seek to coordinate appropriate training including INSET

Financial Probity

The Principal, with the support of the Bursar, will be responsible for the preparation of the School’s business plan and the management of the School’s budget.

* Agree with the Directors and Advisory Board the target number of pupils and income
* Set the expenditure budget accordingly to meet the required profitability targets and, with the Bursar, allocate the budget to meet the School’s aims
* Regularly review the management reports and other information produced by the Bursar and take appropriate action to run the School within the financial budgets set

Professional Development

* The Principal shall participate in arrangements for his or her appraisal and in the identification of areas in which he or she would benefit from training, and shall undergo such training

Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young people for whom he or she is responsible, or with whom he or she comes into contact, will be to adhere to and ensure compliance with the School’s Child Protection Policy statement.

Personal Attributes

In particular, we are looking for the following attributes:

* Committed team player with a collegiate and collaborative approach together with an ability and willingness to create a working environment in which staff are empowered to take decisions
* Good sense of humour and the ability to create a working environment in which people work hard and enjoy being part of the team.
* Someone who develops and maintains strong and positive relationships with the Advisory Board, the Directors, SLT other staff and parents
* Ability to work in a regulated environment and ensuring compliance
* Ability to contribute to the development of strategy and able to think beyond the current timeframes or business plan to influence the long-term strategic direction of the School.

**Person Specification**

**Education:**

* Degree educated
* Formal teaching qualification

**Experience:**

* At least one previous Headship
* Experience in leading and managing change
* Experience of working at SLT level in a Proprietor school
* Significant experience with international students and parents
* A track record of ambition, achievement and change management

**Qualities:**

* Leadership qualities, with ability to command respect from children, staff and parents
* Demonstrated commitment to safeguarding and promoting the welfare of children
* Excellent communicator, both written and orally
* Proven ability to balance diplomacy and assertiveness
* Able to motivate and inspire both students and staff
* Demonstrate authority, respect and trustworthiness
* Highly organised
* Innovative and forward-looking
* Strong coaching skills
* Thoughtful and considered
* Strong principles and values

**Terms and Conditions**

**Salary and Pension:** this is negotiable subject to experience and recognising the degree of responsibility. The School will contribute a percentage of pensionable salary towards a pension scheme, such as TPS or People’s Pension.

**School Fees Remission:** any child of the Principal who, having satisfied the entry requirements, and at the Director’s discretion, is admitted as a student to the school will receive the benefit of the staff discount of 50% remission of the School fees. This may be increased in the case of Scholarship or Sibling awards.

**Probation Period:** An offer of employment will be subject to a probation period of six months. During the probationary period, employment will be subject to termination of two months on either side. Thereafter, six months’ notice on either side is required

**Working Hours:** The hours of work will reflect the fact that Chase is a busy boarding and day school and many events take place outside these regular hours. Exact hours will be confirmed by agreement with the Directors to ensure that the responsibilities of the role are fulfilled. As a senior leader in the School, attendance at key events is required.  This includes Parents’ Evenings, A-level and GCSE Results Day, Information Evenings, Concerts, Productions, Fixtures, Presentations and Prize-Giving events. Consequently, the post will require attendance on occasions that are early in the morning, into the evenings and at weekends.

**Relocation:** A relocation payment will be available subject to negotiation.

**Free Meals:** will be provided throughout the year when the School’s kitchens are open.

This job description is neither final nor exclusive and the range of tasks may include anything that the Directors and Advisory Board deem reasonable. The post holder should be willing to participate in all activities that positively contribute to the life of the School.

Any offer of employment will be subject to satisfactory references, Disclosure and Barring Service clearance and confirmation of medical fitness and eligibility to work in the UK.

**Candidate Selection Process:**

Upon presentation of a list of candidates, a first interview will take place with the Directors in London, potentially by Skype if logistics are challenging but ideally face to face.

A shortlist of candidates will be asked to complete a personality profile after which they will be invited to the School for final interview, which will consist of discussions with the School’s Advisors, a selection of staff members and a selection of students.