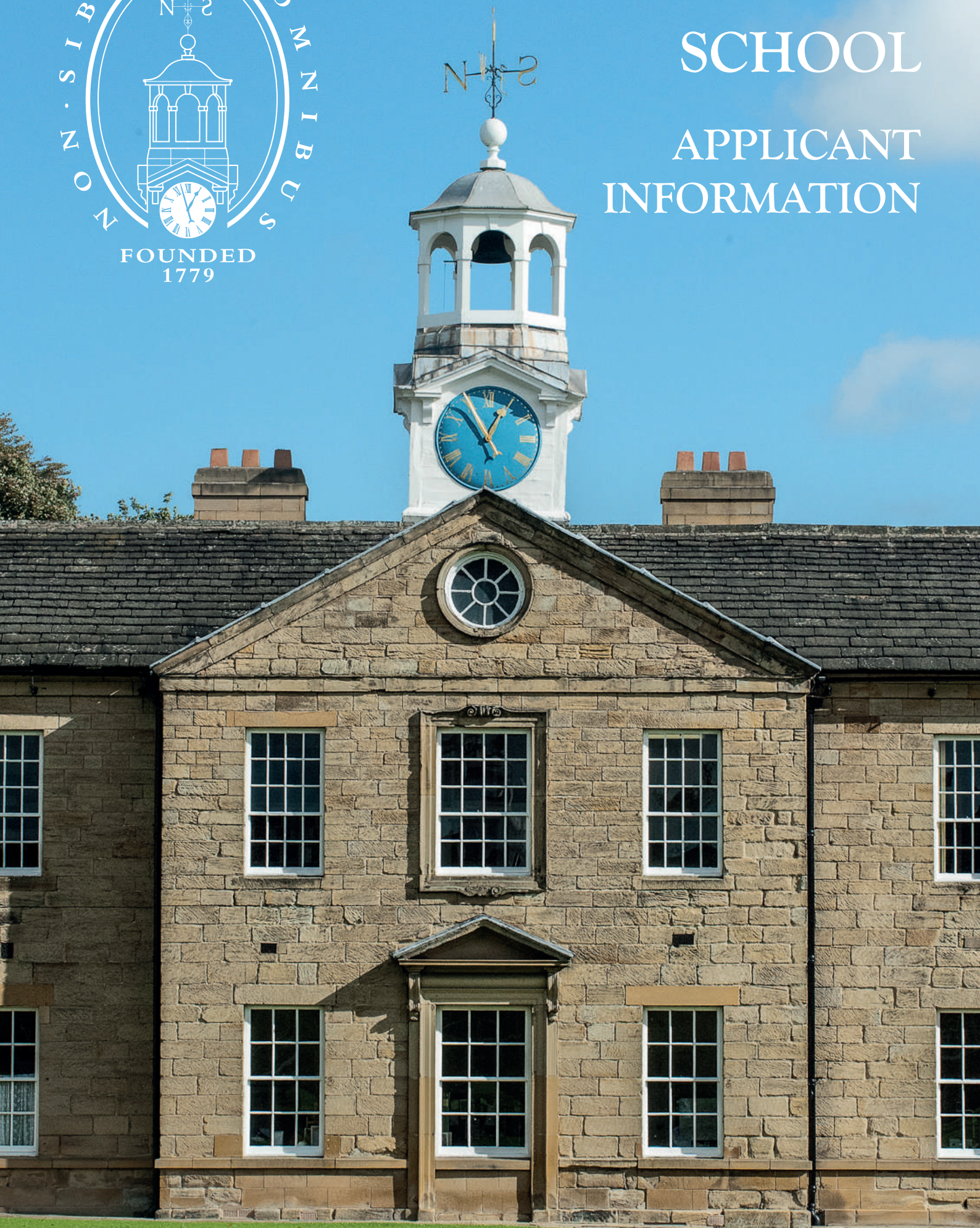




ACKWORTH SCHOOL

APPLICANT INFORMATION



Introduction

Coram House is a leading independent, 2½ to 10, co-educational, day school located in a stunning country setting in the heart of West Yorkshire close to Wakefield and Leeds. There are 137 pupils on roll including the nursery.

Coram House is the junior school for Ackworth School, which is located on the same site, with 356 pupils (11-18) on roll of whom 120 are boarders. The Head of Coram House enjoys a high degree of autonomy in running the Junior School whilst benefitting from financial, marketing, administrative and professional links with the Senior School. The Head of Coram House has the support of, and reports to, Anton Maree, the Head of Ackworth School.

Ackworth School was founded in 1779 by John Fothergill on behalf of The Religious Society of Friends (Quakers). The School was established for Quaker boys and girls and the Quaker Christian ethos. Today it remains a Quaker school, with an emphasis on quiet reflection and the search for God within oneself and within others.

After a very successful first year in post, the current Head, Katharine Elwis, is leaving to take care of her father whose health has declined. Within a short period of time, Coram House has benefitted enormously from Katharine's leadership and she has brought about improvement of academic standards and extracurricular opportunities.

The position is available for September 2017.



Leadership and Governance

Coram House has its own SMT, chaired by the Head, which meets weekly. The Head attends Ackworth School SMT meetings on a weekly basis, and contributes to the forward planning of the 'whole' School. The Head of Coram House reports directly to the Head of Ackworth School and works closely alongside him in the fulfilment of duties. The role, however, carries a high degree of autonomy with it – the new Head will make all the arrangements for the smooth and effective day-to-day running of the junior school, including all pupil and staff recruitment. There is one governing body, called the School Committee and the Head of the Coram House attends twice termly meetings and reports to the Committee alongside the Head. The Head of Coram also provides a report to the Education Sub-Committee and attends the Finance sub-committee.

The Ackworth School Community

There is a tremendous sense of community at Ackworth School. The pupils are extremely happy and proud of their School; they clearly flourish in such a stimulating and exciting school environment. There is close parental support and a dedicated, cohesive and forward-looking common room. Encouraged to question and search for answers, the pupils thrive and make the most of the special atmosphere that pervades the School.

The School has an active Parents' and Staff Association which offers support in many ways. The PSA is very popular and provides an invaluable forum for galvanising parental support and offering opportunities for parents to socialise and get to know each other. Parents talk in glowing terms about the nurturing their children receive; they love the ethos that encompasses the whole School



Employment Terms and Conditions

The School Committee are offering an attractive and competitive salary to secure the best candidate. Relocation expenses and generous discounts on school fees for the Head's family are available through Coram House and the Senior School.

The Role

The Head will be appointed by the School Committee and will be responsible to the Head of Ackworth School. The post comes with the financial security of being part of an all through school with the added benefits for the Head to work closely with the Head of Ackworth School. The post, therefore, would suit either a successful Head or an outstanding candidate seeking their first Headship.

Purpose

- The Head will have the personal qualities to lead, motivate and inspire Coram House, and will be able to demonstrate natural authority, leading by example, and commanding the respect of pupils, staff and parents.
- The Head will develop Coram House so that it fulfils the academic, pastoral and social needs of pupils, and meets the expectations and requirements of parents and staff, providing an exciting education in line with the School's ethos.
- The School Committee wish to appoint a Head who will sustain Ackworth's distinctive values and ethos and who will, accept the challenge of achieving the following:
 - Increase the number of pupils in Coram House.
 - Identify new markets for recruiting day pupils.
 - Promote Coram House's ethos of pursuing excellence in all that it does yet never losing sight of pupil safety and well-being.
 - Foster warm and positive relationships between the School, parents and the local community through personal engagement and exceptional communication.
 - Promote and raise the academic performance of the School, such that every pupil is able to fulfil their potential, both in the classroom and across the School's comprehensive extra-curricular programme.
 - Promote the growth of sport in Coram House, encouraging participation in the School's major sports and developing new interests.
 - Understand and respond to the changing aspirations and needs of modern parents.
 - Help shape and deliver realistic development plans for Coram House in line with the whole School strategic vision.
 - Identify areas for change within Coram House and manage them sensitively and effectively.



Recruitment

- To implement recruitment plans to attract pupils from the independent sector and local state schools.
- To meet parents and prospective parents who visit the School and to represent Coram House and Ackworth School.
- To assess applicants, oversee and administer admissions procedures.
- To work in close collaboration with Marketing, Admissions and Communications in the development of the website, marketing activity and promotional materials.

Staffing

- Lead and manage all academic, teaching assistant and administrative staff , to include appointments, appraisals, training and development in accordance with School policies and best employment practice.
- To deploy staff effectively in the best interests of the pupils but to consult the Head about changes to staffing which have a cost different to the agreed budget.
- To advise the Head about the appointment of new staff as required and follow School recruitment procedures.
- To advise the Head about any other employment issues relating to Coram House staff.
- To agree with the Bursar any changes in staff terms and conditions.
- To lead and manage all staff who work in Coram House, including conducting staff appraisals and writing references as may be required.

Financial

- To achieve financial goals as agreed with the Head and the Bursar.
- To manage the Coram House budget in consultation with the Bursar.
- Curriculum and Teaching
- To direct the Coram House curriculum and curriculum enrichment in consultation with teaching staff from both Senior and Junior Schools and drawing on best professional practice to include:
- Setting targets for pupil attainment levels, analysing outcomes and implementing ongoing improvement.
- Review and support teaching and learning throughout the School.
- Contributing to the teaching in areas of the curriculum where appropriate qualifications are held or suitable experience gained.

Pastoral

- To ensure that the School complies with all Safeguarding legislation and School policies, taking all steps to ensure that the well-being of pupils is protected and enhanced.
- To lead the Coram House pastoral care.
- To provide pastoral care for the staff in conjunction with other staff who have a school-wide role.
- To maintain School and Coram House policies in order to ensure that pupils and staff are safe whilst in the care of the School, and that all regulatory requirements are met.
- To ensure health and safety procedures are fully implemented.
- To ensure that the School is 'inspection ready' at all times.
- To support the School's Quaker foundation, not least through Meetings for Worship and the evocation of our values.
- Ensure that pupils are appropriately prepared for the transition to Ackworth School.

Management and Governance

- To lead the Coram House Senior Leadership Team.
- To meet regularly with the Head and Bursar to discuss ongoing management and policy development.
- To attend Senior School Leadership Team meetings and on occasions to help manage school-wide initiatives.
- To present report at the School Committee meetings which meets twice per term.
- To develop a strategy and business plan for the School in conjunction with the Senior School and as directed by the Head.



Person Specification

- The successful candidate will have the professional skills, abilities and experience to manage and develop the School effectively, and will be expected:
- To have relevant leadership and management experience, preferably as a Head or a Deputy of a Preparatory School or Junior School (or a Department of a Senior School), with a proven track record of success.
- Through prior experience, be able to provide leadership in discussions with governors.
- Have an up-to-date knowledge of all matters relating to inspection and legal compliance.
- To have strong personal values and integrity of character.
- To show very significant leadership ability, possessing charisma and presence, commanding respect, showing emotional intelligence, inspiring confidence, encouraging and motivating staff and pupils. To demonstrate energy, stamina and drive.
- To demonstrate strong, clear and sensitive communication skills, and to have the ability to market the School persuasively and attractively, particularly to prospective parents and pupils.
- To tackle challenges and difficulties with determination, initiative, compassion, wise judgment and courage, and to relate with friendliness and good humour to the different members of the School community.
- To be a good honours graduate or the equivalent, with a suitable teaching qualification, a range of interests and achievements (sporting, cultural or other), appropriate educational career experience (including some experience of senior school management and staff recruitment) and the ability to lead Coram House academically.
- To display enthusiasm for, and lend support to, the whole range of extra-curricular activities, espousing the all-round educational outlook of the School.
- To manage the pastoral development of pupils and the pastoral needs of staff and to be a good listener to the concerns and problems of both.
- To be supportive of the school's Quaker ethos which is at the heart of the community.
- To be able to think strategically, to possess good planning skills, to embrace and promote change and, where necessary, to think laterally.
- To demonstrate the ability to understand the business model of the School, to control and manage budgets and to manage resources (time, people, equipment and facilities) effectively.
- To demonstrate strong managerial and leadership ability, delegating effectively, establishing priorities, chairing meetings with an appropriate balance of confidence and listening to others, and showing fairness and consistency to staff and pupils.
- To understand the merits and benefits of working in an 'all-through' school.
- To display energy and imagination, have a vision for what the School should achieve in the future, with the courage to innovate and an unwavering commitment to the continued development of the School.



