



Farringtons SCHOOL

CANDIDATE INFORMATION PACK FOR THE POST OF RESIDENTIAL ASSISTANT HEAD (Pastoral and Boarding)

Maternity Cover – required to start April 2018

Closing Date for applications: 5.00pm Friday 2nd March 2018

Interviews to be held week commencing 12th March 2018



Welcome to Farringtons School



As one of Kent's leading independent co-educational day and boarding schools, Farringtons takes great pride in its high standards of academic teaching. Our school motto is "Posside Sapientiam" and we encourage all our students to "Grow in Wisdom" intellectually, socially and emotionally.

Our school provides education for boys and girls from age three to eighteen and an integrated community of pupils, parents and teachers that results in a close, secure and happy learning environment.

The wide variety of academic, extra-curricular pursuits and leadership opportunities that we offer, as well as the excellent pastoral care and supportive Christian values of our school, produces young people who have integrity, enquiring minds and a generosity of spirit.

Our desire is that Farringtons School will enable each child to develop and shine.

A handwritten signature in cursive script, reading "Dorothy A. Nancekivill".

Mrs Dorothy Nancekivill

Head

Assistant Head (Pastoral and Boarding) – Information for Applicant

February 2018

Dear Applicant

Thank you for your interest in working at Farringtons School. The post we have advertised is for **Assistant Head (Pastoral and Boarding)**. This post is for a Maternity Cover starting Easter 2018 for up to a year (next Easter 2019). We have a small boarding community, comprising of three boarding houses, our boarding students are 11 – 18 years of age.

We are looking for a committed and experienced leader with the vision and energy to raise the profile of our Boarding Community. You will be responsible for overseeing the pastoral care of the whole School and academic progress of the boarding students, and you will also be a member of our senior Management team. There is a vibrant spirit of teamwork and co-operation within the school, and we are looking for a “can do” person who works both collaboratively and positively.

In your supporting statement please include the following points:

1. Your experience to date
2. How you meet the requirements in the job description
3. What you can offer Farringtons School

Farringtons School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure & Barring Service.

If you would like any further information please do not hesitate to contact me. You may like to look at our website www.farringtons.org.uk as a further source of information. Completed applications should be returned by e-mail to recruitment@farringtons.kent.sch.uk, by Friday 2nd March 2018.

Visits to the School are warmly welcomed.

I look forward to receiving your application.

Yours sincerely



Mrs Dorothy A Nancekieveill
Head

Job Description – Assistant Head (Pastoral and Boarding)

The Assistant Head (Pastoral with Boarding Responsibility) will be compassionate and caring; an able communicator with a positive encouraging and collaborative style and a member of both the Senior Leadership Team (SLT) and Senior Management Team (SMT).

The SMT currently comprises, The Head, Deputy Head, Bursar, Head of Juniors, Assistant Head (Teaching & Learning) and Assistant Head (Boarding and Pastoral).

This post would suit either a senior, highly experienced teacher looking to serve the school for part of his/her career or someone who would value this experience aiming to progress to a more senior position. He/she should be an excellent classroom teacher, passionate about their subject, with a proven track record and who has an empathy with and likes children.

The successful candidate will be an active presence about the Senior School, be approachable and friendly, be decisive but caring and understanding in resolving issues, have vision combined with a close eye for detail. This will be a hugely rewarding challenge for the right person. **You will be expected to live on site.**

All Farringtons School staff are expected to uphold the Christian ethos of the School.

SMT Collective Responsibilities:

- Strong day to day management of the school, promoting the school rules and high standards of discipline;
- To manage for quality in meeting students' needs, which includes pastoral care and good relations with staff;
- Promote and support the quality of teaching and learning;
- Strategic management of the Senior School, which includes involvement in the creation and implementation of the whole school development plan;
- Contribute to School Policies;
- Manage by example, in actively supporting all school activities and events;
- Contribute to marketing, public relations and liaison with parents;
- Conduct staff appraisals;
- Manage change for organisational improvement;
- Foster good relationships between all staff (teaching and support);
- Mentor and induct new members of staff.

Job Description – Assistant Head (Pastoral and Boarding) cont.

Specific Responsibilities for this Post:

Pastoral & Extra-curricular

- Designated Safeguarding Lead (DSL) for the whole school and maintain the 'Child Protection, Referrals to Social services and Pupil Welfare Registers'.
- Maintain high standards of behaviour and appearance across all sections of the Senior School, specifically in pupil discipline and uniform issues maintaining the 'Behaviour Incidents Register'.
- Line manage the Pastoral Leaders of the Lower, Middle and Upper School in providing leadership and support to Form Tutors throughout the Senior School and maintain MyConcern.
- Ensure that pupils with Pastoral concerns are monitored using the 'Pastoral support programmes' (PSP).
- Line manage the Counsellor and Medical Centre and maintain the 'Vulnerable Pupil List'.
- Ensure the school is compliant with British Values and the Prevent Strategy.
- Line manage the Heads of Houses in promoting the School's House system, ensuring challenge, consistency and balance of activities and events.
- Working with the Heads PA to maintain the 'Complaints Register'.
- Oversee and update school policies.
- Run INSET days on staff training with specific reference to pastoral issues.
- Build excellent relationships with parents, addressing proactively any individual issues that might arise.
- Oversee the planning and delivery of the Senior School Wellbeing (PSHE) programme.
- Oversee the Calendar committee with Head of Senior School Operations and Trips and report back to SMT.
- Schedule and coordinate all major co-curricular activities during the school year, promoting staff involvement in all aspects of the co-curricular life of the school, supporting and advising staff organising these events.
- Lead and promote the School's House system, ensuring challenge, consistency and balance of activities and events.
- Be a regular presence at co-curricular activities including evenings and weekends as required
- Organise supervised prep rota with staff and senior staff cover for detention rota.
- Oversee the tracking and recording of student involvement in co-curricular activities to ensure that students take advantage of the opportunities available and achieve balance in their school career.
- Be the Senior School's School Education Visits Coordinator and take responsibility for updating the policy annually and brief staff on any relevant changes. Check appropriate administration has been completed by the trip leader.
- Manage links with the community, representing the school at necessary planning meetings. Work closely with colleagues organising other local and international links and partnerships.
- Lead and organise programme of School Assemblies and contribute to these and Chapel Worship as appropriate.

Boarding

- Ensure that the School is Compliant with the National Minimum Standards for Boarding.
- Maintain and update school policies with relation to boarding.
- Responsible for the annual review and update of the following Handbooks: Boarders' Handbook, Parents' and Guardians' Handbook, Boarding Staff Handbook and the NMBS Self Evaluation and Evidence File.

Job Description – Assistant Head (Pastoral and Boarding) cont.

- Work closely with the Boarding Team, providing leadership and support, and management of staff rotas.
- Meet with them regularly to discuss boarding matters and ensure consistency between Houses, particularly in relation to Boarding Regulations and welfare issues.
- Market the school at boarding fairs both within the UK and overseas.
- Liaise directly with the Boarding Registrar and Guardians in promoting boarding at Farringtons school.
- Champion the Boarding Houses within the school.
- Ensure a visible and active presence in the boarding community and houses in order to develop a relationship with all boarders.
- Organise and participate in the programme of activities, trips, social events and Activities Weekends which play a key role in ensuring the very special boarding experience.
- To be on call on weekdays and during the weekend (in accordance with the weekend on call rota).
- Oversee and liaise with the boarding staff regarding the co-curricular participation of boarding students within weekday and weekends.
- Liaise with the Maintenance Team to carry out risk assessments in order to ensure that all matters related to the safety, welfare and security of boarders are fully met.
- Liaise with the Bursar in maintaining and adding to the fabric of the houses and in matters relating to the Maintenance Staff.
- Ensure that boarders' views are secured on a regular basis through questionnaires and Boarders' Council Meetings.
- To investigate complaints and concerns from students and report findings of all investigations to appropriate staff and record the outcome accurately and comprehensively.
- Line manage and be responsible for the appointment of all boarding staff.

Leadership and Management of Others

- Lead by example and provide inspiration, motivation and support for pupils, staff, parents and governors.
- Assist with the recruitment of staff including staff development, accountability and training.
- Be responsible for mentoring NQTs and trainee teachers.
- Assist in the development of the school's extra-curricular programme.
- Guide and support Heads of Department in their administration and leadership.
- Advocate a holistic approach to education.

Communication – Internal, External and Marketing

- Assist in developing structures to ensure that parents are kept informed in all areas of school life.
- Work with the Head and SMT to promote and establish external links with parents, schools, institutions, wider communities locally, nationally and internationally.
- Work with Head and SMT to ensure that the school has a culture of joined up thinking.

Teaching

- Have a teaching commitment of approximately 10 lessons.

Job Description – Assistant Head (Boarding and Pastoral) cont.

Generic Responsibilities for All Farringtons Staff

- To actively promote the aims and ethos of Farringtons
- To work within the Farringtons framework with regard to Health and Safety
- To be committed to child safety and undergo child protection screening (DBS check) and training
- To follow the ethos of re-cycling in line with school policy
- To promote equal opportunities at Farringtons
- To support Farringtons commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably be requested by the Headmistress or members of SLT.

Safeguarding

- To promote and maintain the standards of the school's commitment to safeguarding children
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Although there is no direct responsibility for children, this role will involve daily contact with pupils.
- All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service.

Prevent Duty

- To promote and maintain the standards of the school's commitment to ensure all staff understand the risks of radicalisation within our School and how this risk may change from time to time.
- To ensure that staff are aware of the Prevent Strategy and are able to protect children and young people who are vulnerable or may be at risk of being radicalised.
- The School is committed to placing a strong emphasis on the common values that all communities share such as self-respect, understanding, tolerance and the sanctity of life. Pupils are taught to respect and value diversity as well as understanding how to make safe, well-considered decisions.

Health and Safety

- All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Job Description – Assistant Head (Boarding and Pastoral) cont.

Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Code of Conduct

- All Employees are expected to demonstrate consistently high standards of personal and professional conduct.
- All Employees must maintain high standards of the aims and ethos of the School both within and outside school, by:
 - treating pupils, staff and parents with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the employee's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - All Employees must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

February 2018

Person Specification – Assistant Head (Boarding and Pastoral)

The Assistant Head, should be meticulous in organisation, enjoy all aspects of school life, and have a proven track record of whole school responsibilities. He/She will be expected to demonstrate the following qualities in undertaking the role:

Personal Qualities:

- Knowledgeable and approachable with the ability to relate to pupils, staff, parents and the wider community.
- Be a strong team leader and build on management and staffing structures of our school.
- Have a warm, open and approachable style.
- To be sympathetic to the Christian ethos of the school.

Leadership:

- To command the respect and confidence of governors, parents, pupils and staff.
- To strive for the highest standards in undertaking the role.
- To be able to remain calm and assured in a crisis.
- To be a role model within the School community.
- To have the capacity to act as an outstanding ambassador for the school

Relationships and Communication:

- To possess excellent interpersonal skills.
- To be able to lead and motivate staff.
- To have enthusiasm to see all pupils achieve their maximum potential.
- To contribute to the positive and collaborative culture throughout the School.
- To demonstrate a warm, friendly and encouraging manner to all members of the school community.
- To demonstrate a wealth of patience as well as a good sense of humour in dealing with people.
- To be articulate in all forms of written communication and be inspirational and at ease when speaking in public to a variety of stakeholders.

Organisation and Work:

- To demonstrate significant initiative and drive, as well as the ability to work quickly and accurately.
- To demonstrate excellent organisational, proof-reading and ICT skills.
- To accept the challenge of creative problem solving and dealing successfully with several issues at the same time.



The story of Farringtons School began in 1908 when a group of Methodists decided to open a new girls' boarding school, effectively a 'sister school' to The Leys School in Cambridge. After looking at several sites, they settled on buying the land which Farringtons now occupies in Chislehurst, Kent. The land that the school sits on was occupied by a small mansion dating back to the 17th century. The mansion had been home to several families, including three generations of the Farrington family who lived there during the latter part of the 18th century into the early 19th century. It is from this connection that the school took its name Farringtons.

Farringtons School opened in 1911. By the early 1920s the accommodation at Farringtons was insufficient for its needs and further building work was required. In June 1925, the School was greatly honoured when Queen Mary visited to open these new buildings. She graciously gave permission for the new central area (linking the original School House to the new West House) to be named Queen's Court in her honour. In 1934, the beautiful Chapel was built and in 1936 Queen Mary made a further visit to Farringtons, this time a private one, to inspect the Chapel.

In 1994, Farringtons merged with Stratford House – a local girls' school that had opened in Bickley in 1912. Stratford House had a similar ethos to Farringtons and similar traditions. The newly merged School was sited at the Farringtons campus because more space was available for future development and a new Art & Technology Block was built and named Stratford House. In 2010, the school accepted boys into Year 7 for the first time; it is now fully co-educational, a process which has been incredibly successful and places are much in demand from both boys and girls alike.

The School continues to grow and flourish, and 2016 saw the opening of a new two-storey teaching block which provides enhanced teaching accommodation and facilities for both Science and Mathematics. The School community is proud of its beautiful 25-acre parkland setting, bordering a nature reserve on the outskirts of Chislehurst in Kent. The School's proximity to London creates a diverse environment allowing for a variety of views, opinions and styles. Farringtons is a wide ability school, and all of our students have the potential to learn and achieve high standards; both academically and non-academically. Our students are bright and enthusiastic about learning and being a part of the Farringtons community. We offer a range of courses including GCSE, A Level and BTEC allowing students to access the higher education courses, apprenticeships and careers of their choice. At Farringtons, we are successful at helping pupils to recognise their potential across the curriculum, and supporting them to achieve their very best.



The school motto, ***Posside Sapientiam***, (Growing in Wisdom) influences much of what we do. Underpinned by Christian values, Farringtons School aspires to be a place of trust and respect where teachers take an active interest in the intellectual, physical, moral and spiritual development of every student. We know co-education to be the right platform for developing the interpersonal skills necessary to succeed in the modern world. The importance we place on nurturing individuality and the manageable size of Farringtons ensures that pupils do not get lost, but rather thrive in their own way – they are encouraged to ‘Develop and Shine’. Our core mission is to inspire, assist and challenge young people to achieve their potential. This is our shared mission and every employee and parent play an important role in achieving this. In order to make our vision reality, we:

- Promote the holistic development of each individual and provide the best education for every child within a supportive Christian environment.
- Inspire each student to achieve success through excellent teaching, outstanding pastoral care and support and increase their desire for lifelong learning.
- Create a community that promotes Christian values, giving students of all faiths or none, the opportunity to worship in a Methodist tradition, enhancing their capacity to be considerate of others.
- Provide a safe and fit for purpose environment that encourages children to achieve their best.
- Create an environment that prepares students for their life after school, giving them real confidence and humanity and ensures that they always feel part of the Farringtons family.

Early Years: Pre-reception & Reception Classes



The Foundation Stage is the first part of the National Curriculum, focusing on children aged between three and five. The philosophy underpinning the Foundation Stage curriculum is that learning should be structured with an emphasis on fun, relevant and motivating activities.

Farringtons' purpose-built Pre-Reception building is light, secure and spacious and opens directly onto its own outside play area. Here, the children have access to many outdoor activities, including sit and ride vehicles, sand and water play and other equipment to develop their gross and fine motor skills. The children learn through exciting hands-on activities both inside and out and are supported by our highly qualified staff. The emphasis is on learning through play, and therefore much of the curriculum is delivered through practical activities. The children enjoy painting and creative artwork, music and dance, as well as going on exploratory walks. The love of books and language is also an important aspect of their learning, as is an understanding of number.

The transition into Reception is seamless, as the classrooms are adjacent to the Pre-Reception building and staff and children come together for regular playtime and other activities. The children will attend school for a full five days and as such, they join in with many of the daily school routines, including assemblies, and Chapel. Although learning is still planned through play and practical activities, there is greater emphasis on literacy and mathematical development. The children are also encouraged to become more independent, and to develop caring attitudes towards their peers.

At Farringtons, we appreciate the importance of childhood and how the learning and development in the early stages of a child's education are critical for establishing positive attitudes and a joy for learning, which will continue throughout their school life.



The Junior School at Farringtons educates boys and girls aged 5 to 11 years old, and as we are a 'through school', learning continues into the Senior School up to the age of 18. We pride ourselves on having an integrated community of pupils, parents and teachers who help to create a close, secure and happy learning environment. Our teaching, which draws from and goes beyond the requirement of the National Curriculum, is a successful mix of both traditional and progressive approaches to education.

As pupils move through the years at the Junior School, they benefit from an increased emphasis on specialist teaching delivered by practitioners who share their enthusiasm and depth of knowledge for their subject. Children are also given opportunities to build their confidence and self-esteem by participating in a stimulating range of creative, musical and sporting activities. We encourage all pupils to discuss and discover in order to develop enquiring minds, self-assurance and positive work habits, ready for the next stage as they progress to the Senior School or other schools for secondary education.



Farringtons has a long commitment to excellence and opportunity in education. The curriculum in the Senior School reflects this, providing a wide range of modern and traditional subjects from which to make final examination choices.

Small class sizes, dedicated staff and supportive teaching ensure that we are able to nurture individual needs. Pupils in the Senior School range in age from 11 – 19 years old. During the first three years, the emphasis is placed on sound preparation in basic academic skills and, during Year 9, thorough advice on appropriate GCSE options.

In Years 7 – 9, the curriculum comprises of English, Mathematics, Science, Religious Studies, Physical Education and one compulsory Modern Foreign Language; currently Spanish. In addition, pupils choose a second Modern Foreign Language, either French or German. They will also study the subjects that they may choose to continue to GCSE; these include, Art, Ceramics, Drama, Food & Nutrition, History, Geography, Graphic Design, Information Technology, Music, Resistant Materials and Textiles.

From Year 9, pupils are supported in making their GCSE option choices as part of our careers programme. Careful planning ensures that each pupil follows a balanced timetable of lessons, giving the right foundation for his or her future A Level, Higher Education or career choices. New subjects are introduced into the curriculum at various stages. In addition to GCSE, we offer BTEC Sports and Business Studies courses.

Throughout the School, pupils from overseas receive additional English tuition, leading to internationally recognised qualifications.

Form Tutors and visiting speakers provide a structured Personal, Social and Health Education course. PSHE introduces and discusses key moral, ethical and social issues at appropriate times in the pupils' lives. It aims to foster a greater understanding of today's society and to assist them in taking responsibilities for their own and their fellows' well-being.



Our Sixth Form programme ensures that students acquire the academic qualifications and develop the personal qualities they need to meet the challenges of Higher Education and the world of work.

Small class sizes enable our experienced teachers to nurture the talent of every Sixth Form student as an individual. This, in turn, ensures that our students have the best possible guidance during the university application process.

Farringtons offers a wide choice of AS and A2 levels, some BTEC and EPQ, timetabled so that university or career choices are not restricted to inflexible subject options. Increasingly, universities want to know about students' interests and activities as well as their academic achievements. Outstanding higher education support is given to every student.

We encourage our Sixth Formers to broaden their horizons and develop leadership skills through the Duke of Edinburgh Award Scheme, Business Enterprise Programme, public speaking, excel programme, the School House system and many other opportunities. Sixth Formers have their own study areas and common rooms where they can engage in private study, relax, socialise and make drinks and snacks.



Everyone who visits Farringtons comments on the warmth of the welcome that they receive and especially the friendly, family atmosphere of our boarding houses. Boarding provides a safe, stable environment for pupils but it also offers them a huge range of new opportunities and experiences. Our caring house staff help new boarders settle in quickly and become part of the School's extended family.

Boarding is offered on a full, weekly or occasional basis, reflecting the needs of the modern family. Our comfortable, well-equipped boarding accommodation consists of homely, spacious bed/study rooms, with network and Internet access, all set amongst our beautiful grounds.

Where possible, members of the Upper Sixth each have their own room. All boarders are encouraged to personalise their rooms to make them feel more like a 'home from home'.

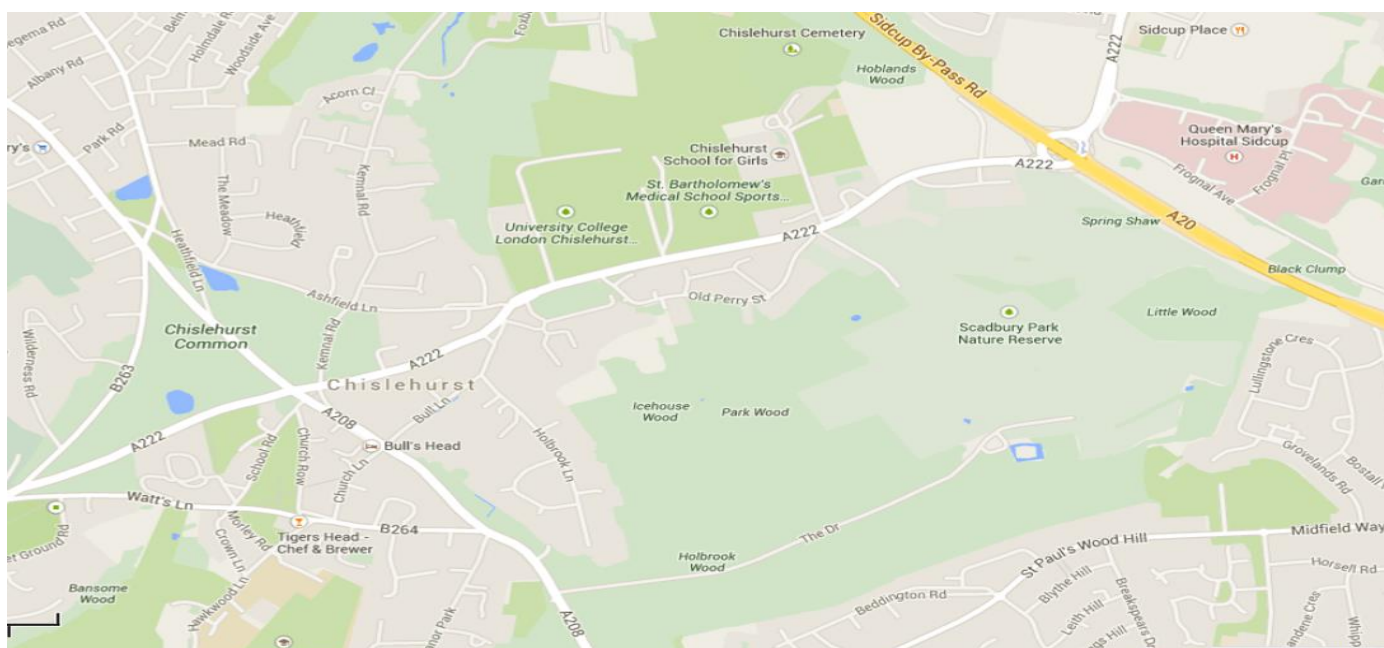
Weekends provide boarders with a valuable change of pace and there are plenty of activities on offer. A lively programme of cultural and leisure trips ensure that there is never a dull moment. The school's proximity to the M25, M2, and M20 motorway networks and to central London make it highly convenient for boarders coming from almost anywhere in the UK or abroad.





Farringtons is set in 25 acres of beautiful grounds and is fortunate enough to have an extensive range of buildings and facilities including:

Chapel	Library
Junior Gym	School Hall
Swimming Pool	Two ICT Suites
Junior Netball Court	Tennis/Netball Courts
Photography Dark room	Three Boarding Houses
Infant Block with Fenced Playground	Purpose Built Pre-Reception Classrooms
Key Stage 2 Teaching Rooms	Modernised Science Laboratories
Refurbished and modernised Dining Room	Large Sports Hall with Dance, Studio and Fitness Room
Technology Department housing Art Studio, Resistant Material Workshop, Ceramics Workshop, Food and Nutrition and Textiles Classrooms	



BY ROAD

Approaching from the M25

- Leave the motorway at Junction 3 and take the exit marked A20 London/Lewisham
- Continue until you reach the turn off for the A222 - signposted Sidcup/Chislehurst/Bromley
- Take the first exit at the roundabout, which is Perry Street
- **Continue past the BP Garage and Old Perry Street until you see the School sign. The entrance to the school is on the left-hand side. Once you are in the grounds bear left towards East House Reception.

Approaching from Bromley/Petts Wood (A222)

- From Bromley take the A222. You will come to a junction with traffic lights at Chislehurst with a War Memorial on the left-hand side
- Go straight ahead at the lights and continue until you see the Farringtons School sign
- You will not be able to turn right here as there are bollards in the centre of the road
- Continue and take the next turn on the right (Old Perry Street)
- Take the first entrance on the right which takes you into the school car park
- If approaching from Petts Wood, turn right at the traffic lights with the War Memorial, or turn left if approaching from Chislehurst

Approaching from the M20

- Stay on the M20 until it becomes the A20 London bound
- Continue as directed from M25 **

Approaching from London A20

- Take the turn off marked Sidcup/Bromley/Chislehurst which leads to a large roundabout
- Take the third exit marked Bromley A222
- Continue as directed from M25

BY BUS

- Buses 160, 638, 269, 625, 661, 162, 161, 61 and 273 all stop within five mins walking distance of the school.

BY TRAIN

- Trains run from Charing Cross, Waterloo East or London Bridge to Chislehurst Station (approximately every 20/30 minutes).
- For details of precise train times, please telephone Train Enquiries on 08457 48 49 50.

BY AIR

- Gatwick airport is approximately 45 minutes away and can be reached easily from the M23/M25.
- Heathrow Airport is approximately 1 hour 30 minutes away and can be reached from the M4/M25.

Key facts

Type of school:	Co-educational boarding 11–19 and day students 3–19
Age range:	3–19
Number of pupils:	700
Number of boarders:	70
Religious tradition:	Methodist
ISC association:	Society of Heads
Affiliation:	BSA



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