

WELCOME TO

Slindon College



Head Teacher Recruitment Pack

Closing Date: Monday 5th March 2018

Interviews: Thursday 22nd March and Friday 23rd March 2018

Start: 1 January 2019 (Spring Term)



Slindon College, Slindon, West Sussex, BN18 0RH

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Slindon College



“The academic curriculum is excellent and particularly well suited to the needs of the pupils, placing a strong emphasis on literacy and numeracy while offering a wide range of creative and practical subjects.”

Independent Schools Inspectorate 2015

Email: hr@slindoncollege.co.uk
Website: www.slindoncollege.co.uk
Tel No: 01243 814320
Address: Slindon College, Top Road,
Arundel, West Sussex, BN18 0RH

Head Teacher: David Quick

Dear Prospective Candidate

Thank you for your interest in the position of Head Teacher at Slindon College. The vacancy stems from the resignation of the current Head Teacher, David Quick, who has been head hunted to open a similar school in the Gulf.

Slindon College is an independent day and boarding school providing specialist learning support for boys aged between 8 and 18. It is an educational charity governed by its trustees. It caters for pupils with a variety of special educational needs and / or disabilities (SEND), those who are vulnerable and those who hitherto have had a negative school experience.

The college's aim is to provide a learning environment for each boy that is personalised, inclusive, safe, enjoyable and challenging so that, with appropriate support and guidance, boys may develop their various talents and reach their full potential, equipped with suitable skills for life. This aim is encapsulated in the college motto: Believe, Inspire, Succeed.

We provide a wide ranging and varied curriculum, supported by a vast array of extra-curricular activities, to enable each pupil to gain skills, knowledge and confidence that will take them forward to successful careers and happy lives. We want children to enjoy their education at Slindon College so that they engage with learning. We believe that with the right interventions and support all young people can overcome any barriers to learning and fulfil their potential.

Our successes speak for themselves; they are achieved by determined and motivated pupils who are supported by dedicated members of staff who have the pupils' interests and happiness at the centre of all they do.

Our website gives you a chance to see some aspects of life in this busy boarding and day school and to read about what happens here.

I hope that having read the applicant pack and having looked at the website you will feel inspired by what we set out to achieve. I would encourage you to come and visit the college. You will be made very welcome.

Good luck with your application.

Yours sincerely

Michael Withers
Chair of Governors

The Selection Process

- The vacancy is for a Head Teacher to start from January 2019, or earlier if possible.
- The salary will be within the Leadership scale L24 - L30.
- Your application form should be completed with reference to the Job Description and Person Specification. Our decision will be based upon your application form and any additional information attached to it. CVs are not required.
- The selection process will include a range of interviews and meetings and will take into account the qualifications and skills of each applicant and their relevant experience.

Key Dates

- Visits to the college: We encourage you to visit our college.
- To arrange a visit please contact Mrs Sharon Pierce on 01243 814320.
- Closing date for applications: 12 noon on Monday 5th March 2018. Any applications received after this time will not be accepted.
- Interviews and Selection: Thursday 22nd and Friday 23rd March 2018. Shortlisted candidates must be able to attend on both days. Further details of the interview process and arrangements will be provided to those shortlisted.

Applications

Please return your completed application to Mrs Sharon Pierce at Slindon College, Top Road, Slindon, Arundel, West Sussex, BN18 0RH or Email: hr@slindoncollege.co.uk

Safeguarding

The governing body at Slindon College ensures that arrangements are made to safeguard and promote the welfare of all pupils at the college and such arrangements have regard to any guidance issued by the Secretary of State. The post-holder must uphold this commitment at all times. This post is subject to an enhanced DBS check and satisfactory references.

Equal Opportunities

The Governing Body is committed to a proactive approach to equality, promoting an inclusive culture and valuing diversity. Selection decisions will be made on personal merit and an objective assessment against the job description and person specification. We value the strength that comes with difference and the positive contribution that diversity brings to our college and the wider community.

Our College

At Slindon College we believe that anything is possible. Our aim is to help every individual find the way that will work best for him. To achieve this, we provide a wide ranging and varied curriculum, supported by a vast array of extra-curricular activities, to enable each pupil to gain skills, knowledge and confidence that will take them forward to successful careers and happy lives. We want children to enjoy their education at Slindon College, so that they engage with learning. We believe that with the right interventions and support all young people can overcome barriers to learning and fulfil their potential.

Our successes speak for themselves; they are achieved by determined and motivated pupils who are supported by dedicated members of staff who have the pupils' interests and happiness at the centre of all they do.

Slindon College is an inclusive specialist college for pupils with a variety of learning difficulties for vulnerable pupils and those who may have had a negative experience.

Our lifelong commitment is to help all our pupils develop their various talents and reach their full potential by ensuring that they have access to high quality teaching.

We seek to provide all our pupils with a stimulating, broad and balanced educational experience within a caring and supportive environment, tailored to the needs of each individual child.

The Government have now published their league tables for schools and colleges in England. In the table which looks at progress made at A level or equivalent for the 16 to 18 bracket, Slindon College in 2016 was ranked first with a progress score of 1.63 and in 2017 fourth with a progress score of 1.22. In both cases the progress was deemed to be "well above average" and the College was rated as the top school, in both years, across West Sussex.

Slindon College has recently re-established a successful primary school with newly built classrooms. Of note is the continuing success of the Sixth Form, established five years ago to enable Slindon pupils to continue their education with boys gaining places in university, college and employment.

Our boys have had particular success in art and photography and we have a thriving motor mechanics department in the college. We also encourage the boys' interest in horticulture.

Our Aims

At Slindon College our aim is to provide a positive learning environment that is personalised, inclusive, safe, enjoyable and challenging with appropriate support and guidance to enable our pupils to develop skills for life.

Our Facilities and Activities

Our college has a wide range of facilities including a heated outdoor swimming pool, playing fields and a small farm. In January 2015, we welcomed two rather special “new boys” to the school – the Alpaca brothers! Cuthbert and Rupert are well established in their own paddock next to their new and very inquisitive neighbours, Norman and Loopy, our loveable donkeys. We also have a couple of pigs who like to play football and some chickens.



We are particularly proud of our Green Power electric cars with which we have been very successful, racing at Goodwood, Rockingham and elsewhere. These cars are built and maintained by the boys.



Location

Our college is based in Slindon in West Sussex. Nestling in the foothills of the South Downs, Slindon is charming and unspoilt, its brick and flint houses surrounded by beech woods, farms and open downland. Much of the landscape and many of the houses, including the Slindon College site, are in the care of the National Trust – helping to maintain a balance between tradition and practicality for visitors and residents alike. The population of Slindon is about 600, divided between homes both north and south of the A29. The village is 5 miles west of Arundel and 7 miles east of Chichester, the county town of West Sussex.

The birthplace of cricket, Slindon is famed for its ancient beech woods and profusion of bluebells in spring.

Founded in 1946 as Lindfield School, Slindon College moved to its present site in 1956 and adopted its current name in 1972. The main college building dates from the 16th century and is set in a parkland and beech wood site, once home to medieval Archbishops of Canterbury. Boarders are housed on the upper floors of the main building.

Our pupils travel to the college from all over West Sussex.



Job Description – Head Teacher, Slindon College

Reporting to: The Chair of Governors

Slindon College aims to provide a positive learning environment that is personalised, inclusive, safe, enjoyable and challenging with appropriate support and guidance to enable our students to develop skills for life.

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an on-going basis.

The following list is not intended to be exhaustive. The Head Teacher is expected to exercise good judgement and provide the professional leadership, strategic direction and management required to ensure the long-term success of Slindon College and the best interests of its pupils.

Strategic direction and development

- With Governors, work in close collaboration with all key stakeholders to develop and communicate a clear, effective strategic vision.
- Motivate and empower others to carry the vision and values of Slindon College forward and manage change.
- Promote and market Slindon College to attract, recruit and retain pupils and high quality staff.
- Ensure compliance with all relevant legislation, statutory and non-statutory guidance and Slindon College policies, including but not limited to safeguarding, child protection, diversity, inclusion and equality.

Leadership and Management

In conjunction with the Bursar and Governors:

- Ensure sound financial management of the College

In conjunction with the Senior Leadership Team:

- Manage the day-to-day running of the school.
- Lead and manage teaching and learning throughout the college, ensuring that all pupils have access to an appropriately broad and balanced curriculum.
- Lead and manage the pastoral care and discipline of the pupils
- Lead and manage the provision for those pupils who board at Slindon on a term-time or flexi basis.
- Lead the organisation and deployment of all resources, both human and physical throughout the college.
- Ensure that all school policies are reviewed regularly.

Teaching and Learning

- Ensure that the curriculum appropriately matches the diverse and individual needs of all pupils - where appropriate ensure that pupils receive support for learning in accordance with their individual Education, Health and Care plans.
- Ensure effective assessment, recording and reporting systems of student progress to support improvements.

Leading and Managing Staff

- Deploy effective staff management, lead by example and motivate others and generate effective working relationships at all levels.
- Promote, monitor and evaluate the continuing professional development of staff, including the induction of newly qualified teachers.

Monitoring and Evaluation

Monitor and evaluate

- the performance of the school and respond and report to the governing body as required.
- the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Head Teacher should ensure that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.
- The College has due regard for the safety and well-being of pupils and staff.
- The College effectively promotes equality of opportunity for pupils, staff and parents/carers.

Parents and the Wider Community

- Further develop the effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Ensure effective and positive Local Authority and Multi-agency liaison at all levels.
- Develop and maintain effective links with business and industry, to extend the curriculum and enhance teaching and learning.

Resource Management

In conjunction with the Bursar:

- oversee the production of an annual school budget for Governing Board approval, setting appropriate priorities for expenditure and allocating funds accordingly.
- ensure effective security, supervision and maintenance of the school buildings and grounds.
- manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- manage and organise the school accommodation efficiently in order to meet the health and safety and welfare needs of all members of the College community.

Accountability

- Report to the Board of Governors on all matters related to the Leadership and Management of the College.
- Advise and assist the Governing Body in the exercise of its functions.
- Ensure that parents/carers and pupils are well informed about curriculum, achievement and progress and are able to understand targets for improvement.
- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- Be compliant with duties of confidentiality Data Protection principles, Slindon College policies and procedures and requirements for safeguarding pupils.
- Ensure concerns regarding breach of duty, whistle blowing or any other unethical or unlawful practice by any person are brought to the Governing Body's attention without delay.

Additional Duties

- Attend all Board meetings of the Board of Governors and relevant committees and such other meetings as the Governors may request.
- Carry out any such duties as may be reasonably required by the Governing Body.

February 2018: This job description is subject to annual review.

Person Specification – Head Teacher, Slindon College

Method of Candidate Assessment A – Application Form I = Interview R = Reference

Weighting Code

E = Essential

D = Desirable

Generic	E/D	A/I/R
<ul style="list-style-type: none"> • An inspirational leader with a personal commitment to the highest level of achievement for all students regardless of ability 	E	I, R
<ul style="list-style-type: none"> • A leader who has an understanding of and sympathy with the unique characteristics of Slindon College 	E	I
Qualifications		
<ul style="list-style-type: none"> • Qualified teacher status 	D	A
<ul style="list-style-type: none"> • Degree or equivalent qualification 	E	A
<ul style="list-style-type: none"> • Special Educational Needs qualification 	D	A
Experience		
<ul style="list-style-type: none"> • Current successful experience in a senior school setting or related field at senior level 	E	A
<ul style="list-style-type: none"> • Successful experience in managing change and innovation 	D	A, I
<ul style="list-style-type: none"> • Successful experience in financial, resource and marketing management. 	D	A, I, R
<ul style="list-style-type: none"> • Successful experience in managing in a special school setting 	D	A, I, R
<ul style="list-style-type: none"> • Proven skills in the dissemination of good practice and innovation within current organisation 	E	A, I
<ul style="list-style-type: none"> • Successful involvement in the use of data, performance management and quality assurance in the raising of institutional performance. 	D	A, I, R
Leadership and Management		
<ul style="list-style-type: none"> • Ability to articulate an appropriate vision of excellence for the future of Slindon College and secure the commitment of all stakeholders to that vision. 	E	I
<ul style="list-style-type: none"> • Ability to model the vision and to inspire and challenge others in the construction of the vision 	E	I
<ul style="list-style-type: none"> • Ability to plan strategically to secure this vision 	E	I
<ul style="list-style-type: none"> • Ability to inspire confidence in the capacity of the school to innovate to raise standards even further 	E	I

<ul style="list-style-type: none"> • Ability to build successful partnerships with parents, and the local community 	E	A, I
Knowledge and Understanding		
<ul style="list-style-type: none"> • Up to date knowledge of the national and global trends in education, and, in particular for children with dyslexia, autism and associated learning difficulties 	D	A, I
<ul style="list-style-type: none"> • Knowledge of the SEND Code of Practice 	D	A, I
<ul style="list-style-type: none"> • Understanding of the role of marketing in ensuring a secure future for the school 	E	A, I
<ul style="list-style-type: none"> • Understanding of the political and social context in which the school operates 	E	A, I
<ul style="list-style-type: none"> • Understanding of new technologies and their potential to enhance learning 	E	A, I
<ul style="list-style-type: none"> • A knowledge of how to deploy human and financial resources to secure value for money and the best possible outcomes for learners 	E	A, I, R
<ul style="list-style-type: none"> • Knowledge of the statutory requirements relating to the safeguarding of children in a boarding school context 	E	A, I
Skills and attributes		
<ul style="list-style-type: none"> • Motivates and commands the confidence of all stakeholders 	E	I, R
<ul style="list-style-type: none"> • High level conceptual thinking and the ability to analyse complex situations and find solutions 	E	I
<ul style="list-style-type: none"> • Excellent interpersonal skills and emotional intelligence 	E	I, R
<ul style="list-style-type: none"> • Excellent listening skills and excellent communication skills to a wide range of audiences both orally and in writing 	E	I, R
<ul style="list-style-type: none"> • The ability to plan and manage time effectively 	E	A, I, R
<ul style="list-style-type: none"> • Emotional resilience and the ability to work under pressure 	E	I, R
<ul style="list-style-type: none"> • Caring and compassionate, ensuring well-being of pupils and colleagues 	E	I, R
<ul style="list-style-type: none"> • Strong values of integrity and professionalism 	E	I, R
<ul style="list-style-type: none"> • High standards of professional and personal behaviour 	E	I, R

Letter from the Head Teacher

February 2018

Dear Colleague,

In the first instance, may I thank you for showing interest in becoming the next Head Teacher of Slindon College. At the end of the Easter term I will have completed my fourth rewarding year at Slindon and it is with some trepidation that I will leave our wonderful community this coming April to take up a post of founding Head of a school in the United Arab Emirates.

Before committing to completing an application I would urge you to visit our school to undertake a tour of the site and to talk to me about the school's history and vision for the future. I am convinced that upon arrival you will receive our customary welcome and that you will be captivated by both our distinctive ethos and learning culture. Please contact Mrs Sharon Pierce to arrange your visit.

In recent times, the school has performed well in external examinations, without losing its sense of identity and maintaining its commitment to the education of the whole child. Our pupils are impressive, known for their resilience, good nature and strong desire to involve themselves in all aspects of school life. Home- school links are strong and staff members are well supported by our parents who care deeply about the social and academic progress of their children.

If appointed Head Teacher of Slindon College you will be supported by an outstanding, highly skilled Governing Body which has driven the school's recent rapid improvement. Additionally, our staff body, both teaching and support, is passionate about enhancing the life chances of our pupils and which works tirelessly towards achieving that goal. Our school building provides a traditional learning environment which, although constructed a few hundred years ago, has undergone significant upgrading of late and which now provides pupils with a bright and safe site. We are committed to ensuring that our pupils receive the educational provision which they deserve.

In recent years, external assessments of the progress we have made as a school, from ISI have been most complimentary about the great strides forward which have been made. This has been backed up by the Government's league tables for schools and colleges in England. In the 16-18 bracket, which looks at progress made at A level or equivalent, Slindon College in 2016 was ranked first in England with a progress score of 1.63 and fourth in 2017 with a progress score of 1.22. In both cases the progress was deemed to be "well above average" and put us as the top school, in both years, across West Sussex.

As the new Head Teacher of Slindon College I am sure that you would be excited by the capacity to further improve which still exists at our school and that you will experience both personal and professional fulfilment in the role. I hope that you will give careful consideration to leading the school into the next phase of its development and to ensuring a bright future for our wonderful community.

I hope that having read the recruitment pack that you will feel inspired and want to be part of its future.

Yours sincerely

David Quick

Head Teacher Advertisement

HEAD TEACHER

Slindon College, West Sussex

Salary: L24-L30 per annum

Permanent – Full time Contract

Required for January 2019, or earlier, a Head Teacher to lead the school into the next period of development and outstanding performance. Slindon College is an inclusive Independent specialist day and boarding school for boys, aged 8-18, with a variety of learning difficulties for vulnerable pupils and those who may have had a negative school experience.

Our lifelong commitment is to help all our pupils to develop their various talents and to reach their full potential by ensuring that they have access to high quality teaching. We seek to provide all our students with a stimulating, broad and balanced educational experience within a caring and supportive environment, tailored to the needs of each individual boys.

Strong candidates will possess the following:

- Proven and successful experience as a member of a Senior Leadership Team ready to take on a further major role.
- Some experience and expertise in learning support and learning difficulties with the ability and sensitivity to maintain and develop the College's collective vision
- Deep empathy for children and young people across the SEND spectrum.
- The ability to work with and inspire a wide range of stakeholders.
- Excellent listening and communication skills.
- A sound knowledge of financial, resource and marketing management.

Candidates are welcome to visit the school. Please contact Mrs Sharon Pierce, Human Resources Officer on 01243 814320 to arrange a visit.

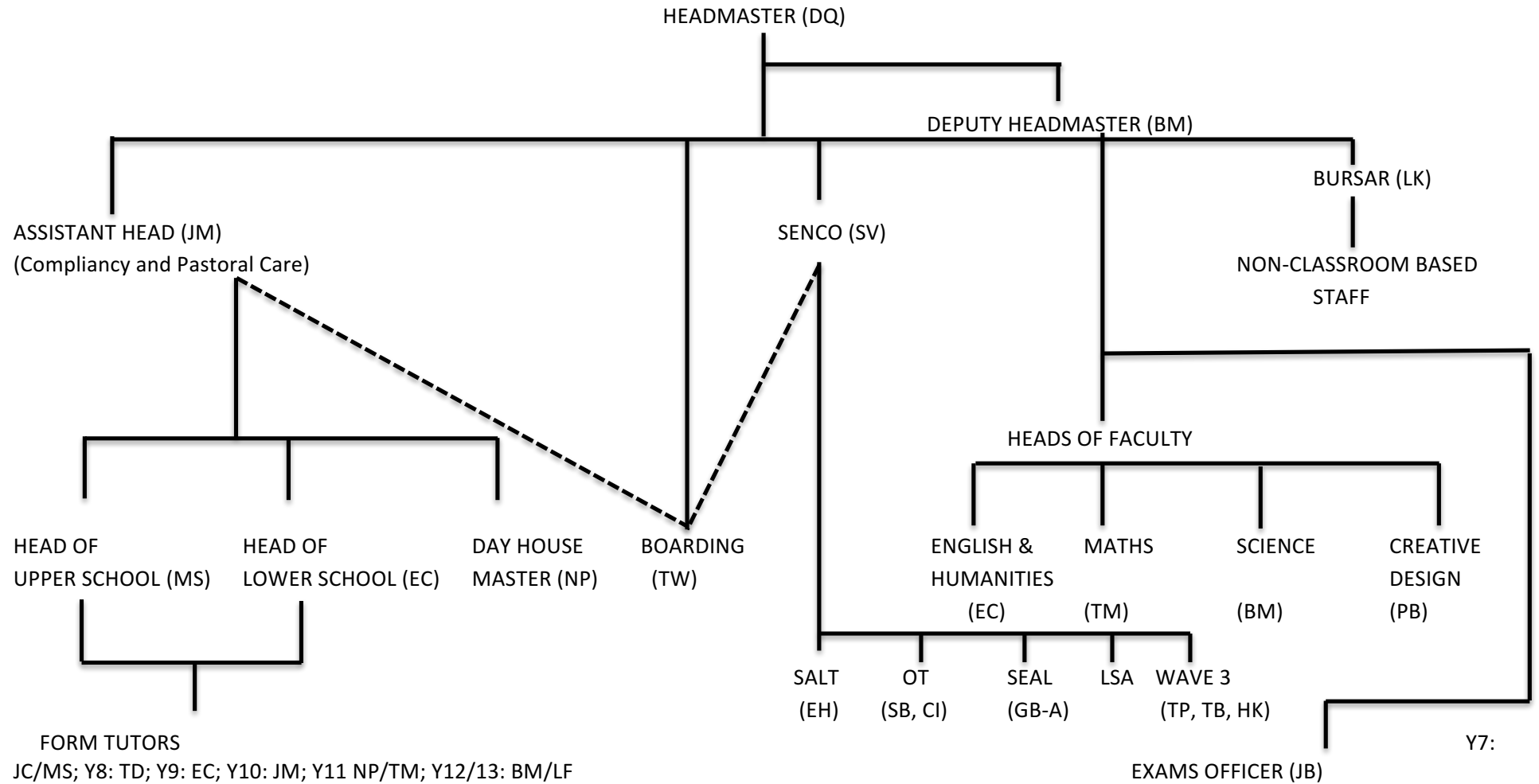
To apply please either contact Mrs Sharon Pierce, by phone on 01243 814320 or email: hr@slindoncollege.co.uk.

Closing Date: 12 noon, Monday 5th March 2018

Interviews: Thursday 22nd and Friday 23rd March 2018

Slindon College 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 DBS. Slindon College is inspected by the Independent Schools Inspectorate.

SLT STRUCTURE 2017-2018



Faculty Structure 2017-2018

English and Humanities	Maths	Science	Creative Design	Student Support
Miss Emily Coffey	Mrs Teresa Miles	Mr Barry McMahon	Mr Paul Burbidge	Mrs V
English Humanities Drama PHSE (British Values)	Mathematics	Science Horticulture PE ICT	Design technology Motor mechanics Engineering Art Graphics Textiles Photography Cookery	SALT Wave 3 OT SEAL LSA EAL