

HANFORD

TRANSFORMATIONAL IMAGINATION

FREEDOM

INTEGRITY

SYR

CREATIVITY
ADVENTUROUS

S

FULFILLING LEARNING CONFIDENCE

PLAY

GAMES

SCHOOL

KINDNESS

INDIVIDUALITY

INSPIRED

SPACE

CHILDHOOD

CURIOSITY

JOY

GIRLS

RIDING
PONIES

FUN

RESPECT
KNOWLEDGE

THRIVE

FRIENDSHIP

TIME

BRAVERY

HANFORD SCHOOL

HEAD

Required for September 2023

- Girls' boarding & day
- Ages 7-13
- IAPS, BSA, ISC
- Rural Dorset location



www.hanfordschool.co.uk

a3c
Anthony Millard
CONSULTING

Welcome

Thank you for considering the role of Head at Hanford. Whilst we are very sad to be saying goodbye to our current Head, Rory Johnston, the whole School is excited about the opportunity of working with a new Head.

I believe that Hanford represents a unique opportunity. The School has a strong reputation not only for academic excellence but also for pupils to enjoy a wholesome boarding and day experience, set in idyllic, rural Dorset.

Joining Hanford will offer the new Head the prospect of leading a School that champions childhood, and I look forward to meeting with you to share our thoughts for the future.

Andrew Hussey, Chair of Governors





About the School

Established in 1947 by the Canning Family, Hanford is an independent prep School for 110 girls, aged 7-13.

Hanford motivates girls to enjoy academic work and find stimulation and satisfaction from a wide range of other pursuits. This has led to sustained success in Common Entrance exams and scholarships.

Fifty scholarships and awards have been granted to Hanford girls in the past five years - as a non-selective School this is impressive.

Class sizes are between 10-12 girls and there is learning support available if needed producing well rounded, high achieving pupils.



Our Purpose

To inspire our girls and staff to live fulfilling happy and varied lives by means of a transformational and adventurous education.

HANFORD SCHOOL

Our Values

Fulfilling Potential - To recognise the breadth of academic capabilities and requirements and enable each girl to do the very best that she can.

Nurturing Talent - To provide the opportunity, encouragement and support for each girl to pursue and expand her interests both within and beyond the classroom.

Valuing Individuality - To recognize that each girl develops at her own speed, with her own interests, abilities and needs; and to maintain the flexibility to respond accordingly.

Encouraging Respect - To help the girls to look beyond themselves, to learn about living with others, being part of a wider group and taking care of each other's needs.

Cherishing Childhood - To provide the time, the opportunity and the environment for structured play.



Person Specification

The new Head of Hanford will be empathetic to the spirit and values of the School, as well as bringing vision to the role. The Head sets the spiritual mood of the School each day in morning chapel. Throughout the day the Head leads, inspires, guides and uplifts the community.

It is essential that they pursue high academic standards within a broad curriculum and culture that enables each child to develop a strong love of learning and independence.

They will understand the importance of marketing the School and have financial experience and acumen, possess commercial awareness and business literacy, so that the School is competitive and successful.

It is expected that the successful applicant will be a graduate with experience of teaching the relevant age group. They are likely to have held a position of seniority and responsibility, have had experience of management and strategic development, and display strong, active and visible leadership skills.



Our Staff

Hanford has an excellent team of experienced and dedicated teaching and non-teaching staff.

Their commitment is a key element of the School's success and there is a genuine feeling that everyone belongs to the Hanford family. The Head is supported by a strong and experienced Leadership Team.

The Head is responsible to the Board for all staff appointments and ensuring that staff remain fully supported through guidance, assessment, in-service training and professional development.





Extra Curricular

Hanford believes children should be children for as long as possible; climbing trees, building dens, riding ponies and playing in the garden.

Giving girls free time is something Hanford has always believed in as it encourages girls to become lost in their own imagination and develop creatively.

Hanford is famous for its ponies and stables and early morning rides up Hod Hill before breakfast. Most girls choose to have riding lessons.

Ensuring our pupils are confident, happy and successful underpins all that the Head does and accordingly the Head's first responsibility is the welfare and well-being of the pupils.

Extra Curricular - cont.

Music has always been central to life at Hanford. Almost all girls learn an instrument or join one of the School choirs.

Sport is incredibly strong, particularly cross country and athletics which is unsurprising given our location within acres of countryside. Recently our teams have been county tennis and athletics champions.

The Head is responsible for ensuring that there is an appropriate balance between all areas of School life, and that activities that do not always lead to formal examinations, such as art, music, drama and sport, have their proper place within the life of the School.





Our Community

Hanford Girls have a lasting sense of belonging to the Hanford community, and feel a genuine sense of ownership for their own education.

Our parents and alumnae share our sense of community and actively support the School on several occasions throughout the School year, such as Mrs C's Day and Bonfire Night in the autumn, the Advent Fair, Nativity and Carol Service in December, through to the Tetrathon and Parent's Day in the summer.

Our parents and alumnae are an important part of the Hanford community, and there are a number of past parents on the Board of Governors. The Head ensures that parents are made to feel welcome at all times and that they are kept fully informed about School activities.



The Estate & Facilities

Set in 45 acres the estate is largely grade II* listed including the main house (a Jacobean manor house completed in 1624), stables, chapel and walled gardens.

The School's founding ethos is girls are best prepared for their adult lives if they can feel free to develop in their own time and in as carefree and stimulating an environment as possible.

In the summer of 2021 the conversion of the north arm of the stables into a new Art facility commenced. This is being funded by donations to our fundraising campaign, Hanford140. Phase 2 is due to be completed this Autumn.

A young child with rosy cheeks, wearing a blue riding helmet and a black safety vest, is smiling next to a light-colored horse. The horse has a white blaze on its face and is wearing a dark brown halter. The background is a soft-focus outdoor setting with green foliage and a brick wall.

Job Description

HANFORD SCHOOL

Leadership, management and development



- Overall responsibility for leading and managing the whole School by implementing its ethos and aims.
- Ensuring the School's spirit and values are to the fore by recognising each girl's capabilities: through nurturing their talents, valuing their individuality and encouraging respect throughout Hanford's small, close-knit boarding community.
- Promoting the School's ethos in which the highest achievements are expected and valued by all members of the School community.
- Motivating staff at all levels to maintain the highest standards.

- Being sensitive to the School's unique ethos and having a whole-hearted commitment to it whilst developing a creative curriculum to meet the needs of the girls and maintaining excellent academic standards.
- Overseeing the timetabling.
- Creating opportunities for extracurricular activities and extensions to the curriculum by providing rich and valuable learning experiences.
- Ensuring British Values are incorporated into the foundation of learning experiences and evidenced around the School.
- Ensuring correct and appropriate procedures are in place for staff appointments.
- Monitoring the standards of teaching and learning through an annual appraisal and evaluation of staff performance.





- Maintaining regular assessments, monitoring and records of girls' progress and reviewing their value and effectiveness.
- Taking overall responsibility for the pastoral welfare of the girls and staff, discipline and the effective management of behaviour by creating a sense of positivity and respect throughout the School.
- Timetabling regular parent consultations and meetings to discuss and give feedback on girls' progress.
- Promoting the School, by overseeing the continuous updating of all marketing materials.
- Ensuring the effective and dynamic recruitment of girls to ensure the School roll is at an appropriate level.

- Encouraging staff to continue their professional development and leading and managing staff in service training.
- Demonstrating continuous personal and professional development.
- Ensuring the School is inspection ready and compliant in all areas.
- Taking responsibility for the management structures in the School, ensuring the administrative office operates smoothly and effectively.
- Leading the senior team and effectively delegating responsibilities and introducing new initiatives as appropriate.
- Reviewing, enhancing and updating all School policies annually.
- Annually updating and keeping relevant the School Development Plan.
- In consultation with the Governors developing a 5 Year Strategic Plan.



Accountability to the Board

- Working closely with the Bursar on the sound financial management of the School to comply with all current legislation and best practice.
- Controlling expenditure within the budgets agreed by the Governors.
- Ensuring the School site, buildings, equipment and grounds are maintained appropriately as a quality environment for learning and all Health and Safety regulations are adhered to and regulatory requirements are met.
- Reporting to the Governors on all aspects of the School in relation to teaching and learning, pastoral and social issues.



- Ensuring the School is compliant with Child Protection regulations and GDPR.
- Implementing policies agreed by the Governors for the future of the School and the Strategic Development Plan.

Key Relationships

- Maintaining good, clear and effective working links of communication across the site, such that staff and pupils are aware of, and feel part of a vibrant, cohesive community.
 - Forming and maintaining positive relationships with the girls, their parents, alumnae and the wider community.
 - Representing and interacting on a professional level with Heads and colleagues in both maintained and independent schools.
 - Representing the School at all appropriate events including active support of extracurricular events.
 - Maintaining relationships with BSA (Boarding Schools Association) and representing the School externally to professional bodies.
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- Reporting to the Board of Governors to ensure the successful development of the School.
 - Chairing the SMT meetings, to keep regular and active communication current at management level in the School.
 - Building and maintaining a good working relationship with the SMT, office and all other staff to ensure all feel valued for their contribution to the School.

What Hanford will offer the new Head



- › Salary according to experience and position
- › Pension scheme
- › Accommodation in the Head's house
- › Health insurance
- › Fee discount for children of members of staff
- › Continued professional development
- › Relocation support

Appointment process

Hanford School has engaged the services of Anthony Millard Consulting (AMC) to assist with the recruitment of the next Head.

If you would like to have an informal discussion about the post, please contact AMC's **Franciska Bayliss** on franciska@anthonymillard.co.uk or +44 (0)7507 854630



- Closing date for applications by **10:00am Friday 23 September**
- A long list of candidates will be invited to visit the School on **Tuesday 27/ Wednesday 28 September**
- Long list interviews will take place via Zoom on **Friday 30 September**
- Final interviews to be held at the School, will take place on **Thursday 6 and Friday 7 October**



How to apply

Click [here](#) to visit the AMC website, click the 'Apply Now' button on the job vacancy page and complete the online form. Upload your CV and covering letter, detailing your suitability for this post.

The letter of application should contain the names, addresses, email addresses and telephone numbers of three referees to include your current and past direct line manager. Full references will be required for the short list interviews, but will only be taken when AMC has received specific consent from candidates to do so.

Hanford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applications.

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