



Surbiton High School

Appointment of a Senior Vice Principal

October 2018



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EXECUTIVE SUMMARY

Surbiton High School is embarking on an exciting new phase in its development. Mrs Rebecca Glover arrived as Principal in January this year, and the School has ambitious plans to build on its considerable existing strengths and further develop its position as a leading academic school which delights in the individual and inspires a life-long love of learning. Surbiton High School educates girls aged 4 to 18 and boys aged 4 to 11 with a total pupil roll of 1,605.

The current Head of the Senior School, Mr Silas Edmonds, has been appointed as Head Teacher at Ewell Castle from January 2019 and the role has been reconfigured as Senior Vice-Principal. This is an interesting opportunity for an ambitious individual to contribute to the strategic development of an outstanding school as part of a highly collegiate Executive Leadership Team. The post-holder will be responsible for the leadership of the 1,082 strong Senior School, deputising for the Principal and leading on assessment, reporting and tracking. For individuals aspiring to headship, this post offers an excellent opportunity to develop as a leader in a highly successful, ambitious organisation.

The successful candidate will be a dynamic leader with the charisma and interpersonal skills to engage and inspire pupils, parents and staff. He or she will bring a track record of successful senior or middle leadership experience, strong organisational management skills and a collaborative style. High levels of ambition and integrity are essential, as is a passion for excellence and a genuine commitment to Surbiton High School's aims and ethos.



AN INTRODUCTION TO SURBITON HIGH SCHOOL

Surbiton High School is an HMC independent day school for girls aged 11 to 18 with two linked Preparatory Schools, one for girls aged 4 to 11 and the other for boys aged 4 to 11. Founded in 1884 by a group of Anglican clergymen who established the Church Schools Company, it is also the founding member school of United Learning, formerly known as the Church Schools Company.

There are 1,082 students in the Senior School (11 to 18), 303 in the Girls' Prep and 220 in the Boys' Prep.

At its last ISI Integrated Inspection in 2015, Surbiton High School was rated excellent in all categories and exceptional for pupil achievement. The school underwent a successful Compliance Inspection in March 2018.

The Principal, Mrs Rebecca Glover, took up her post in January 2018.

Ethos and Aims

Surbiton High School is a vibrant learning community, which inspires every child to discover and embrace their individuality, to grow in their intellectual curiosity and to enjoy their independence.

The School acknowledges that there is no such thing as a typical Surbiton High School pupil and that impressive academic results are just one aspect in its rich tapestry of educational provision; therefore, the School encourages every child to grow in compassion, respect and to have an outward looking attitude, living out the School's motto: *amor nos semper ducat* (may love always lead us).

Surbiton High School empowers every child to thrive, developing social and emotional intelligence to become rounded and grounded in their character, demonstrating kindness and service to others.

Its Learning Habits and Charter for Well-being, described below, help achieve these aims.

Academics

Surbiton High School's rigorous and challenging academic environment is supported and championed by the School's Learning Habits:

Surbiton High children:

- are inspired in their thinking, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources;
- are encouraged to be emotionally invested in their learning, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions and becoming absorbed in their learning;
- are empowered to be fully involved in their learning, growing in interdependence, collaborating effectively, listening empathetically to others and imitating their learning habits;



- are inspired, encouraged and empowered to be productive, planning their learning in advance, revising and reviewing their progress, distilling important information and developing their own meta-learning.

The School has a strong reputation for excellence in public examinations and in enabling its pupils to gain places at the best universities. 51% of A level grades were A*-A in 2018, with 87 % at A*-B. At GCSE, 80% of grades were 9-7. Post Sixth Form, 90% attend leading universities. In 2018, a record ten pupils gained places at Oxford and Cambridge.

Pastoral Care

In 2017, Surbiton High School launched its Charter for Well-being, based on the growing body of scientific evidence and understanding on what people need to flourish:

Surbiton High children:

- are inspired to deploy their highest strengths to tackle all situations, developing a growth mind-set and a can-do attitude, equipped with the tools to maximise their positive emotions;
- are encouraged to find their niche, to be fully engaged in educational activities and to meet the highest challenges that come their way;
- are coached and encouraged to develop strong relationships, to be empathetic and responsive to the needs of themselves and others;
- are empowered to lead a meaningful life, to be able to understand what their goals are and to know what they are striving for;
- are empowered to draw strength from celebrating their accomplishments, in order to tackle new challenges.

The Charter empowers the School's pupils to identify for themselves how they can develop, grow and flourish.

The School has a distinctive House system with social enterprise, engagement in charitable endeavour and building leadership potential at its heart. Additionally, all pupils are assigned to a Form Group of no more than 25 pupils. Through the School's 1:1 coaching programme, target setting, PSHE and well-being programme, the tutors work alongside the girls offering a guiding hand and challenging them to problem solve and to think for themselves.

Surbiton High is proud of its Christian heritage but in line with its ethos and values the School welcomes, respects and embraces all faiths and none.

Co-Curriculum

In addition to an absorbing curriculum with first-class teaching and learning, Surbiton High School offers exceptional co-curricular opportunities. Sport, dance, drama, music and art all thrive at the School, supported by outstanding facilities. The School's wider clubs and societies include Robotics and Coding, the Duke of Edinburgh's Award, Creative Writing, Model United Nations and the Philosophy and Psychology Societies among many others.



Pupils are also encouraged to develop their creative, leadership and communication skills through the School's Enterprise and Social Enterprise projects.

ORGANISATIONAL STRUCTURE

Leadership

The Senior Vice Principal and Head of the Senior School will report to the Principal and be part of the Executive Leadership Team which currently comprises:

- Principal - Rebecca Glover, BEd (Hons), NPQH
- Vice Principal - Mr Matthew Close, BA (Hons), MSc
- Vice Principal - Mrs Hannah Horwood, BSc (Hons)
- Business Director - Miss Marinke Overwater
- Head of the Boys' Prep - Mrs Sally Ralph, BEd (Hons)
- Head of the Girls' Prep - Ms Clementine Stewart, BA (Hons)

He or she will also be part of the Senior Leadership Team which currently comprises:

- Assistant Principal - Director of Sixth Form - Mr Jonathan Owen, BSc (Hons)
- Assistant Principal – Whole School Innovation and Organisation - Mr James Flynn, BA (Hons), MA
- Assistant Principal – Staff Development (Coaching), Health and Safety - Mrs Kavita Patel, BSc
- Assistant Principal - Staff Development - Mrs Caroline Stewart, BA (Hons)
- Deputy Head Boys' Preparatory School - Mr Matthew Barrett, BSc (Hons), MA
- Deputy Head Boys' Preparatory School - Mrs Sally Johnston, BA (Hons) English QTS
- Deputy Head Girls' Preparatory School – Mrs Alexis Orlovac, BSc (Hons)
- Deputy Head Girls' Preparatory School – Mr Allistair Williamson, BA (Hons)
- Deputy Head Girls' Preparatory School - Mr David Williams, BA (Hons)

Governance

The legal governing body for Surbiton High School is United Learning. The Principal reports to the Head of Independent Schools at United Learning, who is responsible to the overarching Charity Board through the Chief Executive, Jon Coles.

Surbiton High School also has a Local Governing Body which works closely with the Head, acting as a 'critical friend' to the School.



ROLE DESCRIPTION

Context

Surbiton High School is entering an ambitious new phase in its development under the leadership of the Principal, Rebecca Glover. This is an exciting opportunity to join an experienced leadership team and contribute to the continued success and development of the School.

The role of Senior Vice-Principal and Head of the Senior School offers extensive opportunities for a talented individual to develop their leadership and management skills in a large, complex and high performing institution. The experience gained in this role will provide an excellent platform from which to pursue headship or other senior leadership opportunities with the very best schools in the UK.

Purpose

The post-holder will provide outstanding leadership to the Senior School, building purposefully on the many existing strengths and leading the continued investment in facilities. He or she will lead on all areas of assessment, reporting and tracking an area which offers interesting opportunities for further development, as well as leading on other elements within the school.

As the Senior Vice-Principal, this individual will deputise in the Principal's absence and will be responsible for relationships with Senior School parents.

Team

The Senior Vice-Principal and a number of Heads of Department access the school.

Key Responsibilities

The key responsibilities of the Senior Vice-Principal and Head of the Senior School are as follows:

Strategic Leadership

- To collaborate with the Principal and the Local Governing Body to manage the planning, implementation and closure of projects relating to the implementation of the School's Strategic and Annual Operational Plans, ensuring that:
 - the Annual Operational Plans are aligned with the relevant objectives of the School's Strategic Plan;
 - the Executive Leadership Team is kept up to date with implementation progress in order to manage the review and development of the plans;
 - a strong vision regarding the School's values, targets and future development is articulated to all staff.

External Engagement and Relationships

- To take an active lead in promoting the School to stakeholders, including:
 - visible involvement in school events, including all Senior School Parents' Evenings;
 - participation in recruitment opportunities for both pupils and staff;
 - supporting the Principal in preparing and delivering communications for internal and external stakeholders, including the media.
- To foster effective relationships with Senior School parents and pupils in relation to individual pupil performance, behaviour and well-being. This includes ensuring:
 - parental concerns are dealt with effectively;
 - productive communications and relations with the Parents' Association and Parental Forum;
 - parents have the opportunity to be proactively involved with the ongoing life of the School.
- To liaise with others in United Learning schools, Central Office and beyond to share ideas and develop best practice in school leadership and practice.

Assessment and Reporting

- To lead on monitoring, progression and reporting in the Senior School, ensuring the effective implementation of structures, systems and documentation for:
 - the meaningful recording and reporting of pupil progress and progress target-setting;
 - the provision of value-added measures and diagnostic information for staff;
 - the meaningful communication of pupil progress and progress targets to pupils and parents.
- To establish a new tracking system to monitor pupil progress more effectively.
- To manage the MidYIS, Yellis, ALIS and CATs testing using the data to enhance learning.
- To analyse exam results and Value-Added data, and liaise with the SLT regarding appropriate action.
- To develop, oversee and analyse the School's academic intervention strategy.

Operational Management

- To provide challenging and supportive leadership, line management and appraisal of any Senior Leadership Team members, Heads of Department or other staff allocated by the Principal.

- To chair the following meetings:
 - Staff Meetings
 - Heads of Department Meetings (shared with the Vice Principal – Strategic Development of L&T)
 - Co-chair Health and Safety Meetings
- To lead, support and motivate the Compliance Coordinator, ensuring there is effective management and updating of whole school policies and procedures to reflect changing circumstances and regulatory requirements.

Other Duties

In common with other senior leaders, the Senior Vice-Principal and Head of the Senior School will:

- Represent the Principal at various internal/external meetings as requested.
- Contribute to the whole school vision, strategy planning and review, ensuring that “May Love Always Lead Us” and “The Best in Everyone” remain central to decision-making.
- Represent the agreed views of the Senior Leadership Team to the school community.
- Provide encouragement, support and assistance to colleagues at all levels.
- Build and maintain effective relationships with the wider community in order to develop the reputation of Surbiton High School.
- Demonstrate and role-model constructive leadership behaviours.
- Support in the recruitment of staff.
- Play a full part in the life of the school community so as to support its particular vision and values.
- Be an excellent professional role-model for all staff and pupils.
- Hold shared SLT responsibility for pupil behaviour and discipline.
- Hold shared SLT responsibility for executing supervisory duties, delivering assemblies and INSET, as required.
- Hold shared SLT responsibility for parental marketing and communication, as required.



PERSON SPECIFICATION

The Senior Vice-Principal and Head of the Senior School will be a warm, engaging and dynamic leader with the experience and ambition to make a meaningful contribution Surbiton High School at this important stage in its development.

More specifically, he or she will bring most or all of the following:

Qualifications

- A good first degree.
- A postgraduate teaching qualification including Qualified Teacher Status.

Experience and Knowledge

- An excellent teacher track record of highly successful senior or middle leadership experience.
- A strong personal academic background with the intellect and presence to command respect in the Surbiton High School community.
- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives.
- An understanding of excellence in terms of reporting, tracking and assessment with the capacity to evaluate and improve current practice.
- An interest in digital technology and its potential in enhancing the educational experience.

Skills and Abilities

- Effective communication and interpersonal skills, with the ability to build strong relationships with staff, pupils, parents and other stakeholders.
- The capacity to be a compelling ambassador for the School in relation to current and prospective parents, ensuring the attraction and retention of pupils with high potential.
- Strong organisational skills with the ability to work independently and think creatively and imaginatively.

Personal Qualities

- A naturally collaborative team player with a positive approach to change and development.
- Good judgement, high levels of personal and professional integrity and a genuine commitment to Surbiton High School's aims and ethos.

UNITED LEARNING

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. It seeks to improve the life chances of all the children and young people it serves and makes it its mission to bring out ‘the best in everyone’ – students, staff, parents and the wider community. United Learning uniquely comprises schools in both the state and the independent sectors. As a charity, its sole focus is on running successful schools. United Learning currently educates over 36,000 students and employs over 7,000 members of staff including over 3,000 teachers.

Through being a group, United Learning can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that it can provide will mean that more young people will have truly exceptional and inspiring experiences. United Learning believes that its Group contains the most developed relationships and practical interactions between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates its fee-paying independent schools, and United Learning Trust, which operates its state-funded academies.

To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

As part of United Learning, Surbiton High School shares the objective of bringing out ‘the best in everyone’, enabling each pupil to become a balanced, happy and articulate person with intellectual freedom, confidence, compassion, integrity and a lifelong love of learning.

Ethos

United Learning is a group of schools committed to providing excellent education through which all pupils are able to progress, achieve and go on to succeed in life. The Group’s approach is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people, supporting colleagues to achieve excellence and acting with integrity in all their dealings within and beyond the organisation, in the interests of young people everywhere. The Group summarises this ethos as ‘the best in everyone’.

This ethos underpins United Learning’s core values:

- Ambition – to achieve the best for ourselves and others;
- Confidence – to have the courage of our convictions and to take risks in the right cause;
- Creativity – to imagine possibilities and make them real;
- Respect – for ourselves and others in all that we do;
- Enthusiasm – to seek opportunity, find what is good and pursue talents and interests;
- Determination – to overcome obstacles and reach success.

The Group’s values were selected in consultation with United Learning students and staff across the country. As a single organisation, the Group seeks to bring together the best of the independent and state sectors, respecting both traditions and learning from each. United Learning believes that each of its schools is and should be distinctive – each is committed to



developing its own strengths and identity while sharing the Group's core values as institutions which promote service, compassion and generosity.

This ethos is an expression of United Learning's Christian roots, in schools which are fully inclusive and both welcome and respect students and staff of all faiths and none.



APPOINTMENT PROCESS AND HOW TO APPLY

Surbiton High School has retained the services of Perrett Laver to help identify the widest possible field of suitable candidates and assist in the assessment of candidates against the requirements for the role. An executive search exercise is being undertaken alongside the public advertisement of the post.

Applicants should submit full curriculum vitae and a covering letter of application which fully address the competencies outlined in the job description and person specification and outlines their interest in Surbiton High School.

Completed applications should be uploaded at www.perrettlaver.com/candidates quoting reference 3814. The deadline for applications is 0830hrs GMT on Monday 5th November 2018.

The longlist of candidates will be determined on 8th November 2018. Longlisted candidates will be invited for interview with Perrett Laver during the weeks commencing 12th and 19th November 2018 and the shortlist of candidates will be selected on 26th November 2018.

Shortlisted candidates will be invited to visit Surbiton High School informally for tours of the School on 6th December 2018. Final interviews will then follow at the School on 7th December 2018.

Surbiton High School and United Learning are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website <http://www.perrettlaver.com/information/privacy/>