

Saxton Bampfylde



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

**APPOINTMENT OF HEAD OF MERCHANT TAYLORS' GIRLS' SCHOOL,
CROSBY
SEPTEMBER 2017**

Introduction

This is a rare and exciting opportunity to join a family of schools at a strategically important point in their history. Following a comprehensive review of the operations of the four Merchant Taylors' Crosby Schools, the Governors have identified a key strategic priority of the two single sex senior schools working together more collaboratively, integrating their shared ethos and approach, and maximising the advantages of a close relationship with each other, whilst each school retains its own identity. In addition, each Senior School will work closely with their respective Junior School, to ensure their strong and positive links develop even further. A new Head will also be joining the Boys' Senior School and it is envisaged the two Heads will work together to identify the areas in which greater collaboration would benefit both all four schools.

This opportunity arises on the retirement of Louise Robinson, after 11 years of excellent service to the School. Dating back nearly 400 years, the School has an enviable reputation for its high academic standards, supportive pastoral care and its extra-curricular life. There are currently 476 pupils in the Senior Girls' School and 299 in the Mixed Infants and Junior Girls' School. It is a place where children flourish and are happy. Located in its own grounds on the outskirts of Liverpool, the School is a mixture of original and new buildings, including the outstanding Ian Robinson Sports Centre which opened in 2011.

The Head will provide strategic leadership to the Girls' Senior School and its experienced leadership team and build on the School's longstanding reputation for educational excellence. The Governors welcome applications from innovators who are able to bring fresh and modern approaches to educational leadership, and help shape the future of the Girls' School within the family of schools, ensuring it provides a relevant and modern education for decades to come. This pack outlines further details about the Merchant Taylors' Schools in Crosby, the opportunity and the role. It also includes details of how to apply and the terms of the appointment.



The family of Schools

The Schools were founded in 1620 by John Harrison, citizen and Merchant Taylor of London. The Guild of Merchant Taylors in London is one of the twelve great City Livery Companies that have survived from medieval times. Merchant Taylors' Schools are proud of their historical links to the Company, and still welcome visitors from the Company every year. They are Schools with an enviable reputation. They are determined to remain true to the guiding principles of the founder: to provide an academic education to pupils from the surrounding area.

Whilst the academic work is of prime importance, what happens in the classroom is only one aspect of a Merchants Taylors' Crosby education. The Schools aim to educate the 'whole' person and a great deal of time and effort is spent by pupils in a wide range of extra-curricular activities – each child will find something in which to become involved, and to enjoy. The Schools' share a Governing Body which all four Heads, along with the Bursar, report into.

Merchant Taylors' Girls' School is located in Crosby, less than 10 miles from the centre of Liverpool. Liverpool is one of the most vibrant cities outside of London. It is a city rich with culture particularly in the areas of art and music as well as sporting prowess. The stunning scenery of the Peak District is within easy reach and being right on the coast, there are plenty of beaches to be enjoyed.

Single Sex Education

From Year 3 onwards the curriculum is tailored to single-sex education, whilst at the same time ensuring close links between the Schools. There are many opportunities for boys and girls to enjoy each other's company without distractions in the classroom.

Individuals that matter

The School's aim is to educate all pupils to maximise their academic and personal potential, so that they leave at aged 18 as rounded, confident, balanced young people, able to cope with the demands of further education, their future careers and ready to take their place in society. Merchants' pupils are characteristically self-effacing yet confident, with a strong moral sense of what is right and wrong and willing to do their best in all circumstances.

Academic Excellence

With class sizes much lower than the national average, the Schools offer a balanced curriculum, combining traditional and new subjects, which successfully prepares pupils to enter the best universities. The very brightest are stretched through a schedule of enriching activities, whilst those who need it are offered individual support. Constant investment in their educational provision enables teaching at its best and with focused monitoring, they aim to sustain the Schools' reputation among the North West's top academic schools. Over 90% of leavers secure their first choice university, the majority to Russell Group universities, including some each year to Oxford and Cambridge.

At National, County or Club level, boys and girls excel, with some going on to compete professionally. Many enjoy sport for the sheer pleasure of taking part. They participate in a wide range of sports and have numerous teams across the Schools. From music or drama, debating or dance, pupils benefit from a wide range of activities. Pupils can find their niche and participate either through performance or by helping to support and manage behind the scenes. They have over ten bands and choirs. Recent major joint school productions have included Les Miserables, Cabaret and Grease.

Merchant Taylors' Girls' School

When you visit Merchant Taylors' Girls' School (MTGS) you will feel the extraordinary warmth which comes from the good relationships that dedicated staff and motivated girls have with each other. It is a single-sex environment which encourages girls to express themselves, to seek help when they need it, to practise leadership roles and to reach for the top. Achievements in external examinations indicate the highest academic standards, and girls are given the encouragement they need to develop essential life skills: independent learning, teamwork, determination, flexibility and problem solving.

MTGS strives to balance tried and tested principles with current trends in educational thinking. Marrying the needs of tomorrow's workplace with today's educational provision creates a school ready and able to embrace the changes of a technological, global village – and helping girls find their successful place in it.

The enrichment programme is extensive and impressive. There is an exciting calendar of dramatic and musical events. Joint productions within the family of Merchant Taylors' Schools, a Drama Festival, Art Exhibitions as well as Choral Concerts, Recitals and Master Classes: all creating opportunities for talented and skilled performers to give of their best. A motivational PE department entuses girls to participate and excel in a range of individual and team sports. The School dominates the local leagues and provide competitors at county and national levels in many sports. Merchants' girls are renowned for their wholehearted participation in the Duke of Edinburgh's Award Scheme with many progressing to Gold. Some combine their involvement with other activities.



Merchant Taylors' Girls' School (Continued)

MTGS believe education should offer opportunities for life, and so provide a broad, balanced curriculum to maximise the girls' potential, extending choice for as long as possible. Girls are supported through tailored careers advice, enabling them to make informed choices about their career aspirations. All-round activities are designed to develop well rounded individuals – caring, confident citizens who 'learn by doing' and in doing so – have fun!

When education is enjoyable, the girls learn more, they give more and in return achieve more. A rich and diverse programme of events are arranged on a regular basis and provide some of the highlights of school life: field trips, productions, performances, competitions, sports fixtures, educational visits, master-classes, workshops, lectures and charity events to name but a few. These activities complement the usual curriculum for Year 7 girls: English, maths, French, German or Spanish, physics, chemistry, biology, religious studies, history, geography, classical civilisation, drama, ICT, art, technology and PE.

Sport at MTGS is also a major feature of the School. As well as delivering the core areas outlined in the National Curriculum such as invasion games, gymnastics and dance, pupils are taught swimming, tennis and athletics in years 7 & 8. As they progress through the School, pupils are introduced to more diverse activities such as lacrosse, badminton and volleyball and the year 10 to 11 options programme offers them activities such as step aerobics and basic Pilates, which is complemented by the excellent fitness suite and multi-million pound joint Schools' Sports Centre. The School teams maintain consistent standards of excellence and many pupils achieve recognition at various levels – from local and county sides to national teams in several sports. The standard of the Performing Arts at MTGS is outstanding. Four choirs, various ensemble groups and two orchestras ensure that the Christmas and Summer Concerts are unmissable. Annual theatrical productions are the highlight of the School year and regularly attract full houses.

The School actively looks for ways to engage and excite the girls, so that they will look back on their childhood and remember it with great love and affection. Key events such as charity concerts, joint productions, fashion shows, local and national competitions, help to ensure that school days will be memorable.



The Sixth Form



The Sixth Form

Each of the Boys' and Girls' Schools have their own Sixth Form, based on separate sites, with 291 students in each across Lower and Upper Sixth. Merchant Taylors' aim to provide a broad, balanced and challenging curriculum, in a caring single-sex environment. Outside of the classroom there are lots of opportunities for the Schools to come together through extra-curricular activities such as drama, music and CCF. A Sixth Form education at Merchant Taylors' Schools brings together everything that is best about post-16 education. There is an extensive range of opportunities: academic, extra-curricular and social.

The Schools' A*-B rate remains unrivalled on Merseyside, and with 66% of students from last year's cohort achieving these grades in between three and five subjects, parents are assured of high quality teaching from enthusiastic subject specialists in small class sizes, as well as bespoke UCAS preparation, with Russell Group at the forefront of applications. Oxbridge preparation for those with the credentials to pursue their passion for courses at Oxford or Cambridge is meticulous and the Schools have an impressive track record of placing its students in leading Higher Education institutions.

The Schools' Sixth Forms are not vast, impersonal institutions; parents receive regular communication and students are continually held accountable for their work rate and attitude. The high quality of teaching is exacting, knowledgeable and personal; the warmth of student teacher relationships is not at the expense of academic rigour or challenge. The atmosphere in classrooms is calm, friendly and disciplined.

Academically, students are encouraged to stretch themselves, whilst having the chance to develop and excel in many other ways. Smart business dress is the order of the day and there is a Sixth Form Common Room and other freedoms to mark the distinction between life in the Sixth Form and in the rest of the School.

Merchant Taylors' Primary School and Girls' Junior School

MTPS has its own Head, Miss Julie Yardley, who reports into the Board of Governors.

At Merchant Taylors' Primary School (MTPS) focus is on each individual child achieving his or her full potential. The school stimulates curiosity and provides the knowledge and skills for each child to become an independent learner. The school believes by working with the children that they make a positive contribution to the School ethos and atmosphere.

The infant section is co-educational. Boys and girls are often at different stages of learning and development; with the small class sizes in the infant section, each child's needs can be individually addressed. The children move into single-sex classes when they join the junior sections of the Schools in Year 3. The curriculum encompasses all subjects relating to Key Stage 2 of the National Curriculum, usually reaching well beyond its basic requirements.

Time is always available for those children who need a little more support and 'challenge' days are planned to keep lively young minds active and alert !

Merchant Taylors' Primary School has benefited in recent years from a £5.5 million re-development resulting in the provision of state-of-the-art teaching rooms and facilities. Specialist rooms include a new Art, Design and Science room, and a new Music and Drama Studio.



The Role

The Governors wish to recruit an outstanding individual at what they know is an exciting and important stage in the School's development. The incoming Head will be responsible to the Board of Governors for the whole conduct of the Girls' School's affairs and for promoting its ethos and development in line with the shared vision and strategy for the Merchant Taylors' family of schools. The Head will provide the leadership and management which will enable the School to give its pupils the very best quality of education, while promoting the highest possible standards of achievement and care and welfare amongst the School's pupils and staff.

Critically, the successful candidate will be expected to develop closer working relationships with the Head of the Boys' School and the Director of Finance and Operations to establish new ways of working. This will be done within the context of the strategic priorities for the family of schools. Alongside the Board the Heads will work together to consider how the future of independent education will change in the years to come. Future-proofing the Schools through innovative education and the use of technology will be key to ensuring the Schools continue to thrive in the coming decades.

The Board of Governors attaches the highest importance to the education and development of all the girls entrusted by parents to its care, and it will be the Head's overall responsibility to ensure that these are achieved to the highest possible standard. The Head's responsibilities also include the appointment of all teaching staff, the direction of teaching and learning, the content and organisation of the curriculum, and the management and organisation of the School. The Head will work closely with the Director of Finance and Operations, who supports all four schools and is responsible to the Board of Governors for all financial and estates matters.

The Head is supported by a senior management team which currently comprises the two Deputy Heads, the Director of Studies and three Assistant Headteachers. The Head shall (save in exceptional circumstances) attend every meeting of the Board of Governors and of the various sub committees; preparing in advance papers, statistics and reports as required by the Governors.



The Role (Continued)



KEY RESPONSIBILITIES

These include but are not limited to

- Within the family, together with the Heads of the three other schools and the Director of Finance and Operations, who supports all four schools, assisting in the development of strategic planning and in executing the aims and objectives of the Governing Body;
- Working with the Head of the Boys' senior school, identifying ways in which the two schools can be more joined up and work more collaboratively;
- Overseeing cultural and structural change, as needed, as a result of the greater collaboration between the two schools;
- Providing strong leadership and direction for the whole School community, including staff and pupils;
- Ensuring effective teaching and learning; building on and developing the academic standards of the School;
- Monitoring, evaluating and reviewing the effectiveness of school policies and enabling the Governing Body to meet their statutory responsibilities;
- Effective marketing of the School, and fostering of links with feeder schools;
- Effective communication and liaison with parents and alumni;
- Meeting regulatory requirements;
- Ensuring that all measures to safeguard children are in place, including those related to safer recruitment;
- Working with the Director of Marketing and Development, Director of Finance and Operations and Head of Boys' on fund raising initiatives;
- Recruitment, deployment and professional development of teaching staff;
- Maintaining the strong ethos and sense of community within the School;
- Managing the School and deploying its resources in a cost effective manner in conjunction with the Director of Finance and Operations;
- Working in partnership with the Director of Finance and Operations and the Head of the Boys' School to ensure that the family of Schools is supported and developed for the continuing improvement of the whole School;
- Working effectively with the Board of Governors;
- Keeping up to date with legislation, developing professionally and participating in formal appraisal by the Governing Body or its representatives; and
- Maintaining and developing links with the local community.

Person Specification



The Board of Governors wishes to appoint someone who will embrace the ethos of the School, and build on its successes to date, and ensure that it continues to develop and adapt to make the most of future opportunities. It is therefore likely that the ideal candidate will demonstrate all or most of the following:

Knowledge and Experience

- Experience of having worked in an academically selective school;
- Strong academic credentials;
- Proven leadership and management experience at a senior level;
- Strategic planning skills allied to a good understanding of the financial management of a school;
- Understanding of the importance of marketing and alumni relations, and the ability to promote the School to a wide range of people;
- Knowledge of best practice in Safeguarding;
- Experience of driving continued improvement in an academic or pastoral context;
- Experience of managing change;
- Excellent practitioner, with a continued commitment to outstanding teaching;
- Commitment to, and experience of, developing co-curricular and extra-curricular activities;
- Evidence of the ability to actively delegate and to value the contribution of other members of a team;
- Commitment to effective education of children of all ages;
- Significant evidence of appropriate continuing professional development and awareness of current trends in education.

Personal attributes

- Vision and a proven ability for strategic thinking;
- Demonstrably strong, imaginative leadership and managerial qualities;
- High professional standards and integrity;
- Commitment to and empathy with Merchant Taylors' heritage, values and ethos;
- An inspiring communicator and role model who engenders respect;
- A collaborative approach to leadership and an interest in building teams;
- The ability to forge strong relationships with a wide range of people;
- An approachable team player, interested in staff and their concerns;
- An evident interest in developing the life skills of young people and an appreciation of and empathy with the diverse individuality of teenagers;
- Diplomacy and tact;
- The personal presence to be an effective ambassador for the Merchant Taylors' Schools;
- Resilience;
- Commitment to ensuring that there is a culture where the safety and welfare of children is of paramount importance.

Terms of Appointment

The successful applicant will take up the appointment in September 2018.

The Governors will offer an appropriate and competitive remuneration package to the successful candidate reflecting the standing of the role. Partial fee remission is generally offered to all staff with children at any of the Merchant Taylors' Schools, subject to the availability of a place.

Merchant Taylors' is an Equal Opportunities employer and we welcome applications from all sections of the community.

The appointment will be subject to references satisfactory to the Governing Body, satisfactory medical examination and a successful enhanced check with the Disclosure & Barring Service. It will also be dependent on the applicant not being prohibited from teaching in the UK or EEA, or from management of an independent school.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Merchant Taylors' Schools on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/jobs using code **CAXAB**. Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the School's application form.

The closing date for applications is noon on **Wednesday 27 September 2017**. If you are unable to apply through the website, please email belinda.beck@saxbam.com quoting reference CAXAB.

Please ensure that you have also read the policy documents which accompany the appointment pack, which can also be found on the above Saxton Bampfylde website.

The Process

It is anticipated that following a review of applications by the Selection Panel in the week commencing 2 October 2017, selected candidates will be invited to meet with Saxton Bampfylde during the weeks commencing 9 October & 16 October for initial interviews. Candidates not being taken forward will also be notified.

Within the week commencing 30 October, the Selection panel will decide which candidates are to progress to the subsequent panel interviews. Candidates not being taken forward will also be notified. Candidates may be asked to take part in psychometric testing. The Selection Committee will carry out a first round of interviews for initial shortlisted candidates on 6 and 7 November 2017.

The final round of panel interviews will occur on the 22 and 23 November. Selected candidates will be asked back for a final onsite meeting occurring on the 24th November. Written references will be taken up towards the latter stages of this process but not without prior discussion with candidates.

Additionally, informal meetings/visits to the school with key members of staff may occur between interview stages, the dates of which are to be confirmed.

Merchant Taylors' is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years



Saxton Bampfylde
LONDON
9 Savoy Street
London WC2E 7EG

EDINBURGH
46 Melville Street
Edinburgh EH3 7HF

Saxton Bampfylde