



**HEADMASTER or HEADMISTRESS**  
**APPLICANT INFORMATION PACK**

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# INTRODUCTION

The Lewis Charlton Group is seeking an outstanding colleague to lead their new independent school, Abney Hastings. The school is housed in the historic old manor house which is set in the grounds adjacent to Ashby de la Zouch Castle. It will provide 4 to 16 year olds with an exceptional and distinctively unique, day education. Class sizes are intentionally small, providing a broad and enriching curriculum and excellent pastoral care and welfare.

Working closely with the Managing Director and Executive Head for the Group, this is an exciting opportunity to take a lead role in the establishment and continued growth of a new school.



# THE LEWIS CHARLTON GROUP

The Lewis Charlton Group is an independent company priding itself on providing individualised day education. As such, it is often seen as a 'last resort' for many students who are unable to access mainstream education. Working closely with a range of local authorities, pupils are mainly from the Midlands region, with some pupils coming from London and the South East, and Ashby Itself.

The Group currently consists of 'The Lewis Charlton Learning Centre' (with six different sites forming this provision) for pupils aged 11-19, and 'The Linnet Independent Learning Centre for boys aged 3 -16 years. These two schools provide a unique blend of education and care, with a therapeutic focus, for pupils who have previously experienced difficulties within mainstream school and possibly other special education provision.

These schools excel at addressing the social, emotional and behavioural needs of the individual pupil. Many ex-pupils have gone on to make impressive progress as a direct result of the unique blend of strategies and environments which the Group provides, overcoming barriers to learning and enabling successful re-engagement with mainstream education.

Excitingly, a new tutoring service was launched in January, based on the site of the new school. This is a further example of the Lewis Charlton Group's response to parental and additional interest and needs in the area.

The Group recently appointed an Executive Head to oversee education across the group and lead expansion for the Group. The role involves working closely with the Headteachers of each school, the Directors and Group administration staff. Collaborative working has already demonstrated the value of schools working together. This is particularly true of our joint middle and senior leadership training offered to staff working across all schools.

An entrepreneurial and enterprising attitude to meet education needs, is key characteristic of the Lewis Charlton Group.

## LOCATION

Lewis Charlton Group is located in and around Ashby-de-la-Zouch, which is conveniently central to the UK allowing easy travel to many destinations. Ashby itself is an attractive town, and nearby Lichfield is an equally desirable location. The City of Leicester is within 30 minutes travel of the schools, and both Derby and Nottingham are also within easy reach. House prices vary across the urban and country contexts, including traditional and modern housing.

The region contains many universities and there is a breadth of cultural opportunity available. There is a wealth of history to be explored in the area, as well as some of England's most beautiful countryside, including the Peak District.



*Ashby Castle*



The successful candidate will be a credible and experienced school leader who can provide the educational vision and mission for the new school, and work alongside the Executive Head and Managing Director.

As the first Headmaster or Headmistress of this new school, you will have a unique input into the staffing for the start of the new school year. Furthermore, you will have the opportunity to determine the leadership and management structure.

You will have direct expertise in the financial management of operating schools, and the ability to manage resources effectively to maximise student outcomes. Equally, you will have a strong commitment to continued staff development, as student numbers increase over time.

Forward thinking and naturally entrepreneurial, you will not only understand the requirements of setting up a new school, but will also need to be willing to engage in expansion and further diversification opportunities for Abney Hastings.

The successful candidate for this post will have the strong support of the school's Proprietors and Directors, and its Board of Governors, as together they jointly ensure the continued future success of the new school.

The Headmaster or Headmistress will bring in-depth knowledge of contemporary thinking about effective education, particularly in independent schools and understand the pressures on this sector: knowledge of ISI – both full inspection and compliance; the business side of running schools; successful change management and staff development expertise.

The Group hopes for an incoming Headmaster or Headmistress with experience in building and leading a learning community of staff, and someone with the success and well-being of all pupils at their core. The Headmistress or Headmaster will work particularly closely with the Executive Head, as well as the Managing Director.

Applications are welcomed from colleagues able to offer relevant experience combined with the skills, and capability to take a lead role in the setting-up and establishment of this new school. Therefore, it would be advantageous to have had some experience of starting a new school or leading another significant educational development. It is also anticipated that the Headmaster or Headmistress' role will include leading the Abney Hastings Tuition Service.

# KEY PRIORITIES

The Headmaster/Headmistress will:

- Provide clear and inspirational educational leadership across all aspects of the school and tuition centre.
- Sustain and enhance the educational outcomes for pupils through effective leadership of teaching and learning, assessment and professional development.
- Recruit, develop and retain the best qualified staff at all levels, including leaders, teachers and support staff.
- Ensure that an appropriate balance for pupils is maintained between striving for strong results, developing skills for further and higher education and employment, and happiness and well-being.
- Work closely with senior staff to maintain the highest possible teaching and learning standards.
- Ensure that the school is fully prepared for inspections and other quality assurance requirements.
- Make sure all pupils are exceptionally well cared for and have ample opportunity for a wide range of extra-curricular and additional experiences.
- Work closely with the Managing Director, Executive Head and Group admin team to make sure the schools' finances, systems, security, and premises are well planned, managed and maintained.
- Guide, motivate and enthuse staff, and provide effective training opportunities and performance management.
- Ensure that relationships with parents remain positive and responsive, and always with pupils' interests at the heart of all that the school does.
- Create a warm and welcoming environment and encourage parents to partner with the school in their children's learning journeys.
- Monitor the educational landscape and identify opportunities to grow the school, as they arise, for example, extend into sixth form provision when pupil numbers have grown.
- Develop and then maintain a professionally open relationship with the Executive Head and MD, ensuring that they are informed of all significant issues, and report to Governing Board meetings as and when required.

# CANDIDATE SPECIFICATION

The successful candidate is likely to have the following quantities:

PERSON SPECIFICATION CRITERIA	ESSENTIAL/ DESIRABLE
Have a good first degree	E
Have QTS	E
Possess NPQH	D
Possess further academic or professional qualifications relevant to the role	D
A track record of successful school or setting leadership experience as a headteacher or principal or equivalent	E
Have experience of EYFS, including 2 year olds	D
Training/experience as an ISI inspector	D
Leadership for excellence – aptitude, skills set, knowledge and understanding	E
An outstanding communicator	E
Excellent professional relationships built quickly – adults and students	E
Decisive leadership	E
Possess vision and drive	E
Inspirational leader	E
Build and motivate a high performing team	E
Able to work effectively as part of a school group	E
Problem-solving – prioritising; using IT; quick thinking; solution-focussed	E
Have commercial awareness – business development and able to win the market	E
Understand the curriculum from EYFS to GCSE	E
Experience in preparing pupils for Sixth Form and university entrance experience and current knowledge of UCAS/Oxbridge processes	D
Reflective leader	E
Sense of perspective and humour	E
Demonstrate kindness and integrity	E
Proven and successful experience in school senior leadership	E
Strong academic qualifications	E
Skills and mind-set for a school ‘start-up’	E
International education perspective	D



# REMUNERATION AND CONTRACT

At this stage in The Lewis Charlton Group's journey, the post is a full-time, permanent contract starting in September, 2019. If suitable on both sides, it is possible that the contract could be commenced in advance of the new academic year. The salary is likely to be around £45000 to £53000, dependent on the number of pupils on roll in the school, and qualifications, expertise and experience of the successful candidate.

There may be the possibility of some support with relocation.

## APPLICATION PROCESS

The Lewis Charlton Group has commissioned Ease Training Ltd. to manage the recruitment of this important post.

Please contact Dr Fiona Hammans, Associate Director, for an informal discussion on 07730693350, or email [recruitment@lewischarltongroup.org.uk](mailto:recruitment@lewischarltongroup.org.uk).

Candidates wishing to apply should:

- Complete the application as indicated on the TESonline advert, or available on the Lewis Charlton Learning Centre website
- Closing date is 4<sup>th</sup> March, 2019 at 1600 (BST)
- Short list interviews are planned for 18 and 19 March, 2019
- References will be contacted at the shortlist stage with the candidates' permission
- Short listed candidates will be required to bring original certificates and documentation, and proof of identity with them to the interview.

**The Lewis Charlton Group is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**