



SAINT NICHOLAS SCHOOL

SMALL ENOUGH TO CARE, LARGE ENOUGH TO INSPIRE

HEAD
CANDIDATE INFORMATION



SAINT NICHOLAS SCHOOL

Dear Candidate,

Saint Nicholas School has arrived at a pivotal juncture in its development as we continue along our exciting and inspiring journey into the next stage of life as a school. As you will no doubt be aware, the appointment of a new Head impacts greatly on the school community, but it is a positive time of change and reassessment.

The School prides itself on its achievements, not only in an academic context, but also through the wide range of co-curricular activities which seek to enrich the education of every pupil and help develop them into well-rounded and balanced young people.

Last year we were very proud of the pupils' achievement at GCSE:

- 96% of pupils achieved at least five GCSEs (9-4)
- 93% of pupils achieved at least five GCSEs (9-4) including mathematics and English
- 89% of all entries were awarded grades 9-4 (70% nationally)
- Mathematics 96% Grade 4 & above (70% nationally)
- English Language 89% Grade 4 & above (70% nationally)
- English Literature 86% Grade 4 & above (74% nationally)

We are not looking to stand still and maintain the status quo. The Board is looking to appoint an inspirational leader who will develop a vision to provide an excellent, well-balanced and stimulating environment in which pupils can develop and learn.

As a spirited, experienced candidate, you will join a dynamic and enthusiastic team who enjoy working in a stimulating school environment. As Head, you will be expected to work closely with me and the Board, to lead and inspire the staff and engage with the parent body to ensure continued success. You will help to develop a vision for the School in the 21st century and to promote and further the aims of the School.

I look forward to receiving your application.

Robert Ellice
Chair of Governors



A LONG TRADITION OF SUCCESS

Saint Nicholas School is an independent, co-educational day school in Old Harlow, Essex. With a long tradition of success, it educates over 420 children aged between 2½ and 16.

Since 1939 we have given children an exceptional education. Our philosophy is based upon a commitment to sound moral principles and a view of education as an all-round preparation for life. Academic work is given strong emphasis and, equally, sound guidance in personal development is seen as an integral part of a good education.

'The quality of pupils' overall achievement and learning is good. The pupils are extremely well educated in line with the school's aims to enable them to achieve of their best.'

Independent Schools Inspectorate 2012

OUR PHILOSOPHY

Small enough to care, large enough to inspire.

We emphasise traditional values such as responsibility, honesty and respect for learning. Our teachers are highly committed and work in partnership with our pupils and parents to ensure the highest standards of behaviour and academic achievement.

We believe that children learn best when they feel happy and secure and we aim to develop in our pupils a lifelong interest in learning. Visitors to the School are impressed by the friendly, positive attitude of the pupils and their energetic sense of purpose.

Our pupils enjoy a vibrant all round education that is stimulating, challenging and exciting. The curriculum is enriched by a wide range of extra-curricular clubs and activities including regular sports fixtures, drama activities and musical events that enables individual talent to be discovered and nurtured. We encourage pupils to discover their individual sphere of excellence and thus be challenged and inspired, developing their confidence and independence.

GROUNDS AND FACILITIES

With over 14 acres of land, our pupils have lots of outdoor space to enjoy. Lower, middle and upper school pupils are each housed in their own area, within close proximity of each other enabling good access to shared facilities.

The School is equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, lower, middle and upper school libraries and a theatre. Sports facilities include extensive playing fields, tennis courts, heated swimming pool and a magnificent sports hall.

'My children can't wait to come to school in the morning! They love their lessons and talk enthusiastically about what they have learnt during the day.'

Parent



'The quality of pastoral care of pupils is excellent. The staff provide excellent care and guidance for the pupils.'

Independent Schools Inspectorate 2012

SCHOOL AIMS

The School aims to:

- Enable pupils to acquire the knowledge, wisdom and self-discipline appropriate for further education, employment and adult life.
- Ensure that all pupils have the opportunity to develop their intellectual, physical and creative gifts, across a broad and balanced curriculum.
- Provide a range of extra-curricular opportunities at lunchtime and after school.
- Promote the personal development of pupils, encouraging lively and enquiring minds, respect for themselves and others and a high regard for truth.
- Promote self confidence, integrity, social responsibility and awareness in pupils.
- Generate a happy atmosphere and offer support to all members of the school community.
- Encourage pupils to show respect and active concern for their school surroundings and for the wider environment.
- Encourage pupils to be aware of the needs of the community beyond the School and to give service.
- Provide the stability and security of continuous education on one site, spanning the age range from 2 1/2 in our pre-school to 16 years.
- Provide a stable environment in which every pupil can achieve the highest standards in all aspects of school life in preparation for the challenges of the future.

ORGANISATION

The School is a registered charity, managed by the Board and the Head.

The Board is committed and focused. It is fully supportive of the school, with many members having attended the School as pupils themselves.

The Senior Leadership Team is well-established and comprises: Head; Deputy Head; Head of Upper School; Head of Middle School; Head of Learning Support; Head of Lower School; Deputy Head of Lower School.

ABOUT THE ROLE

After the successful headship of David Bown the Board is looking to appoint a new Head who will bring vision, professionalism and leadership to Saint Nicholas.

We need a dynamic Head with a clear vision of the future of education and fresh ideas on developing the School. Whether you are an existing Head or a successful Deputy, you will have significant leadership experience in an excellent school. With a developed understanding of education, you will help us to further integrate modern technology into everyday learning and improve our educational offering.

A skilled communicator, you will actively market the School and promote all the excellent work we do to current and prospective parents. We want to increase the number of children on roll and explore the possibility of expanding our provision to include a sixth form.

This is a role that will stretch your skills as a leader to inspire staff and students alike. With the support of a well-developed and cohesive SLT, a committed Board and parent body, you will achieve both a fulfilling career and great success – for our school and our pupils.



'A good, friendly atmosphere which creates confidence and a sense of wellbeing in the children.' Parent

JOB DESCRIPTION

By bringing a fresh and impelling educational vision, the Head will have the opportunity to shape the future of Saint Nicholas School.

The role of the Head is to provide support and leadership for the whole school community. Working with the Board, the successful candidate will formulate and implement the school strategy and influence the future direction and development of the School.

KEY RESPONSIBILITIES

The Head is responsible for the academic and pastoral wellbeing of all pupils, as well as the continuing professional development of the staff and commercial management of the School.

LEADERSHIP

- Ensure that the School responds well to the academic, pastoral and social needs of pupils, parents and staff by providing an excellent education in line with its ethos and aims.
- Encourage the highest levels of learning and personal growth to be at the heart of the School's activities.
- Support the staff in their development, both professionally and personally, to deliver the highest quality of teaching within the School.
- Provide leadership in developing and implementing school policies to support operational success and to ensure the safety and welfare of all pupils.

STRATEGIC VISION

- Promote a strong and attractive vision for the School to highlight its ethos and success.
- Create, with the input of the Board, a strategic development plan to enhance the work of the School in an efficient and cost effective manner.
- Review the aims and outcomes of the School in order to overcome the changes faced by a small independent day school, and articulate the School's successes.



- Contribute to the marketing and communications strategy to engage with the existing and future school community.
- Attract, select and retain both teachers and pupils as part of the School's growth and development.
- Develop appropriate relationships with charities, businesses, the media and broader networks to enhance the reputation of the School.
- Engage with alumni and the wider school community to promote the ongoing success of the School.

MANAGEMENT

- Monitor and develop the curriculum and extra-curricular activities to create a rich educational experience for pupils.
- Oversee the pastoral and welfare systems for all members of the school community so as to create a positive and caring ethos.
- Develop, implement and monitor the management structures and procedures so as to ensure that the School achieves its aims.

- Work with the Bursar to manage the financial and physical resources within the School, to ensure maximum efficiency, and to ensure that expenditure is controlled within the confines of agreed budgetary limits.
- Monitor and evaluate standards of teaching, learning, resource usage and management effectiveness, and oversee the implementation of appropriate strategies to achieve change where required.
- Manage the effective performance of school staff through the provision of appropriate procedures for appointment, induction, appraisal and development strategies, providing for staff development and general wellbeing.
- Represent the School as a member of educational conferences such as ISC, ISA and gain membership to other relevant associations.
- Be the figurehead at all appropriate events, including active support of the extra-curricular life of the School.
- Work with the Bursar and the Board to ensure that the School complies with all current legislation and best practice.

- Develop and maintain good relationships with the local community and feeder schools.
- Promote the implementation of the Safeguarding and Child Protection Policy throughout the School; ensuring that Safer Recruitment, staff training and safeguarding arrangements are under constant review.



PERSON SPECIFICATION

EDUCATION

- Degree level qualification.
- Good record of ongoing professional development.

EXPERIENCE

- Significant experience of a leadership role in a successful school.
- Knowledge of the independent school sector.
- Experience of developing, implementing and evaluating whole school policies in a senior management role.
- Experience of having initiated, motivated and successfully managed change through dynamic leadership.
- Substantial successful classroom teaching experience across the senior sector.
- Experience of creating a stable environment with a consistent approach to teaching and learning throughout the School.
- Experience of managing areas of school marketing and communications.

KNOWLEDGE AND UNDERSTANDING

- Profound understanding of pupils' learning and development.
- Full awareness of legislative change, major curriculum issues and current issues impacting on independent education.
- Understanding the role of the Board and evidence of a willingness to work in a collaborative manner with the Board.
- Computer literate with good working knowledge of the use of ICT in the curriculum.
- Clear appreciation of the finances of an independent school and an understanding of the budgeting process.
- Sound knowledge of marketing and communications techniques.



LEADERSHIP

- Ability to identify overall priorities for the School and to maintain focus on these with determination.
- Evidence of the personal and intellectual ability required to manage the School's current operational needs and to develop a clear and imaginative vision of its future development.
- Demonstrable passion for, and commitment to, ensuring the success of pupils.
- Ability to manage and develop both academic and non-academic staff effectively.
- Ability to maintain and develop procedures to promote a positive ethos, high standards and expectations throughout the school working co-operatively and in consultation with pupils, staff, parents and the Board.

MANAGEMENT

- Maintain a team based culture with shared expectations and embedded accountability.
- Maintain the creative use of resources (staff, buildings, funding) to gain maximum value for pupils.
- Develop, monitor, evaluate and report effectively on standards of achievement and progress, the curriculum, teaching, learning, performance management, finance, premises and other school resources.
- Ability to work consistently to prioritise, distribute leadership tasks, delegate appropriately, manage pressure and to work to deadlines.
- Skill to analyse problems, to make informed decisions and, where possible, to negotiate solutions.
- Ability to manage change effectively across the school community.



INTERPERSONAL SKILLS

- Take time to know and understand pupils, parents, teachers and other staff.
- Have a genuine interest, listening skills and a desire to empathise with an underlying ability to remain firm when challenged.
- Communicate clearly and concisely both orally and in writing with staff, pupils, parents, the Board, ISI and the wider community to champion the School.
- Develop effective relationships with parents.
- Show enthusiasm, flexibility, determination and the ability to inspire and motivate others.





KEY SCHOOL FACTS AND STATISTICS

Type of school	Independent School
Age range	2½ - 16
Location	Old Harlow, Essex
Denomination	Christian ethos
Co-educational or single sex	Co-educational
Number of pupils	426
Average class size	17
Date school established	1939
Number of teaching staff	50
% of students with SEN	6.9%
% of students with EAL	<1%

GCSE RESULTS 2018

5+ 9-4 grades	96%
5+ 9-4 grades (inc. English and maths)	93%v
% 9-4 grades	89%
% 7-9	20%

tes Executive
leadership recruitment specialists



SAINT NICHOLAS SCHOOL

HOBBS CROSS ROAD
OLD HARLOW
ESSEX
M17 0NJ
www.saintnicholasschool.net