

Candidate Brief for the Position of Principal
Michael Hall School
September 2019



Michael Hall
a Steiner Waldorf School

CONTENTS

[Welcome Letter 2](#)

[The Role 3](#)

[The Person 4](#)

[How to apply 5](#)



LETTER FROM CHAIR OF COUNCIL

Dear Applicant,

Thank you for expressing an interest in applying for the post of principal with the Michael Hall School.

Michael Hall is the largest Steiner Waldorf School in the UK educating children and young people from Kindergarten through to Sixth Form. At the beginning of this academic year, we have 440+ pupils on the roll with 89 teaching staff and 43 non-teaching staff.

The School was established as the first English speaking Steiner Waldorf School in London in 1925 and moved to its current beautiful grounds in Forest Row, East Sussex after the Second World War. We look forward to celebrating our centenary in five years' time. The School has a vibrant pupil body, dedicated staff and very loyal parents and plays an important part in the life of our surrounding community with many families moving into the area because of the School.

The current focus of the School is on being able to quickly achieve compliance with inspection standards on schools' leadership and quality of teaching. Key to this is ensuring that high standards in teaching are of a consistent high quality across the whole school. The School has agreed a three-year partnership with the Crossfields Institute to work as its improvement partner to support the capacity and capability of teaching staff and their leaders.

The Council of Trustees (the governing body) with school staff, pupils and parents is in the process of developing a new education vision and strategy for the School based on the five core principles of:

- Placing the real needs of each individual child at the centre
- Creating a culture of open inquiry into Steiner's picture of the human being
- Committing to inner work as a core principle of teaching practice
- Fostering a school culture of collegiality, collaboration and relational trust
- Cultivating openness and accountability towards the wider world

Building from these foundations, the School wishes to now appoint its first Principal to work with parents, pupils, teachers and non-teaching staff to co-create a flagship 21st century Steiner Waldorf education.

Reporting to the School's Council of Trustees the Principal will be responsible for all aspects of school life relating to the education of the pupils; the management of the teaching staff and non-teaching staff; the management of the School's assets, and; the financial sustainability of the School.

The successful applicant will be passionate about child development and progressive education and will want to combine current developments in education and the imaginative creativity of Steiner Waldorf philosophy to the best effect. Being able to work across Steiner and State education practices and regulation will be vital. They will be confident in their ability as a teacher and as a leader, reflective in their practice and welcoming accountability to those around them.

Please take time to learn more about our school by reading this applicant brief and by visiting the School's website.

Any enquiries should be addressed to **Chair of Council (C/O: HR)** and sent to hr@michaelhall.co.uk. The details of the application process and selection timetable are detailed below.

I look forward to receiving your application.

Yours sincerely, Sean Rafferty Chair of Council

THE ROLE

The School wishes to appoint its first principal to work with parents, pupils, teachers and non-teaching staff to co-create a flagship 21st century Steiner Waldorf education.

Reporting to the School's Council of Trustees you will be responsible for all aspects of school life relating to the education of the pupils; the management of the teaching staff and non-teaching staff; the development of the School's assets, and; the financial sustainability of the School.

You will be passionate about child development and progressive education and will want to combine current developments in education and the imaginative creativity of Steiner Waldorf philosophy to the best effect. You will be confident in your ability as a teacher and as a leader, reflective in your practice and welcome accountability to those around you. You will foster a school culture of collegiality, collaboration and relational trust.

The Principal will:

- With the School Council formulate the aims and objectives of the School, providing strategic leadership for their implementation.
- With the School Council and senior management team establish policies for achieving these aims and objectives.
- With the School's Vice Principal and senior management team, manage staff and resources to develop the organisation's capacity and capability to realise the School's vision
- Monitor and report progress to the School Council.
- Lead by example and model best practice regarding professional conduct, workload and personal development
- Develop and deliver a 21st Century Waldorf education in compliance with Government and OFSTED regulations for early years and schools

Duties and responsibilities:

- Ensure a high standard of educational provision.
- Build positive relationships with all members of the School community and the Schools strategic partners
- Build positive relationships with parents, carers, pupils, alumni and the Forest Row community
- Keep up to date with developments in education and the criteria by which are school will be inspected.
- Work with financial astuteness, translating policy into the School context.
- Help set and remain within the budget for each academic year.
- Communicate the School's vision clearly and with commitment.
- Seek training and continuing professional development.
- Set and expect ambitious standard for all pupils, dependent on their ability.
- Ensure excellent teaching in the School.
- Establish a culture of openness, collaboration and cooperation among staff so that best practice is shared freely.
- Identify emerging talents and aspiring leaders and give them the support necessary.
- Hold all staff accountable for their professional conduct and practice.
- Ensure the School's systems, organisation and processes are fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff

- Work with the trustees to ensure they have all the information they need to govern effectively.
- Create an outward looking school, which works with other schools and organisations to secure excellence for all pupils.

THE PERSON

Person Specification:

The successful candidate will possess the following qualifications although consideration will be given to alternative qualifications or experience

- Qualified teacher status
- A university degree
- A senior leadership teaching qualification.

The successful candidate will have the following experience:

- Successful Senior leadership and management experience in a school.
- Good teaching experience.
- Involvement in school self-evaluation and development planning
- Successful line management and staff development
- Proven ability to identify and acknowledge excellence.
- Proven ability to identify and resolve under performance effectively and decisively.
- Experience of successful preparation for school inspections.
- Knowledge and experience of working effectively with a governing body.
- Successful experience of curriculum development.
- Using monitoring and evaluation strategies that raise the quality of teaching and learning.
- Establishing a collaborative school vision of excellence and equity.
- Commercial and marketing acumen that will help the School attract parents, pupils and investment

The successful candidate will have the ability to:

- Communicate a vision and inspire others.
- Communicate effectively.
- Build effective working relationships.
- Model high quality teaching for others.
- Assess information to set targets and identify weaknesses and strengths.
- To understand financial statements and balance sheets.
- Work under pressure and priorities effectively.

The successful candidate will be committed to:

- Safeguarding, equality and diversity.
- Maintaining confidentiality at all times.

- Getting the best outcomes for all pupils
- Promoting the ethos and values of the School.
- Maintaining discipline, and positive relationships with pupils.

The job description may be amended at any time in consultation with the post holder.

Specifically the Principal will be required to safeguard and promote the welfare of pupil, implement and follow all policies and the staff code of conduct.

HOW TO APPLY

You can find more information on the School's website at www.michaelhall.co.uk/Principal or by contacting HR@michaelhall.co.uk

APPLICATION PROCESS AND SELECTION TIMETABLE

The deadline for applications is **12 noon on 7th October 2019**. Your application will need to comprise of:

- A completed application form
- A CV outlining qualifications, career history and experience and two referees.
- A covering letter detailing why they consider themselves suitable for this role.

Applications should be emailed to HR@michaelhall.co.uk or posted to

Chair of Council, C/O: HR
Michael Hall School
Priory Road, Forest Row
East Sussex, RH18 5JA

SELECTION TIMETABLE

Deadline for applications	7 th October 2019
Longlisting	8 th – 10 th October 2019
Assessment Centre and School tour	15 th or 16 th October
Stakeholder and Selection Panels	2 nd November 2019

Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.