



Head of Norfolk House School

Information for Applicants

About the School

Thank you for expressing an interest in the post of Head of Norfolk House School. What follows is an attempt to provide some insight into the post and into the school itself. The school's website (www.norfolkhouseschool.co.uk) is a rich source of information which you will doubtless wish to consult.

The vacancy arises following the appointment of the current Headmistress, Sarah Morris, to the Headship of Birchfield School, Shropshire in September 2018. The school has benefited greatly from her leadership since her appointment in September 2014, and she will leave us with our very best wishes. We are looking for someone who will continue her good work but, at the same time, impose their own stamp on the role and bring their own vision and qualities to bear: only thus can a Head truly succeed, we believe.

The school is family owned and has occupied its present site for over 50 years. Originally founded as Garry House School in nearby Fountain Road, it was refounded in 1967 as Norfolk House. Over the ensuing years it has developed an enviable reputation for academic excellence and is now one of the leading independent preparatory schools in Birmingham.

Based on the leafy and elegant Calthorpe Estate in Edgbaston, the school benefits from excellent transportation links and parents who work in the city centre find its location particularly convenient.

The school's termly fees are very competitive, ranging from £2,327 in Transition to £3,366 in Year 6.

Birmingham is blessed with many high quality grammar schools, and is not unusual to hear of parents relocating to the city specifically in order to obtain places for their children. There is a demand for good schools which prepare children well for the 11-plus, and Norfolk House plays a leading role in meeting it. It is a selective school which is proud of its academic credentials. Having said that, exam success is not the school's only aim. With small class sizes (no more than 20), the school places a great deal of emphasis upon nurturing the individual child in a way which enables them to fulfil their potential in every area of endeavour. Above all, the school strives to help them develop into rounded, cultured and emotionally literate human beings with a life-long love of learning and a deep curiosity about the world about them.

Norfolk House is a relatively small school. At present there are 140 pupils, 12 teachers and 4 teaching assistants. External tutors retained by the school instruct pupils in Music and Speech and Elocution. Administrative staff comprise the Head's Personal Assistant, an Office Manager and Receptionist. The school employs a Catering Manager and two catering assistants, and shares Finance and Estates staff with Norfolk House Nursery. It receives support from external specialists in a variety of areas including health and safety, human resources and regulatory compliance.

The school premises comprise a spacious and well appointed Victorian house which retains much of its homely character. There is a large playground and an all-weather sports surface at the rear. Pupils in Years 4 to 6 receive swimming lessons at a local pool every week.

In recent times the school has expanded its offering to include Extra Tuition sessions which take place on a Saturday and two days a week during the summer holidays. They are open to children who are not pupils of the school and have proved to be very popular.

In November 2015 the school received a Regulatory Compliance inspection and was rated compliant in every area. A link to the report and extracts therefrom can be found on the school's website.

The school is operated by Norfolk House School Ltd which, in 2009 and 2014, opened two nurseries in Edgbaston (Norfolk Road and Harborne Road respectively), each called Norfolk House Nursery. They cater for children aged between three months and four years and are rated "Outstanding" (Norfolk Road) and "Good" (Harborne Road) by Ofsted. The children at the nurseries are not pupils at the school, and the new Head will have no line management responsibility as far as the nurseries are concerned.

Although the school is successful and highly regarded, it is constantly searching for ways to improve and enhance the service it provides. The new Head will play a pivotal part in this process. Developing the curriculum, refining teaching and learning techniques, providing staff with the best CPD opportunities, expanding the range of extra-curricular activities and encouraging parent partnership are but a few of the challenges which the successful candidate will relish meeting. The school has come a long way, but there is further to go – and always will be.

About You

Person Specification

The successful candidate will be able to demonstrate most or all of the following attributes.

Knowledge and Experience

- A suitable DFE registered teaching qualification
- A successful career in teaching children aged between 3 and 11 years
- Experience of preparing children for the 11+ examination and independent school entry is preferable
- Proven success in a leadership / management role at senior level
- A thorough knowledge and understanding of teaching and learning strategies across the preparatory age range
- Experience of transforming strategy into operational planning
- An excellent knowledge of Safeguarding and regulatory compliance
- A detailed knowledge of current developments in education

Skills and Personal Qualities

- Integrity
- Fairness
- Energy, enthusiasm and a high level of personal motivation
- A passion for enabling children to develop their full potential
- The ability to inspire excellence in all areas of school life
- The ability to lead by example, motivate and inspire others, and act as a role model for members of the school community
- The ability to generate ideas, innovate and solve problems
- Excellent communication skills
- The ability to work collaboratively with Directors, staff, parents and the wider community
- The ability to develop a clear strategic vision for the school alongside a commitment to its ethos
- The willingness and ability to acknowledge excellence and challenge poor performance

About the Role

Job Description

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Reporting to: The Board Directors of Norfolk House School

Main Purpose: To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and high standards of learning and achievement

Main Tasks:

1. Strategic direction and development of the school

- i. Provide inspiring and purposeful leadership for the staff and pupils.
- ii. Work in partnership with the Board of Directors, staff and parents to promote the ethos and values which underpin the school.
- iii. Implement a Development Plan which will secure continuous school improvement.
- iv. Monitor and evaluate the performance of the school and respond and report to the Board of Directors as required.
- v. Ensure that the management, finances, organisation and administration of the school supports its vision and aims.
- vi. Ensure that school policies and practices take account of national, local and school requirements.
- vii. Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- viii. Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.

2. Teaching and learning

- i. Maintain an environment that promotes and secures high quality teaching, effective learning, high standards of achievement and good behaviour.
- ii. Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- iii. Develop and promote an ethos of academic rigour and high expectations which enables each child to realise their full potential.

- iv. Determine, organise and implement a policy for the personal, social and moral development of pupils.
- v. Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- vi. Determine and implement policies which promote equality of access.
- vii. Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline.
- viii. Develop and maintain effective links with the community in order to extend the curriculum and enhance teaching and learning.
- ix. Maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- x. Promote extra curricular activities in accordance with the educational aims of the school.

3. *Leading and managing staff*

- i. Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- ii. Implement and sustain effective systems for the management of staff performance and target setting.
- iii. Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- iv. Ensure that the contractual duties of all staff are fulfilled and, where appropriate, to institute disciplinary and capability proceedings.
- v. Participate in the arrangements made for performance management and threshold assessment; participate in the identification of areas in which the Headteacher would benefit from further training; and undergo such training.
- vi. Ensure that a deputy Headteacher or suitable person assumes responsibility for the discharge of the headteacher's function at any time when absent from school.
- vii. Promote the development of good working relationships between Directors, staff, pupils, parents/carers and the community.

4. *Efficient and effective deployment of staff and resources*

- i. Work with Directors and senior colleagues to recruit and retain staff of the highest quality.
- ii. Make appropriate arrangements for the security and effective supervision of the school buildings, their contents and the grounds.

- iii. Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- iv. Manage and organise the premises efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- v. Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- vi. Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

5. *Accountability*

- i. Ensure that all staff recognise that they are accountable for the success of the school.
- ii. Present a coherent and accurate account of the school's performance in a form appropriate to audience, which includes Directors, staff, parents, the LEA, the local community, the ISI and others.
- iii. Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress.
- iv. Provide information, objective advice and support to the Board of Directors to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- v. Carry out any such duties as may be reasonably required by the Board of Directors.

6. *Safeguarding Children & Safer Recruitment*

- i. Determine and implement policies and procedures which comply with all regulatory requirements in relation to Safeguarding and Safer Recruitment and promote best practice in those areas.
- ii. Ensure that all policies and procedures are followed by all staff.
- iii. Ensure that sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and inter-agency meetings, and contributing to the assessment of children.
- iv. Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.
- v. The school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Terms

The post of Head of Norfolk House School is a full time, permanent position. An attractive salary and benefits package, including membership of a Group Personal Pension Plan and significant remission on school fees, will be offered to the successful candidate. Salaries throughout the school are reviewed annually by the Directors and, historically, increases have followed.

The Recruitment Process

The deadline for applications is Wednesday, **17th January 2018**.

On **23rd January 2018** you will be notified whether or not your application has resulted in the offer of an interview.

Those who are offered an interview may view the school by prior arrangement with the Headmistress' PA during the **week commencing 29th January 2018**.

Initial interviews will take place on **5th and 6th February 2018**. You will be notified of which day in due course.

On **7th February 2018** you will be notified whether or not you have been shortlisted. If so, you will be invited to attend a second interview, which will include teaching a 30-minute lesson, on **12th February 2018**.

All shortlisted candidates will be notified of the outcome of their applications on either the **13th or 14th February 2018**.

The school adheres to the Data Protection Act 1998. All information about you which is disclosed during the application process will be kept confidential and used only for the purposes of that process. Should your application be unsuccessful we will delete all your information from our systems and dispose of it in a secure manner, unless you request that we retain it.

We look forward to welcoming you to Norfolk House School.