



SUPERANS CONANDO

HEAD

Coopersale Hall
School, Epping

A MEMBER OF THE OAK-TREE GROUP
OF SCHOOLS

www.coopersalehallschool.co.uk





WELCOME

Thank you for your interest in the role of Head at Coopersale Hall School. This is a hugely exciting time for the Oak-Tree Group of Schools as we continue to grow in numbers and to develop the education and opportunities offered to around 1000 children across the Group.

The Oak-Tree Group is looking to appoint a new, inspirational Head for Coopersale Hall School, to build on our recent success and to lead the school into the next phase of its development. We are looking for an inspirational leader to work with the school's experienced Senior Leadership Team, the Heads of the other Oak-Tree schools and Head Office; someone to share our ambition, not only for the success of Coopersale Hall but also the wider Oak-Tree Group.

The successful candidate will be a proven strategic manager with a clear vision for improving the school's effectiveness and raising standards and expectations. The senior leaders we recruit demonstrate shared values, are highly motivated to inspire and develop their colleagues' skills and are committed to providing the highest standards of teaching for all children.

If you believe you have the leadership skills, personal qualities, drive, and vision necessary to lead Coopersale Hall School, then we very much look forward to hearing from you.

Best wishes for the application process!



Matthew Hagger

Group Managing Principal,
The Oak-Tree Group of Schools

ABOUT THE SCHOOL

Coopersale Hall School is a privately owned co-educational Independent Prep School in Epping. The school forms part of the Oak-Tree Group of Schools, a powerful group of local independent schools. All four are operated with the same aims of excellence and care.

It is a school in which pupils of all abilities, aptitudes and social backgrounds thrive and achieve. It boasts excellent resources, highly committed staff and extensive grounds. The environment is entirely dedicated to helping Coopersale Hall pupils develop their talents and skills in all subjects, be they academic, sporting or in creative arts. We have an outstanding team of staff who are passionate about the learning and well-being of the children in our care and who work together to bring out the best in them.

Like most schools we pride ourselves on our excellent pastoral care, but more than that, we value the close working relationships we foster with our parents to ensure that our pupils become capable, caring, responsible, and enthusiastic young people who have the ambition and opportunity to make a positive difference to the world. Coopersale Hall children are happy and confident. They care about each other and have an excellent global awareness too.





THE HISTORY OF COOPERSALE HALL

Coopersale Hall's extensive buildings and grounds are steeped in history. Once part of the Copped Hall estate, the main Grade 2 listed building - a stunning mansion house - is set in some seven acres of beautiful grounds, lawns and playing areas.

During World War II, the Hall was a convalescent home for wounded officers and was associated with Sir Winston Churchill, MP for Epping in 1924, who is known to have visited. In 1988, Coopersale Hall was acquired by the Hagger family and the school was opened in April 1989.

A programme to convert the existing accommodation to school use and construct a number of additional classrooms and other facilities soon followed.

In 2011, a new four-classroom block with extra playgrounds was officially opened by Mr Rod Stewart and Mrs Penny Lancaster.

The school has recently opened a new senior department having purchased a neighbouring house in 2020 as part of a £2m project to expand its provision up to age 16. Phase 1 is now complete and the school has welcomed its first cohort of Year 7 pupils into a new facility that offers an Art/DT Studio, Science Lab, ICT Room, classroom and toilets. Phase 2 will start in 2024 to construct an additional 4 classrooms, toilets and changing rooms.

Staffing levels have been increased continually and there has been significant investment in resources and infrastructure. This is a forward-thinking school where change for the better is embraced.

The four schools in the Oak-Tree Group are located within a 6-mile radius of each other. All four are members of the Independent Schools Association, which has 620 member schools throughout the country.

HEAD OFFICE SUPPORT

Each of the four schools in the Group has between 70 and 80 full time and part time teachers, teaching assistants, specialists and support staff who work together for the benefit of the children. Much of the day-to-day behind the scenes administration such as finance, operations, health and safety, compliance, personnel, maintenance, IT support and marketing is centralised and supplied by the Oak-Tree Group's Head Office.

Matthew Hagger leads the Head Office team, which includes:

- the Group Bursar who oversees all fees invoicing, salaries administration and budgets as well as all general finance;
- the Group Education Principal who oversees the education across the Group including curricula, assessments, reporting and training;
- the Group Operations Manager who oversees all compliance, health and safety, premises matters, and maintenance;
- the Group Marketing Manager who oversees all marketing, communication, links with feeder schools, websites and apps, news and Heads' letters, assisted by the Group Marketing Assistant;
- the Group IT Manager who oversees all hardware, software, MIS systems, service providers and general day-to-day troubleshooting, assisted by three Group IT Technicians;
- the Group Accounts Manager who looks after the day-to-day purchase and sales ledgers, assisted by the Group Accounts Administrator;
- the Group Maintenance Manager who coordinates all maintenance projects, day-to-day maintenance and troubleshooting, assisted by a team of six Group Maintenance Officers.

Matthew meets with the central team formally each week and discusses ongoing projects and matters with each Head on a regular basis.





GOVERNANCE

The Oak-Tree Group of Schools is owned and run by a family of qualified educationalists who have many years' experience in the specialist world of teaching and learning. With the eighth and ninth members of the Hagger family having recently been educated within the Group, the schools genuinely have a family feel to them.

Matthew Hagger is the proprietor with the role of Group Managing Principal, akin to Chair of Governors, who oversees all aspects of the day-to-day business and runs the Oak-Tree Group. Matthew taught languages up to A-Level for several years at three large local comprehensive schools before officially joining the family business as Principal in July 2001. Matthew is hands-on and has weekly management meetings with each Head, as well as admissions meetings with key staff. He takes part in regular coffee mornings with each Head and parents across the Group and attends all school plays, performances and functions.

Claire Osborn is Group Education Principal. Claire first joined the group in 2003 as Head of English at Normanhurst School. After a short spell as Deputy Head at an independent school in North London, she returned as Headmistress in 2010. She also took on the role of Head of Braeside from 2016 to 2019. Claire started her joint role of Principal with responsibility for teaching and learning throughout the Group in September 2019 and is also an ISI Reporting Inspector and ISA Trustee.

Sharon Hewitt is Group Bursar. Sharon joined the group in 1999 as Office Manager at Normanhurst School, progressing to her current role in 2015. Responsible for overseeing the processing and collection of the day-to-day fee payments, staff payroll, staff recruitment, departmental budgets and personnel, Sharon liaises closely with each school office and provides valuable support.

Details of the full Group team can be seen here [Oak-Tree Group Staff | The Oak-Tree Group of Schools \(oaktreeschools.co.uk\)](#)

PROFESSIONAL CONDUCT

The Oak-Tree Group of Schools looks to all members of staff always to uphold the Group's vision and ethos, as well as working in accordance with its aims and policies. The duties outlined in this Job Description may be modified to reflect or anticipate changes in the job, commensurate with the salary and job title.

THE CANDIDATE

Coopersale Hall School requires its Head to provide professional leadership and management, vision and direction. We are seeking a Head with the necessary drive, ambition and determination to ensure the school meets its aims and targets, but who also possesses the necessary level of empathy and understanding to ensure that the whole school team is supported to be the best they can.

We are looking to the Head to promote a firm foundation from which everyone, pupils and staff alike, strive to achieve high standards in all areas of the school's work; a Head that establishes a high-quality education by effectively managing teaching and learning, using personalised learning to realise the potential of all pupils, whilst developing a culture that promotes excellence, equality and high expectations, without creating a "hot house" environment in which everyone feels under pressure.

Whilst the school's future is expressed in the strategic plan developed by all stakeholders including the Principals, Head and members of staff, we look to our Head to make a significant contribution to the thinking and execution in this area. We are seeking a collaborative Head who relishes working with others, yet has the confidence to make those hard judgment calls when necessary.

The Head we are looking for will delight in being responsible for evaluating the school's performance, identifying the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Head will want to work with and for others, to develop and maintain effective partnerships with local nurseries and schools, other agencies for children, higher education institutions and employers.

Coopersale Hall is at an exciting stage of its development as the school is part way through the first year of the expansion into senior education up to age 16. As a result, the Head will have a wide-ranging role working with families, children and staff from Lower Kindergarten (age rising 3) up to Year 11 (currently Year 7).





PERSONAL QUALITIES

Knowledge & Experience

- We are looking for a graduate with a good honours degree, extensive teaching experience and significant experience of appropriate CPD. You must demonstrate the following:
- Good track record of involvement in life outside the classroom.
- Experience of PR and marketing in an educational context and aspects of the 'business' side of a school in a competitive marketplace.
- In-depth understanding of the key education issues and developments from primary through to senior education and a desire to drive teaching and learning.
- Strong financial understanding and appreciation of rigorous financial management in an independent school.
- Sound knowledge of the relevant regulatory and inspection frameworks and best practice in Safeguarding and pastoral care.

Leadership & Management

- Proven leadership and management experience at a senior level within a comparable school, with an understanding of whole-school management across the full age range.
- Proven track record in leading and embedding change in one or more key areas of responsibility.
- Ability to lead by example with high professional standards and expectations.
- Strong management skills; the commitment and ability to manage in a transparent and open manner and operate with integrity.
- An inclusive, collaborative, and consensual style of leadership and management.
- Confident and decisive, firm when required, and willing to make clear and difficult decisions.
- Exceptional planning and organisational skills with effective prioritisation.
- Ability to think strategically and to see the 'big picture', yet with an eye for detail.
- A leader with a visible presence around the school.
- A focus on people and their wellbeing with a commitment to providing the best all-round education for pupils and promoting the welfare and professional development of staff.

Personal Skills

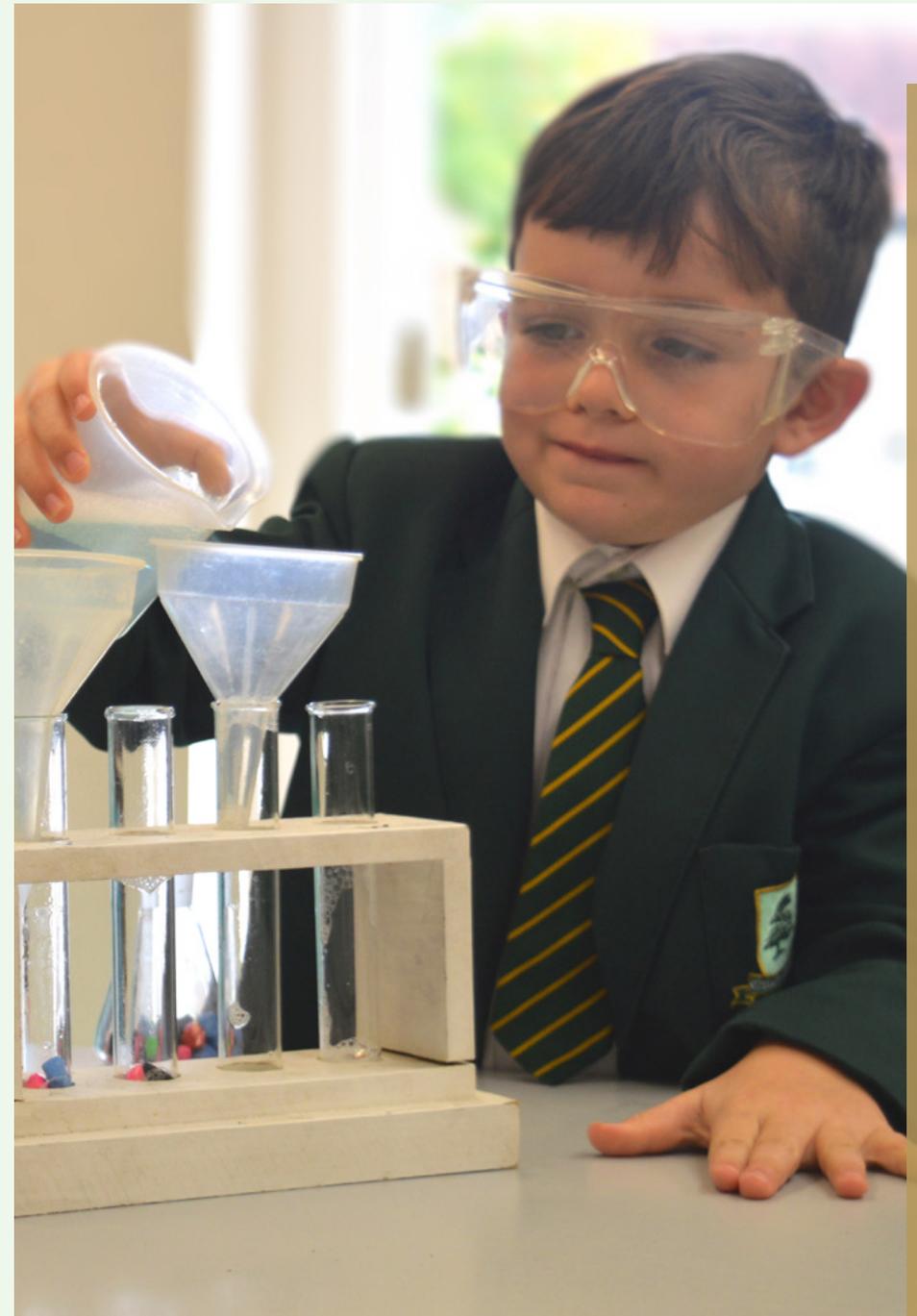
- Ability to inspire and motivate others.
- Ability quickly to win confidence of all members of the school community.
- Ambition in the pursuit of academic excellence.
- Outstanding communication skills (spoken, written and digital), including confident public speaking.
- Excellent networking and interpersonal skills.
- Caring and understanding with the ability to listen and handle difficult situations sensitively.
- Ability to engage and consult others when identifying and implementing change and innovation; evaluates impact and sees things through.
- Able to maintain a good work/life balance with interests other than school life.

Personal Characteristics

- Personable, approachable and collaborative.
- Reflective, resilient and steady under pressure.
- Energetic, inspirational and aspirational.
- Highly developed intellectual capacity and emotional intelligence.
- Personable, approachable and collaborative.
- Excellent role model.
- Flexible and tactful.
- Articulate, visible and credible.
- Encouraging, supportive and compassionate.

In summary, you will be a person who leads by example and who cares deeply about each member of the school community. You will aim to build on the significant achievements of the outgoing Headmistress. You will be thoughtful and reflective, a clear and decisive leader of people, somebody with the presence and personality to inspire all members of Coopersale Hall School's community – its pupils, parents, staff and Principals.

This is both an exciting and hugely rewarding challenge for the right person, with a level of support seldom available in this type of role, working within a small Group of schools with an enviable reputation and a hunger to succeed.





JOB DESCRIPTION

The main purpose of the role is to be responsible for the leadership and management of the school, the formulation of the strategic and school development plans and the curriculum and organisational changes.

The Head's vision, inspiration, initiative and management are fundamental in creating an environment that encourages and enables every member of the school community - pupils and staff - to flourish.

The Head is responsible for upholding the ethos and values of the school, ensuring children enjoy their learning in a safe environment.

General Responsibilities

- To provide professional leadership, in consultation with the Oak-Tree Group Management Team, which ensures a high standard of education for our children and a broad curriculum within a happy, secure and disciplined environment.
- To support and maintain the ethos and aims of the school.
- To be responsible for the day-to-day running of the school.
- To oversee school improvements and development, in consultation with staff and the management committee.
- To promote the school to prospective parents and the local community.
- To oversee the induction, performance management and welfare of all staff.
- To oversee the preparation for ISI inspections, ensuring that the school has all the necessary policies in place, and to maintain links with the ISA.
- To promote equality of opportunity and anti-discriminatory practice for all, both children and staff.
- To promote the spiritual, moral, social and cultural development of the children.
- To ensure that the school's Child Protection Policy is disseminated and properly administered, including Safer Recruitment and other relevant staff training, and that safeguarding arrangements are subject to constant review and evaluation.
- To oversee the implementation and review of the school's Health and Safety Policy by the Health and Safety Officer and the Group Management Team.

Specific Responsibilities

LEADING AND MANAGING STAFF

- To promote the development of an adventurous, supportive and forward-looking organisation and to maintain and develop the strong sense of community within the school.
- To deploy staff effectively and ensure that they carry out their professional responsibilities and continue to develop channels of communication.
- To secure, sustain and support an effective staff team that plans and works together in achieving high standards of learning provision.
- To undergo Performance Management, and review and supervise the implementation of the Performance Management cycle within the school.
- To recruit the best and most appropriate staff who will enrich the pupils' experience through inspirational teaching and a commitment to extracurricular activity, in collaboration with the Group Managing Principal.
- To ensure that all appropriate policies in respect of personnel issues are in place.

TEACHING AND LEARNING

- To encourage learning to be at the core of all activities related to the school.
- To determine, implement and monitor appropriate academic, pastoral, moral and spiritual curricula for the school.
- To monitor and evaluate the quality of learning and teaching in the school, and to put in place appropriate initiatives and developments.
- To ensure that the progress of individual pupils is assessed, recorded, reported and supported.
- To encourage all staff to engage in continued professional development to benefit their own learning and to support the pupils' development.





PUPILS

- To be responsible for safeguarding the welfare of the children.
- To act as a role model for pupils, appreciating their efforts and supporting their extracurricular activities such as clubs, plays, concerts and matches.
- To inspire, motivate, counsel and where necessary, to discipline pupils and staff as appropriate.
- To ensure the pastoral care for pupils is of the highest quality through a focus on the well-being of every child.
- Always to ensure the maintenance of good order and conduct when pupils are in the care of the school.
- To follow up admissions requests from prospective parents and conduct tours and/or interviews.
- To oversee the recruitment of pupils into the school.

SCHOOL DEVELOPMENT AND IMPROVEMENT

- To formulate, develop and review the overall aims and values of the school and to implement and then monitor the effectiveness of policies and procedures intended to achieve these aims and values – in conjunction with the Group Management Team.
- To promote a clear sense of vision, direction and intended outcomes in leading and managing the process of both strategic and school development planning.
- To establish effective structures for the smooth running of the school, ensuring that responsibilities are clear but not exclusive.
- To establish, implement and review procedures for the promotion and marketing of the school, encouraging the involvement of the whole staff.
- To ensure that the school complies with all statutory and regulatory requirements.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- To manage the effective use of time by all staff to meet the specific objectives in the School Improvement Plan.
- To ensure that the high quality of the learning environment is sustained and used fittingly and advise on its appropriate development.
- To ensure, jointly with the school office and Group Bursar, that there are clearly understood procedures for setting and controlling financial budgets and deciding which it is appropriate to delegate.

PARTNERSHIPS AND COMMUNICATION

- To promote and develop positive relationships with pupils and their families and ensure that information is regularly exchanged about learning achievements and progress.
- To establish and maintain excellent communication throughout the school community, internally and externally.
- To maintain and further develop good relationships and communication within and beyond the school community in order to promote an understanding of and support for the aims, values and performance of the school.
- To develop appropriate links with the media, local businesses and other relevant networks to enhance the reputation of the school.
- To work in close collaboration with the Group Management Team and provide relevant and accurate advice and information to support it in the exercise of its strategic role and responsibilities.
- To develop and maintain a close relationship with the Heads of Braeside School, Normanhurst School and Oaklands School, for planning and general purposes.
- To promote effective relationships with the local community and appropriate organisations and agencies.
- To develop and sustain good relationships with feeder nurseries and senior schools, and to explore positively further co-operation for mutual benefit.
- To work with the Essex Safeguarding Service to safeguard the welfare of children.

ACCOUNTABILITY

- To be accountable for the efficiency and effectiveness of the school.
- To be responsible for all members of the school community including pupils, parents, staff and visitors to/friends of the school.
- To work with the Senior Leadership Team to develop and sustain excellence in all areas of the education and care offered by the school.
- The Head should also be prepared to undertake other specific duties that may be assigned by the Group Managing Principal or members of the Group Management Team.





TERMS OF EMPLOYMENT

This is a full-time permanent post.

Terms include a competitive salary commensurate with the status and responsibilities of the role of Head of a 300-pupil independent school.

12% contribution into the school's private pension scheme with Standard Life (the school is not part of the TPS).

There is a school fee remission scheme which can be discussed at interview.

Annual membership of the Head's Union to be reimbursed.

The appointment will be subject to two terms' notice in writing and all the usual vetting and barring checks including:

- Three references (including one from your current employer).
- A verbal discussion between your current employer and the Group Managing Principal.
- Disclosure and Barring Service (DBS).
- Prohibition from teaching or management.
- Disqualification from Childcare.
- Right to Work in the UK.
- Qualifications.
- Medical fitness to carry out the duties of the post of Head.

Documents:

If you are selected for interview, you will need to bring the following documentation with you:

- Driving licence.
- Passport.
- Birth certificate.
- Proof of address (such as a bank statement or utility bill, no older than 3 months).
- Qualifications.

If you have had a change of name you will require proof of the change, such as a marriage certificate. **Due to the nature of the checks, the school is only able to receive document originals, photocopies will not be acceptable.**

APPLICATION PROCESS

The Headship Application Pack includes the following:

- Candidate Brochure
- E-prospectus
- Latest copy of the school's [newsletter](#)
- Latest copy of the Group's [newsletter](#)

Please complete the Application Form in detail, save it as a PDF using the following naming convention (First name / Surname / CHS Application e.g., Tiffany Fleming CHS Application, and forward it by email to tf@headspaceacademics.com.

Please do not include a covering letter but include the detail you would include in a covering letter in the section headed 'Supporting Statement'.

The application deadline is 12 noon on Wednesday 15th November 2023.

All applications will be acknowledged by email. If you have not received an acknowledgement that your Application Form has been received within two working days of sending it, please contact Tiffany Fleming directly on 07799 626942.

Interview timeline

First round interviews will be held on Monday 27 and Tuesday 28 November 2023.

Second round interviews will be held week commencing 4 December 2023.

Please direct any questions you have to Tiffany Fleming via email to tf@headspaceacademics.com.

USEFUL LINKS:

www.coopersalehallschool.co.uk

Policies <https://www.coopersalehallschool.co.uk/parents-pupils/policies/>

Staff list <https://www.coopersalehallschool.co.uk/school-staff/>

ISC listing [Coopersale Hall School, Epping - ISC](#)

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