



## Candidate Information

Appointment of the Head of  
Luckley House School  
September 2020 or January 2021

## CHAIR OF GOVERNORS

Thank you for showing an interest in the post of Head of Luckley House School.

The Governors are looking to appoint a successor to Jane Tudor who is relinquishing the post after eight years of dedicated service. During her tenure the School has grown substantially, become fully coeducational and benefited from a major facilities' development programme. The new Head will be someone with the vision, energy and confidence to build on her success.

Luckley House is defined by its Christian character, and by its size and individuality. Selective at the points of entry, we aspire to the highest academic standards and to excellence in every area of school life. We delight in enabling young people to flourish, encouraging them to make the most of their academic and intellectual abilities and their wider gifts and talents. We also lay emphasis on developing qualities of leadership and service, responsibility and self-determination.

If you have the experience, wisdom and courage to create and lead a dynamic body of staff, to think and act independently, to shape a school and its entire community for good, we very much hope you will consider taking your interest further.

John Richardson



## BACKGROUND

Luckley House School is a thriving Independent, coeducational day & boarding school for pupils aged 11 – 18 yrs located in the historic market town of Wokingham in Berkshire. The School occupies a modern, attractive and well organised site on the edge of the town with easy access by road and rail from London and other parts of the country.

Founded as an all girls' school in 1918, Luckley House became coeducational in 2015. There are currently 305 pupils in the School of whom 25 are boarders and with boys making up 30% of the pupil roll. The turnover is approximately £5m *per annum*.

Day pupils are drawn from both primary and preparatory schools within a 20-mile radius reflecting the School's strong regional reputation. Boarders join a warm home-from-home boarding community with a mix of full, weekly and flexi-boarders recruited regionally and internationally. The aim is to reach parity of boys and girls within the next five years and there is the opportunity to develop boarding further.

Entry to the School is normally at 11+, 13+ and into the Sixth Form, but occasionally places are available in other year groups. There is a clear academic emphasis and the formal curriculum includes an extensive range of subjects at GCSE and A level with the great majority of pupils going on to universities in the UK. In addition, there is a wide ranging co-curricular programme with an emphasis on performing arts.

A particular strength is the strong family feel of the School - a combination of our ethos, size and ability to meet the needs of individual pupils.



## ETHOS

Luckley House is a designated school with a religious character under The Religious Character of Schools Regulations 2003, defined as Church of England, Evangelical and is closely affiliated with Church Society. The Christian ethos is woven throughout the whole fabric of school life.

The School is an enriching learning community, promoting and instilling strong moral values, encouraging personal responsibility and developing confident individuals with a concern for the needs of others. We welcome those of all faith backgrounds and none believing that everyone should be honoured and respected. We have high expectations of how pupils will treat one another and an emphasis on service to others and the wider community.

We also believe that everyone has unique gifts and talents to be identified and developed. A wide range of academic subjects and co-curricular activities provides pupils with a rich vein of opportunities, and our commitment to the pursuit of excellence encourages them to develop their full potential.

In addition, pupils have the opportunity to grow spiritually, reflect on the big questions of life and refine their moral judgement. We want them to build their lives on firm foundations and to learn to make wise decisions.

## AIMS & VALUES

Our aims and values are an expression of the School's character.

We endeavour to:

- Establish a secure and caring community within which pupils can reach their full potential
- Promote an atmosphere of friendship and trust
- Foster self-discipline, self-esteem, mutual respect and cooperation.
- Enable pupils to think independently, take responsibility and be resilient
- Provide a 'complete' education so that pupils are equipped to live their lives well
- Set high academic standards so that pupils do their very best in public examinations
- Offer a rich and varied range of co-curricular activities
- Encourage engagement in charity fundraising and community projects
- Develop an awareness of national and global issues
- Nurture spiritual, moral and personal development
- Uphold and promote democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs





## GOVERNANCE

Luckley House is an independent educational trust regulated by the Charity Commission and, since 1973, a charitable company limited by guarantee.

The Governing Body (Board) comprises between nine and 15 members who act as trustees of the charity and directors of the company. All are committed Christians and, as volunteers, receive no remuneration. They determine the School's strategic direction, encourage and facilitate its development and monitor its performance. The Board meets once each term and, in addition, once each year to consider the School's future strategy. There are three sub-committees of the Board - the Education, Business and Governance Committees.



## LEADERSHIP & MANAGEMENT

The Head is responsible to the Board of Governors for the overall leadership and management of the School and is supported by a Senior Leadership Team (SLT), which consists of the Bursar, Deputy Head (Academic), Deputy Heads (Pastoral), and the Head of Marketing, Admissions & Development. The team oversees the implementation of the School's development plan, pupil and staff performance, and all other operational matters.

The Bursar reports to the Board *via* the Chair of Governors and the Chair of the Business Committee, and to the Head in respect of all day-to-day matters relating to the operation of the School.

## STAFF

The School has a remarkably united and well qualified body of both teaching and support staff.

The teaching staff team comprises a range of skills and experience including one teacher currently undergoing training, some recently qualified and those with substantial levels of experience. Classroom practice is good or excellent in the great majority of subject areas and all teachers participate in well planned continuous professional development.

The support staff team is ably led by the Bursar with high levels of expertise in administration, finance, human resources and marketing.

There is an overriding atmosphere of cooperation, which can be seen in the friendly atmosphere of the School. The willingness to help at Open Events along with the quality of activities and participation on such occasions are further testament to the overall excellence of the staff team.

## CURRICULUM

Luckley House is committed to providing a rigorous academic and intellectual education. The aim is to provide continuity and progression for pupils through the School and a secure foundation on which to continue to Higher Education and the careers of their choice. We also aim to foster a love of learning for its own sake.

### YEARS 7 – 9 (Key Stage 3)

Pupils follow a broad, balanced programme of study including: English, Drama, Mathematics, Science, Modern Languages (French, German, Spanish), Engineering, Geography, History, Religious Studies, Classical Civilisation, Art, ICT, Music, Physical Education, Photography, Textiles Technology, and Food & Nutrition. Latin is available as an optional subject as part of the extended-day programme.

### YEARS 10 & 11 (GCSE)

In years 10 and 11 all pupils follow a core curriculum of English (Language and Literature), Mathematics and Science (Dual Award). Most pupils also take a Modern Foreign Language (French, German or Spanish) and a Humanities subject (RS, Geography or History) together with non-GCSE PE and Sport.

In addition, pupils have a choice of two further GCSEs: a second Modern Foreign Language, a second Humanities subject, Triple Science, Art, Computer Science, Food & Nutrition, Design & Technology, Business Studies, Drama, Music, PE. Latin is an option for those who have studied it in Year 8.

A comprehensive programme embracing citizenship and careers, along with personal, social and health education (PSHCE) is part of the core curriculum for Years 7 to 11 taught as a discrete subject with additional support from form tutors.





*Curriculum continued...*

## YEARS 12 & 13 (Sixth Form)

The majority of Sixth Formers study three subjects to A Level with the option of four subjects for the most able. All pupils attend enrichment sessions and sports lessons, and a number follow the Level 3 Extended Project Qualification course. There is a well-developed Higher Education and Careers Guidance framework.

The A Level subjects available include: Art & Design, Biology, Chemistry, Physics, Business Studies or Economics, Computer Science, Design & Technology, Drama & Theatre Studies, English Literature, French, German, Spanish, Geography, History, Mathematics, Further Mathematics, Music, Physical Education, Psychology, Philosophy & Ethics.

The majority of Year 13 leavers secure places at their first-choice universities, a significant percentage of which are in the Russell Group. For some, the better route will be onto foundation courses, or into apprenticeship schemes.

All pupils and teaching staff are provided with notebook tablets for use in lessons and for lesson preparation and private study.

## CO-CURRICULAR

A comprehensive co-curricular programme has three distinct elements: Extended-Day Programme, Performing Arts and Sports.

The Extended-Day programme comprises a broad range of activities including the Duke of Edinburgh Award scheme, Combined Cadet Force, scuba diving, Rock School, robotics and photography clubs, enabling pupils to explore different interests and discover new talents. All pupils are encouraged to take part, and the variety on offer ensures that there is something for everyone.

Performing Arts comprises choirs, swing band, wind band, orchestra, ukulele club, and both junior and senior drama clubs. A whole-school production is staged every other year in the School's own Whitty Theatre and pupils regularly perform in external festivals and competitions enjoying considerable success.

The range of both boys' and girls' sport is broad for the size of the school including hockey, netball, football, cricket, rugby and rounders, and there are regular fixtures in all the major games. One of the benefits of a smaller school is that the great majority of pupils participate in teams.

In addition to competitive sport pupils are encouraged to participate in other activities provided by the School including, for example, dance, trampolining and climbing for their overall enjoyment and well-being.

In support of the co-curricular programme, scholarships are awarded in music, drama, art and sport.



## SIXTH FORM

Our dedicated Sixth Form Centre is the focus of Sixth Form life. Set apart from the main school the centre provides the perfect environment for purposeful study as well as informal areas for Sixth Formers to relax and socialise with friends. Alongside a rigorous academic programme, there is an enormous breadth of opportunity from which all may benefit.

## PASTORAL CARE

Luckley House sets great store by the School's high standard of pastoral care. All pupils have daily contact with their form tutors who take a close interest in both their academic progress and social welfare. Regular meetings with the Deputy Heads (Pastoral) provide a forum for staff to discuss the needs of individual pupils.

Sixth Formers are assigned to a form tutor who monitors their progress and gives them additional support as necessary for their university applications. There is also a specialist careers advisor who helps pupils with their career choices.

Eating healthily is recognised as an important element of pupil welfare. Catering is excellent and the catering team provide nutritious, varied and tasty meals throughout the year. Alternative arrangements are made for pupils and staff with special dietary requirements.

There is a well-equipped Medical Centre run by a fully qualified nurse who provides everything from first aid to plasters and the occasional spoonful of TLC.



## BOARDING

Luckley House offers full, weekly and flexi-boarding in response to the needs of individual pupils and family preferences. We believe boarding develops valuable life skills, teaching pupils to be tolerant and considerate team players and to take responsibility for themselves, their study, their belongings and their relationships with others.

Pastoral care is paramount and we take pride in the home-from-home nature of boarding, which provides a truly warm and welcoming environment for all boarders whatever their background or circumstances.

## SPIRITUAL LIFE

The School seeks to present the Christian faith and way of life to pupils both through assemblies and other formal occasions and informally through voluntary activities such as the regular Bible & Cake meetings. There is also a link with Lymington Rushmore, which runs Christian activity holidays.

## FACILITIES

Luckley House boasts superb facilities following a significant investment in the School's infrastructure over the last decade. These include a newly refurbished Sixth Form Centre, modern classrooms and laboratories, a state-of-the-art music centre, a performing arts theatre, spacious art studios, a large sports centre with extensive playing fields, cross country tracks, netball and tennis courts, a fitness suite, trampoline and climbing wall. An on-going programme of refurbishment and development ensures that we preserve our beautiful buildings and grounds and continue to introduce new facilities.



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*I have spent 7 years at Luckley and I am very lucky to say I've really enjoyed my time at school. My skills have been nurtured in every area of school life thanks to teachers who know me individually so are able to support me to realise my full potential. The small size of Luckley has been particularly beneficial during university applications as it allowed my personal statement and UCAS form to be tailored to the universities I applied to. The balance of work and fun has allowed me to thrive. I am leaving Luckley prepared and looking forward to university.*

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Sarah (Head Girl 2018-19)

“

*Luckley House School is a community where the wellbeing of the whole child is paramount within the loving boundaries of Christian faith. The school is small enough to feel like extended family and big enough to offer a wide range of academic options and extra curricula activities. Senior School is a transition for parents as much as for the children and I always feel welcome on the Luckley House School campus. Communication from teachers is excellent and they consistently show a personal interest in my children's development academically, socially and spiritually.*

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Mrs P Lucas  
(Parent of Caleb, Yr11 and Isaac, Yr9)

Luckley  
HOUSE SCHOOL



## JOB DESCRIPTION

The Head is responsible to the Governing Body (Board) for every aspect of the School's day-to-day operation and for its development and performance. He/she sets the highest standards for staff and pupils and leads by example.

The Head reports formally to the Board each term and liaises closely with the Chair of Governors on a more frequent and informal basis. He/she is required to keep the Chair informed of any important matters including those with potential public impact or significant financial consequence, and of any major staff or pupil disciplinary issues or other sensitive matters.

Key responsibilities include a commitment to:

### STRATEGY & LEADERSHIP

- Uphold and promote the School's Christian character and ethos
- Work with the Board to establish the School's strategic aims and objectives
- Draw up a School Development Plan to achieve the School's strategic objectives and oversee its implementation
- Ensure the School's long-term sustainability
- Adhere to the highest professional standards and embody the School's values
- Lead and manage change effectively
- Keep up-to-date with developments in educational thinking and practice

### EDUCATION

- Ensure the academic and co-curricular programmes are broad, balanced and relevant, and meet the needs of pupils
- Foster a culture of academic excellence and intellectual curiosity within a warm, stimulating and supportive environment
- Promote the development and celebration of pupils' wider gifts and talents
- Create and safeguard the opportunity for pupils' spiritual development
- Foster pupils' self-confidence, independence and resilience, and the development of leadership qualities and a spirit of service
- Develop areas of particular strength making full use of the School's assets, the interests and abilities of staff and the natural advantages of the School's setting
- Ensure the School is at the cutting edge of educational development and innovation

### PASTORAL CARE

- Ensure the School fully meets its regulatory obligations with respect to pupil welfare
- Promote a positive, supportive and open culture, which is characterised by respect and care for the individual and reflects the School's values
- Develop and sustain effective systems and structures aimed at inspiring and supporting pupils to achieve their very best and to adopt healthy and life-enhancing lifestyles
- Take a personal interest in pupils and staff

*The Job Description continued...*

### MANAGEMENT

- Provide inspirational and effective leadership to the Senior Leadership Team and, by extension, to all members of staff
- Recruit and retain staff of the highest calibre and ensure their ongoing effectiveness through regular appraisal and continual professional development
- Develop and maintain good channels of communication to ensure staff are well informed, valued and motivated to provide the very best for pupils and their parents

### RESOURCES

- Work with the Board to establish the School's operational and developmental priorities
- Work with the Bursar to ensure the maintenance and development of the School's facilities, estates and infrastructure, and the effective use of resources

### MARKETING, COMMUNICATION, FUNDRAISING & EXTERNAL AFFAIRS

- Oversee the implementation of the School's marketing and pupil recruitment strategies and their ongoing development
- Actively promote the School to prospective parents and feeder schools
- Forge strong links with parents making sure they know about the School's achievements, policies and plans and ensuring their concerns are dealt with efficiently, courteously and appropriately
- Be a visible presence around the School and at School events
- Develop effective means of reaching out to current and former parents and alumni to encourage philanthropic support for the School
- Create and foster relationships with current and potential donors
- Develop and maintain close and friendly relationships with the School's immediate neighbours and local community
- Act as an ambassador for the School, creating and making the most of opportunities to communicate the School's mission and vision

### INSPECTION & COMPLIANCE

- Ensure the School is ready for inspection at all times
- Oversee the development and implementation of all relevant policies, procedures and protocols and their regular review
- Ensure the School is fully compliant with all legal and regulatory requirements, with particular respect to child protection and safeguarding
- Oversee the evaluation, monitoring and management of risk



## PERSON SPECIFICATION

The successful candidate will be a committed Christian and have the experience, energy and wisdom to fulfil all the expectations inherent in the Job Description.

He/she will also be someone with the capability and appetite to drive the School's strategic development at a critical time in its history.

In addition, the Governors will be looking for the following characteristics:

### KNOWLEDGE, SKILLS & EXPERIENCE

- Educated to degree level (essential) with appropriate postgraduate training (desirable)
- A track record of successful leadership in education
- An inspiring leader who is able to win the trust and respect of the pupils and their parents, and of governors, staff and the wider community
- The ability to think strategically and the capability to translate vision into clear, coherent and deliverable plans
- Strong analytical and administrative skills
- Excellent communication skills both oral and written
- Familiarity and ease with information technology
- Experience of marketing and fundraising
- Knowledge of school inspection frameworks
- A knowledge of the Independent sector and current trends in education
- An understanding of the business aspects of school leadership

### PERSONAL ATTRIBUTES

- Empathy with the School's Christian character and ethos
- Integrity
- A commitment to excellence
- An inclination to be innovative and forward-thinking
- Passion, energy and resilience
- Warmth and compassion
- An equitable disposition and a sense of humour

## TERMS OF APPOINTMENT

The appointment is for 1 September 2020 or, if necessary, 1 January 2021.

The overall salary package will be competitive and commensurate with the experience and qualifications of the successful candidate.

In addition:

- The Head will be entitled to join the School's pension scheme
- Remission of 50% of fees is available for the Head's children at the School subject only to places being available and entry requirements being met
- There will be allowances for entertainment, travel and other expenses incurred in the performance of the Head's duties
- Private medical cover will be provided
- Accommodation may be available

The appointment will be subject to satisfactory references, a medical examination, child protection screening, an enhanced Disclosure and Barring Service check and all other checks in accordance with the School's Recruitment, Selection and Disclosures Policy.





## HOW TO APPLY

Applications should include:

- The completed application form, which can be downloaded from [www.tes.com/jobs/employer/-1002273](http://www.tes.com/jobs/employer/-1002273)
- A CV including personal and career details
- Contact details including an email address and both daytime and evening telephone numbers

Application forms should be submitted *via* the TES website.

CVs and contact details should be emailed separately to Mrs Narene Hall, the HR Manager and Secretary to the Board of Governors, at [narene.hall@luckleyhouseschool.org](mailto:narene.hall@luckleyhouseschool.org).

All documents should be submitted in pdf format.

Candidates who wish to talk in confidence about the post should contact Mrs Narene Hall as above.

The closing date for applications is 17.00 on Monday, 24 February 2020.

## APPOINTMENT PROCEDURE

- All applications will be acknowledged by email within two working days. If you do not receive an acknowledgement within this timeframe, please contact Mrs Narene Hall either by email or on 0118 9784175
- Long listed candidates will be contacted by email and telephone on Monday, 2 March and invited to a preliminary interview
- Preliminary interviews will be held in central London between Tuesday, 10 and Thursday, 12 March
- Short listed candidates will be contacted by email and telephone on Friday, 13 March and invited to the final round of interviews and to tour the School together with their spouses/partners where appropriate
- Tours of the School will be conducted on Thursday, 19 and Friday, 20 March
- Final interviews will be held at Luckley House School on Monday, 23 and Tuesday, 24 March
- The successful candidate will be contacted by telephone on Wednesday, 25 March and invited to accept the post, subject to the relevant safer recruitment checks; the acceptance will be understood to be binding
- Confirmation of the offer will be made in writing by Friday, 27 March

If there are any difficulties with these arrangements, please make them known to Mrs Narene Hall, the Secretary to the Board, when submitting your application.

January 2020





# Luckley

HOUSE SCHOOL

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