



Head of Polwhele House

Information
for Applicants



Polwhele House
CORNWALL'S PREPARATORY SCHOOL



Foundation

The origins of Polwhele House School go back to 1976 when Rosemary White started a Nursery and Pre-Prep in the Whites' family home in Truro. Five years later, in 1981, the success of Boscawen Rose School and the strong demand for places encouraged Richard and Rosemary White to establish a school at Polwhele that included older children. It would be a co-educational, Christian interdenominational preparatory school, and the only school in central Cornwall to follow the 13+ Common Entrance syllabus.

The Whites' acquisition of the historic Polwhele House with over thirty acres of park and woodlands near the city's Northern boundary gave the school an exceptional location and environment which, together with their committed involvement and prudent financial and investment management, ensured its successful development and growth over the next twenty-one years. Richard and Rosemary retired from running Polwhele in 2002 having established a flourishing, reputable and secure School working comfortably within the independent educational provision of Truro and Cornwall.



Development since 2002

Mr Jeremy Mason was appointed Headmaster following the retirement of the founding Heads in 2002 to lead the School through the transitional years following the Whites' departure. Before taking up this appointment he was Deputy Head at the Pilgrims' School in Winchester.



Mr Alex McCullough was appointed Headmaster in September 2009 having previously been Director of Studies at Foremarke Hall. His successful time as Headmaster of Polwhele comes to an end in August 2018 when he prepares to take on the Headship of Perrott Hill, a larger boarding preparatory school in Somerset.

The School is governed by a body known as the Managing Council (ManCo).

Information regarding the members of the Managing Council is available on the School website



Action

The role of the Managing Council is to consult closely with the proprietors, Mr and Mrs White, and Head, providing guidance and advice on all matters relating to the strategic management of the School and supporting the work of the Head and other staff.

The governance of Polwhele House is of a high quality and has an excellent track record, having presided over the evolution of a very special and highly successful School for over three decades. The proprietors of Polwhele House together with the Managing Council remain committed to maintaining these standards and levels of care over future decades.

Location and catchment area

The cathedral city and port of Truro is the commercial, administrative, cultural, legal and educational hub of Cornwall with a mainline link to London, Paddington. It still has individually owned shops, galleries and restaurants in attractive side streets as well as superstores, a theatre, and the shopping complex and piazza opened in 2002. The School is 1¼ miles from the city centre and yet is surrounded by fields and woodland. It is close to and roughly equidistant between the cliffs and surfing beaches of the north coast and the creeks and sailing waters of the south coast, between the Eden Project and the Tate St Ives, and between the National Maritime Museum in Falmouth and Newquay airport.

Polwhele House is the established preparatory school for central and west Cornwall, drawing pupils from a 25-mile radius. It is primarily a day school with a small group of weekly boarders, but encourages occasional or flexi-boarding. Day boarding is possible for prep school pupils until 8.30pm and after school care for pre-prep pupils, until 5.30pm.





Polwhele House Society

Current and past pupils, staff and parents are automatically members. The committee consists of current parents who organise functions such as a summer fetes, theatre trips, family fun days, cheese and wine parties, Christmas bazaars and family discos. Money is raised for charity and items for the School.

Staffing

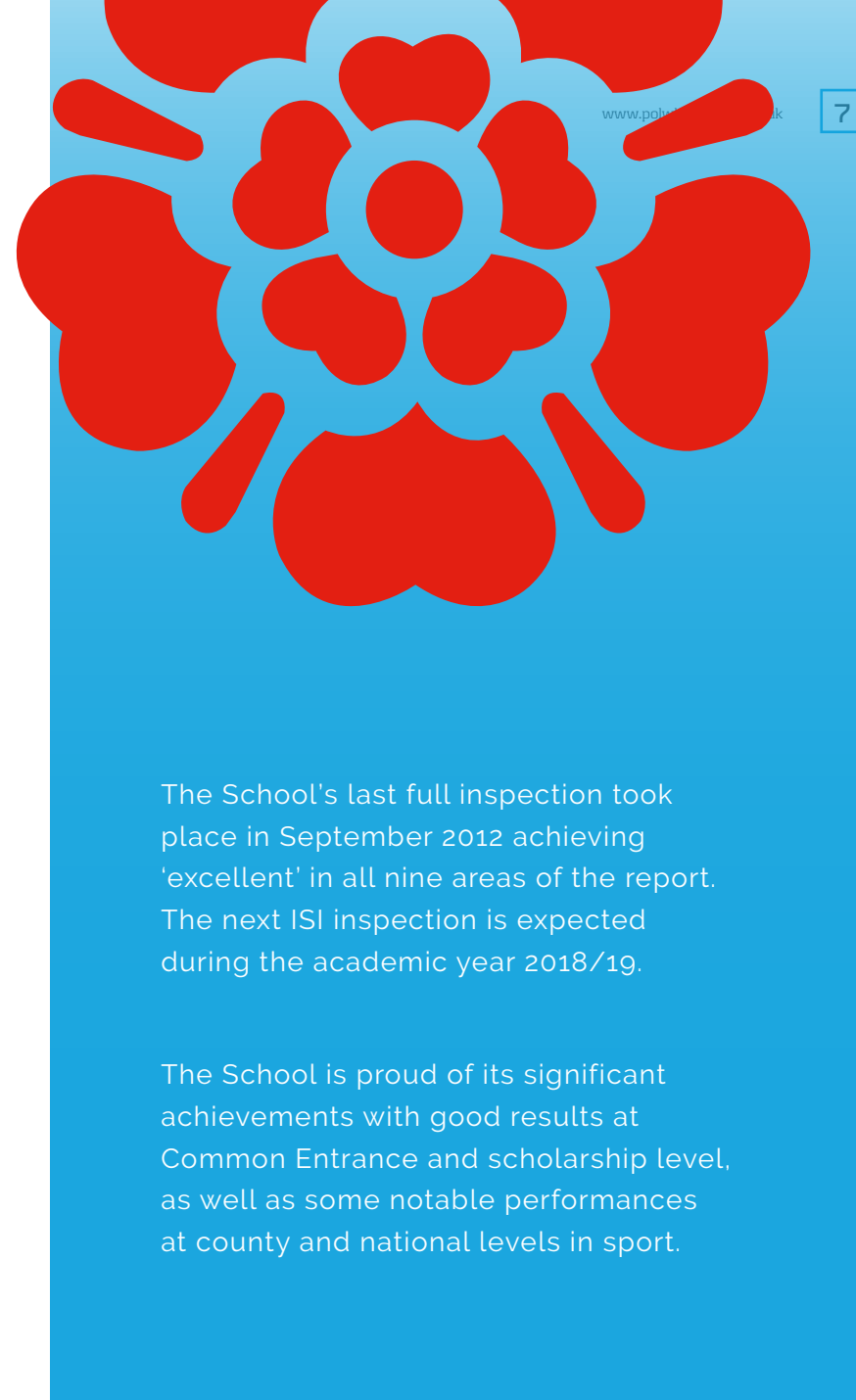
In addition to the teaching staff and classroom assistants, all of whom are qualified and most of whom are graduates, the School has a full complement of visiting teachers, administrative, maintenance and catering staff. There is a resident Housemother who looks after the weekly boarders. The Head is resident, with members of the teaching staff sharing the evening duties. The School is a friendly place, with a supportive staff, working to maintain good relationships within the School and with parents. The level of pastoral care is a major strength of the School.

Curriculum

Our above average intake and small class sizes enable us to provide appropriate teaching for all within the classroom. However, high quality support teaching is available for those pupils who would benefit from additional help. The breadth of our curriculum and the pace of our teaching, combined with the differentiation of tasks throughout the School, means that all children are appropriately challenged.

In their final two years of school, children of all abilities follow the Common Entrance syllabus in preparation for either Common Entrance or scholarship examinations. This undertaking, which punctuates the passage from prep school to senior school, has proved to be a very positive experience, serving pupils favourably in the future.

Music and drama are strong with regular concerts and productions throughout the year, involving most of the children. In the Prep School there is a good range of extra-curricular activities and many of the children stay after the normal school day involving themselves in sporting and creative activities.



The School's last full inspection took place in September 2012 achieving 'excellent' in all nine areas of the report. The next ISI inspection is expected during the academic year 2018/19.

The School is proud of its significant achievements with good results at Common Entrance and scholarship level, as well as some notable performances at county and national levels in sport.



Equestrian School

The School has its own ponies and riding facilities, which the majority of pupils in the School are involved with. It also provides scholarships to promising young riders. A pony club, particularly for children not attending Polwhele, is provided at weekends and during the holidays.

Intake

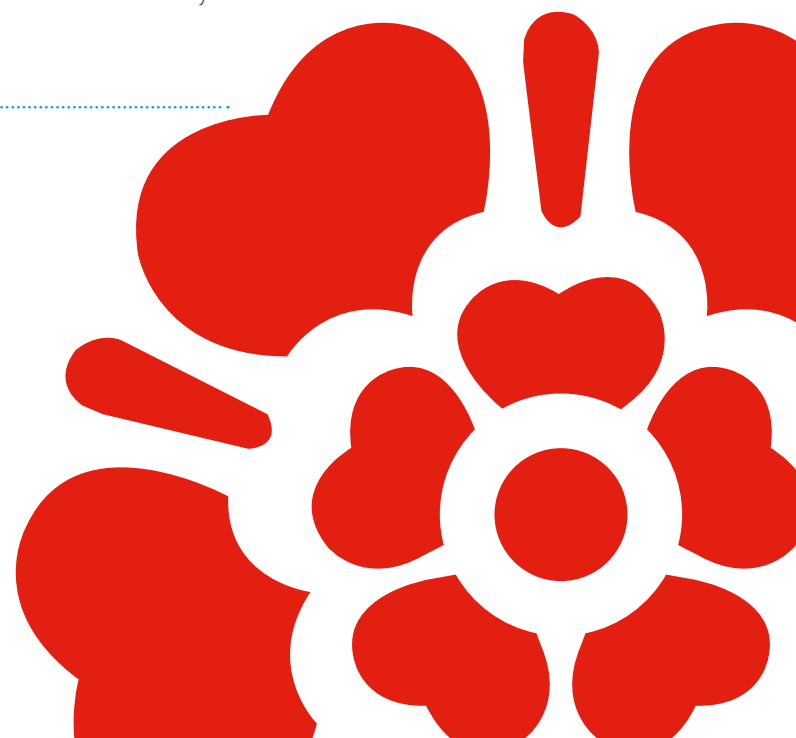
There is one class per academic year throughout the School, setting occurs at the top of the School in certain subjects and if numbers allow. There is a non-selective intake at three or four and the School prides itself on the excellent quality of its teaching and care in the first four years for pupils of all abilities. Thus it is rare, at Year 2 stage, that a child's move to another School is advised.

Children who apply to join the School from Year 1 upwards spend a day in the School to assess if they will benefit from the education provided before being offered a place.

The School has around 100 pupils with, overall, slightly more boys than girls. The number of weekly boarders is small. Bursaries are made available from time to time.

Performing Arts

The School is currently involved in developing a Performing Arts programme.





Job Description

Candidates should refer to the job description and person specification (separate document) and should also fulfil the following requirements:

- Have a strong commitment to sustain the School's aims and ethos and make a significant contribution to the development of the School.
- Have wide ranging interests.
- Have the ability to command the respect, trust and confidence of the School, the parents and the wider community.
- Have a commitment to the continuing professional development of the staff.

The Head is responsible for the day to day running of the school, including:

- Promoting the well being and educational achievements of every pupil in the School, knowing each child personally.
- Contributing to the formulation of the long term strategic development and aims of the School and implementing policies.
- Managing pupil admissions.
- Appointment, management, motivation and discipline of all staff.
- Curriculum organisation, discipline and pastoral care.
- Standards of teaching and learning.

- Professional development, appraisal and induction of staff.
- Pupil progress, ensuring it is regularly monitored and recorded.
- Communicating with and maintaining good relations with parents.
- Maintaining good liaison with local schools and the schools to which our pupils progress and other bodies with which the School is associated.
- Effective promotion and marketing of the School, maintaining and strengthening its market position by building on the existing strong reputation.
- Identifying and attracting potential parents, having gained knowledge of the characteristics of the catchment area.
- Supporting an effective senior management team, including provision for Head's cover when absent.
- Being involved in some teaching, around 12/30 periods, and providing cover for absent staff.
- Ensure compliance with all legal requirements.
- Communicating effectively with the Chairman and members of the Managing Council.
- Sharing in the financial management of the School, including salaries, resources and, in conjunction with the Bursar, the maintenance of the buildings and grounds.



**The Head will seek continued membership
of the Independent Schools' Association.**

Selection Procedure

Deadline for applications - 9.00am on Monday 19th February

References will be taken up from Monday 19th February.

Short list announcements - Monday 26th February

Interviews - Monday 5th March. Spouses are encouraged to attend.

Second interviews (if necessary) - Tuesday 6th March

Candidates from a long distance will be accommodated locally, as required.

An appointment will be made following the second interviews to take effect in September 2018.

The Appointment

The successful applicant will be required to enter into a formal contract of employment with Polwhele House School. A summary of the main terms and conditions of the contract is given here, but this document does not constitute an offer of employment.

1. Commencement date and duration

It is expected that the employment will begin on 1st September 2018 and continue until terminated by written notice of two terms expiring at the end of a term. For these purposes, a school term expires on 31 December, 30 April or 31 August.

2. Responsibilities and duties

Please refer to the attached job description which will be subject to such variations as are agreed before contracts are signed.

3. Hours of work

The Head's hours of work will not be restricted to normal school hours and shall be such hours as are necessary properly to discharge the responsibilities and duties of the Head. These will include 3 working days either side of each term for necessary preparatory and concluding school work.

4. Paid Holidays

The Head will be entitled to reasonable holidays away from the School during normal school holidays, subject to compliance or lawful agreement under the Working Time Regulations 1998.

5. Remuneration

The Salary will be broadly in line with the appropriate Headship salary levels according to age and experience. There will be an annual review. The annual salary is payable by 12 equal monthly installments in arrears. In addition, the Head shall be entitled to:

- a) payment of the annual subscription to a professional association
- b) reduced fees for the Head's children whilst pupils at Polwhele.

6. Pension Arrangements

The Head's service is pensionable in accordance with the Polwhele House Group Pension Scheme to which the school will contribute 9% of salary, to be matched by the employee (or an agreed amount).

7. Accommodation

The Head will be required to live on School premises in a self-contained four-bedroom house, free of rent.

8. Expenses

Reasonable travel, hotel and subsistence expenses will be reimbursed upon production of vouchers or other evidence of payment when on agreed School business.

9. Car

The Head will be expected to provide his/her own motor car. The School will pay a mileage allowance for School business use.

10. Notice

The appointment will be terminable on two terms' notice expiring at the end of a term.

11. Medical examination

The Head shall be required to undergo a medical examination prior to confirmation of his/her appointment and may be required to undergo examinations at the School's expense during the course of his/her employment.

12. Place of work

The Head will be required to work at School premises and at such other places in the United Kingdom as shall be required for the performance of the Head's duties.

13. Head's spouse

It is hoped that the spouse will support the Head in the proper performance of his/her duties.

14. Tax

The Head will bear any tax payable in respect of benefits in kind.



In addition to the terms and conditions summarised above, the employment contract will include a full statement of terms and conditions relating to responsibilities and duties, maternity allowances, redundancy allowances, health and safety, confidential information and documents, grievance and disciplinary procedures, suspension, summary termination and definitions and interpretations.

In other respects, the Head's employment will be in accordance with the School's existing customs and policies as amended from time to time.



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