



FRANCIS HOLLAND SCHOOL

SLOANE SQUARE

Appointment of Head of Junior School Information for Candidates





FRANCIS HOLLAND SCHOOL SLOANE SQUARE

CONTENTS

- 1 The School
- 2 The Role
- 3 Person specification
- 4 Terms of Appointment
- 5 How to Apply

This document provides candidates with information on the appointment of a Head of Junior School at Francis Holland School, Sloane Square. The Headmistress invites applications for the post which will become vacant on 1 January 2020 or 1 September 2019 as a result of the appointment of the current Head to the headship of South Hampstead High Junior School.

For further information about the School, please visit the website at www.fhs-sw1.org.uk.

Francis Holland School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

1. THE SCHOOL

Francis Holland School, Sloane Square, is a leading independent day school for girls aged between 4 and 18 and is situated in Graham Terrace, two minutes' walk from Sloane Square. It was founded in 1881 by the Reverend Francis Holland, Canon of Canterbury Cathedral.

There is a sister school, Francis Holland, Regent's Park, founded in 1878, which shares the same governing body, the Council of the Francis Holland Schools Trust, the same Bursary and some other shared staff in areas such as Marketing and ICT. Whilst each school operates autonomously, there are shared benefits in terms of branding and best practice amongst staff.

FHS, Sloane Square, is nearly 600 strong with high academic standards and excellent pastoral care. The site houses a Junior School around 168 girls aged from 4-11 and a separate Senior School with some 410 girls aged 11-18, which includes a Sixth Form of 100 students. Entry to the school is primarily at 4+ and 11+ although entry at other year groups may occur on an occasional basis.

The Junior School enjoys an enviable reputation as one of the most prestigious and selective in central London. Entry is extremely competitive and outcomes at 11+ are exceptional. About a third of the leavers proceed to top boarding schools and the remainder to FHS Senior School or to selective London day schools, both co-educational and single sex.

Its small size creates a friendly atmosphere and a high degree of individual care. Relationships between staff and pupils are noticeably strong and the supportive environment genuinely allows each girl to fulfil her potential. The ISI inspection in May 2017 rated the School 'excellent' both in relation to pupils' academic and other achievements, and in pupils' personal development. Inspectors noted the following: 'pupils' attitudes to learning are excellent', 'outstanding achievements are seen in many extra-curricular pursuits, especially ballet, music, musical theatre, speech and drama', 'pupils' personal and social development from the EYFS upwards is outstanding', 'Pupils...enjoy excellent relationships with one another and with their teachers' and 'pupils are extremely well looked after'.

Facilities

The Junior School occupies spacious classrooms within the main School site. An outdoor play area for EYFS supplemented by a generous playground on which PE and netball also take place. It has its own assembly hall where the Junior School community meet on a regular basis, as well as in acts of worship. There has been a constant programme of investment in the premises and a commitment to maximise the facilities available on site which currently include a well-equipped gymnasium, library, performing arts centre and studio. This has further strengthened the co-curricular programme by providing cutting-edge music, dance and drama facilities. A beautiful new library is now housed in the Centre for Creative Learning, on top of which will be a rooftop garden opening this summer.

In the Junior School, sport is competitive from Year 3 and enthusiastically supported by parents. Certain local off-site facilities are used on a regular basis: the outdoor sports at Battersea Park and swimming at the Queen Mother's Sports Centre in Victoria.

Music and Drama are also enjoying significant development, culminating in a high quality end of year musical production. Recent initiatives such as Philosophy for Children, Debating, Current Affairs and Mandarin, as well as French from Year 3 and Latin in Year 6, have further enriched the curriculum. The Junior School houses Place2Be, a counselling service which provides both a drop-in facility and one-to-one counselling with professional therapists.

Leadership and Management

The Head of Junior School reports to the Headmistress and is part of the whole school Senior Leadership team. The Head of Junior School is assisted by the Deputy Heads of the Junior School.

Staff

There are some 20 full and part time members of staff and numerous visiting teachers for individual music tuition and other extra subjects. The Head of Junior School is assisted by one dedicated member of administrative staff as well as the whole school administration staff of three. An experienced Registrar oversees the admissions process.

Junior School Curriculum

The [academic curriculum](#) from EYFS to 11+ and beyond is challenging and fast-paced. Our broad and creative curriculum is pitched in many areas at one year above the National Curriculum and is constantly under review.

The following subjects are taught: English, Mathematics, Science, STEM, Computing, History, Geography, French, Music, Art, Physical Education, PSHE, Religious Education and Drama. Specialist Senior School staff contribute to French, Computing, Art, Debating, Philosophy for Children, Drama and Music.

The co-curriculum

There are many clubs and activities in which girls enthusiastically participate. Our Animal Club is famous. The pupils engage energetically in charitable activities. There is a Junior School Choir as well as an invitation-only Chamber Choir. Some girls are invited to join the Senior School Orchestra and the Senior School wood wind group. Music, drama, art and sport are key strengths, whilst the school is renowned for its outstanding ballet, compulsory in Reception and Year 1, and strong connections with the Royal Ballet.

2. THE ROLE

The Head of Junior School is responsible to the Headmistress for the overall management of the school. The Head of Junior School attends all Council meetings, usually four per year, which are held alternately at Regent's Park and Sloane Square, and also meetings of the Education Committee.

Responsibilities

- The maintenance of high academic standards through careful oversight of the quality of teaching and learning and of the curriculum and time-tabling within the Junior School.
- To oversee the pastoral needs of girls, liaising closely with the DSL.
- Preparation for 11+ examinations, including provision of references.
- Pupil admissions in liaison with the Registrar and the Headmistress. Organisation of assessment for occasional places. The Junior School is a member of the West London Preparatory Heads association.
- Organisation of open events and parents' meeting in conjunction with the Registrar and Director of Marketing and Communications
- Assisting the Headmistress in the recruitment and development of staff and in addressing personnel issues. The Francis Holland staff are highly professional and committed and great importance is attached to maintaining a well-qualified and dedicated workforce.
- Management of the school's resources and future development through responsible management of the school's budget in negotiation with the Headmistress and Bursar*.
- Good communications and relationships with parents, feeder schools and the wider community.
- Marketing and promoting the school**.
- Leadership of a school community that operates within a Christian framework. The school welcomes pupils and staff from a wide variety of beliefs and cultures.
- The Head of Junior School is expected to teach a light timetable and there is some flexibility over the subject.

*The Bursar is responsible for each of the two schools under management of the Trust. The Bursar reports directly to the Council on matters of finance, budget, personnel, administration, buildings and services through liaison with the Head of each school. The Bursary Office is adjacent to the Sloane Square School, and the Bursar is accessible for discussion on any matter concerning the financial administration of the school and maintenance of its fabric.

**The Marketing Director is responsible for joint branding opportunities across both schools, and also for following through an agreed marketing strategy for each school and liaises closely with each Head.

3. PERSON SPECIFICATION

We wish to appoint a good honours graduate with qualified teacher status who has flair, vision and the necessary academic, educational and administrative experience to succeed in a position of this standing. Candidates will have a proven track record in the leadership of a team and in the management of change. Good communication skills, oral and written, are essential. Fundamentally, candidates will have impressive teaching careers and have a deep sense of mission to working with and for the benefit of young people.

4. TERMS OF APPOINTMENT

The School will offer a competitive salary to reflect the candidate's qualifications and experience, which will normally be subject to annual review. The Trust participates in the Teachers' Pension scheme.

An Employment Contract will be issued to the successful candidate containing the Trust's standard terms and conditions.

The successful candidate may be requested to attend a medical examination and will need to satisfy all the statutory pre-employment checks (including an enhanced DBS check).

Private health insurance for the Head of Junior School will be provided on an agreed basis (family cover may be purchased additionally). The school offers, amongst other benefits, an interest free travel loan scheme.

Reimbursement will be made for all authorised expenses incurred on School business.

5. HOW TO APPLY

Please send a letter of application, addressed to Mrs Lucy Elphinstone, Headmistress, along with your completed application form either by email to Miss Valerie Phillips, PA to the Headmistress: vp@fhs-sw1.org.uk or in hard copy to Mrs Lucy Elphinstone, Headmistress, Francis Holland School Sloane Square, 39 Graham Terrace, London SW1W 8JF

The closing date for applications is 12noon on Monday 18th March 2019.

The Selection Procedure and Timetable

1. Interviews of short listed candidates will take place on Wednesday 20th March 2019.