



APPOINTMENT OF HEAD OF PREP SCHOOL

Start Date January 2022



ASHVILLE
HARROGATE

Contents

CONTENTS	PAGE 2
WELCOME FROM THE HEAD	PAGE 3
THE ROLE	
OVERVIEW	PAGE 4
OUR COMMITMENT TO YOU	PAGE 6
HOW TO APPLY	PAGE 7
ABOUT ASHVILLE COLLEGE	
MODERN VALUES AND ETHOS	PAGE 8
COLLEGE STRUCTURE	PAGE 9
BOARDING	PAGE 10
PASTORAL CARE	PAGE 11
CO-CURRICULAR	PAGE 11
FACILITIES, CAMPUS AND REDEVELOPMENT	PAGE 12
GOVERNANCE	PAGE 13
ASHVILLE TRADING	PAGE 13
METHODIST INDEPENDENT SCHOOLS TRUST	PAGE 13
THE ASHVILLE FOUNDATION	PAGE 14
THE ASHVILLIAN SOCIETY	PAGE 14
LIFE IN HARROGATE	PAGE 14



Welcome from the Head

Thank you for your interest in joining Ashville College as Head of our Prep School. Ashville is an HMC co-educational, day and boarding school for pupils aged between 2 and 18. Founded in 1877, the College has a long and distinguished history, underpinned by strong Methodist values. We strive to create an environment where we can all become 'the best versions of ourselves'.

This is an exciting time to join us. I have just taken over as Head having previously been the Founding Principal of a new school in Shenzhen in China, Head of Wycombe Abbey School, and Harrogate Ladies' College. My career before my Headships allowed me to work in the state, international and independent sectors, having graduated in History at Oxford.

Our new Head of Prep will be a key member of the senior executive team and will play a leading role in drawing up and implementing the College's new Strategic Plan to guide our development and growth through the next five years as we move towards Ashville's 150th anniversary in 2027.

The last two years have been challenging for all schools, and Ashville has had a particularly difficult time with the death of my predecessor in post. We will all hope that the worst of Covid is behind us and that we are now about to enter a period where we can reassert the importance of schools, face-to-face teaching, and the pleasures of learning. Recent events have made planning for reflection and recovery essential. No school can afford to stand still if it wishes to prepare pupils appropriately for life and work in our fast-changing, challenging world. We know it is important and timely for us to transform our culture to ensure that the College does its best for each and every one of our pupils.

We will review all aspects of our work - academic, pastoral and co-curricular. It is our intention to strengthen our standing and reputation as an excellent all-round, first choice family school. We have a strong belief that a broad and rich education is a good in itself. We aim to ensure that our pupils

develop a love of learning for its own sake which they will maintain throughout their lives. We believe that such attitudes produce young people who will gain the high level of qualifications, personal skills and strength of character necessary to gain entry to leading universities and, of course, to enable them to navigate successfully the changing landscape of local, national and international employment. The development of personality, of teamwork, of communication skills, of a capacity for leadership, of emotional intelligence, of resilience and a capacity for reflection are central to the philosophy which governs Ashville's wider life. Above all, we aim to ensure that our pupils develop into happy, balanced and successful individuals who will be able to take advantage of all that life offers them.

Thank you again for your interest in joining us as Head of Ashville's Prep School. Exciting times lie ahead. We need an exceptional Prep leader to help us achieve our ambitious goals.

We look forward to meeting you.

With best wishes,

Yours sincerely,



Rhiannon J Wilkinson MA (Oxon) MEd

Head of Ashville College



Overview

Founded in 1877, Ashville College is a HMC Independent day and boarding school, educating girls and boys aged 2-18 years. The College is located in 64 acres on the outskirts of Harrogate. It is an associate member of the Methodist Independent Schools' Trust (MIST) and WEASC.

The College was founded by the United Methodist Free Church and opened with two members of staff and just 30 pupils; most of whom were sons of Methodist Clergymen. Today the College has over 250 members of staff and provision for over 800 pupils, of whom around 90 are boarders.

There is a strong community and family ethics at Ashville, which enables us to offer the best academic and all-round education for each one of our pupils to allow them to become 'the best versions of themselves.'

Key responsibilities of the role include:

The Head of Prep is accountable to the Head of Ashville College for the success and future development of the Prep School. She or he will be directly responsible for the day to day running of the Prep School, fostering a culture of high expectations and ensuring excellence across all areas of Prep School life.

Strategy and vision

- To work closely with the Head in developing, articulating and delivering a vision and strategic plan for Ashville's Prep School, which is in line with the College's core values and the whole school strategic plan, agreed by the Governors
- To provide leadership and management and engender a positive one-school ethos
- To attract the best teachers and staff members
- To promote a happy and safe environment for all pupils to be happy and fulfil their potential
- To foster a culture of excellence, innovation and collective responsibility across all areas of Prep School life
- To oversee all aspects of teacher development, performance and appraisal
- To have responsibility for Prep School communications and pupil retention and recruitment
- To ensure that the Prep School meets all regulatory and compliance obligations and is inspection ready

Education and Pastoral

- To ensure the delivery of excellence in teaching and learning across all areas of the curriculum and beyond
- To ensure that the Prep School remains a school for all and that every pupil is encouraged to do their very best
- To foster in every pupil, a sense of curiosity and adventure
- To promote a culture where all children are known as individuals and nurtured to achieve success
- To on the success of our recent experience of online learning and resources
- To encourage all pupils to enter the college at 11+

External representation and engagement

- To be a committed and passionate ambassador for the Prep School
- To ensure regular and professional communication to reinforce Ashville's values and aspirations for future development.

Person Specification

Experience:

- Evidenced experience of successful Headship or Deputy Headship
- Evidence of culture change
- Experience of appointing and developing staff
- Experience of leading and managing staff
- A strong commercial understanding of the College as a business and the importance of parental satisfaction

Personal and Leadership Qualities

- Strength of character to be open to a challenge
- Evidence of ability to create and build teams and develop strong and effective relationships with all stakeholder groups
- Highly effective communicator, both written and verbal
- An innovator with a 'can do attitude'
- The ability to inspire others and the confidence to trust routine management to colleagues
- Empathy, warmth, stamina and, a sense of humour



Our commitment to you

We offer an excellent range of employment benefits and a friendly and supportive environment in which to work.

SALARY AND BENEFITS

A competitive remuneration package is offered to reflect the importance of the role and the experience of the successful candidate.

PENSION

The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the position holder in a pension scheme as and when required by law.

A free school lunch. The successful candidate will be willing to undergo an enhanced disclosure through the DBS. (Ashville has consulted with teaching staff about the TPS.)

OTHER BENEFITS

We offer all staff and their immediate family free membership of our first-class Sports Centre, which includes a gym, swimming pool and tennis courts.

You will be able to access professional development and training opportunities throughout the year to improve your CV.

There is also ample staff parking.

A free school lunch.

The successful candidate will be willing to undergo an enhanced disclosure through the DBS.

How to apply

Letters of application and CVs should be submitted to the Clerk of Governors, Mr Nick Edwards. Applications can be emailed to n.edwards@ashville.co.uk or sent by mail addressed to:

**Human Resources Department
 Ashville College
 Green Lane, Harrogate HG2 9JP**

Candidates must also complete a standard College Application Form, listing their complete career history. The application form can be found at **www.ashville.co.uk**. Names and contact details of two referees must also be given, one of whom should be your current or most recent employer (for current Heads this should be the Chair of Governors). Referees will be contacted in advance of the short list interview stage.

All candidates are also requested to complete an equal opportunities monitoring form. Any information collated from the equal opportunities monitoring forms will not be used as part of the selection process and will be treated as strictly confidential.

Envelopes should be marked 'Private and Confidential'. All applications will be confirmed by email and if you have not received a response within two days of sending your application you should contact Mr Edwards directly.

If they wish, interested candidates are invited to contact Mr Edwards to arrange a confidential discussion with the Head before submitting their application.

Ashville College is committed to providing a safe environment for its pupils and staff. Applicants for this post will be required to provide proof of identity at interview if called, and the successful applicant will be required to undergo an enhanced DBS check before starting work.

Application Deadline	1 October	Applications must be received no later than 11am on 1 October 2021.
Candidates long listed	W/C 4 October	Long-listed candidates will be informed on 8 October 2021.
First round interviews	W/C 11 October	Candidates will be invited for interview on 14 October 2021. There will be an opportunity to tour the College. The interview panel will consist of the Head, Acting Head of Prep School and Deputy Head: Academic. As well as the formal interview, candidates will be required to give a lesson, observed by the Assistant Head: Teaching and Learning.
Final interviews	W/C 18 October	Short-listed candidates will be invited for a final interview with the Head and Governors on 19 October 2021.
Appointment announcement	W/C 25 October	

ABOUT ASHVILLE

The following information in this recruitment pack is provided to all those applying for roles available at Ashville. We recommend you read it all carefully prior to submitting your application and any subsequent interviews.

Ethos and values

A lot has changed over the last 140 years, but the ethos and values of the school remain strongly influenced by its Methodist traditions.

The Latin motto “Esse Quam Videri” translates as “to be rather than to seem”. This motto is still relevant today in the way that we encourage pupils to find their own talents and strengths, rather than to try to be something they are not.

The development of the Latin motto sees us use the term “be the best version of yourself”. The school has a real emphasis on treating all pupils as individuals and nurturing their individual talents whether they be academic, sporting, musical, dramatic or in any other co-curricular activity. While we encourage children to be the best version of themselves, this equally applies to all the staff, governors and volunteers at Ashville.



College Structure

Ashville Acorns Pre-Prep (Little Acorns to Reception / Ages 2 - 5)

Relaunched in September 2021, this is an exciting learning environment for children aged two to five to play, learn and thrive. Situated on the south side of the Ashville campus, this purpose-built facility consists of Little Acorns, Acorns, and Reception class and is run by a highly-experienced team of early years practitioners and teachers. Children benefit from a stimulating, interesting environment that is well planned and richly resourced.

Prep School (Year 1 - 6 / Ages 5 - 11)

From the age of 4 pupils embark on their learning journey in Reception. Pastoral care is of vital importance as is a safe, secure and nurturing environment for children. Small class sizes are maintained to allow teachers to spend more time with each child.

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Senior School (Year 7 - 11 / Ages 11 - 16)

A broad and stimulating curriculum results in busy school days for our Prep School pupils, full of challenge, opportunity and fun. Throughout the Prep School, classroom teachers are supported by specialists in languages, IT, sport and music, providing a high-quality learning environment. Co-curricular activities, outdoor learning opportunities and school trips form a central part of the curriculum, creating memories that will stay with our pupils for a lifetime.

Senior School and Sixth Form (11 - 16)

The Senior School at Ashville is a friendly and purposeful place in which our pupils continue to grow, learn and develop into young adults. Excellence in academia and in enrichment activities is achieved side by side at Ashville. We believe that success in one area enhances and promotes success in other areas for our pupils as they grow from eleven to sixteen year olds. While the school grows in size at this stage, generous staffing allows class sizes to remain small, ensuring positive relationships stay central to the learning process.



Sixth Form (Lower Sixth and Upper Sixth / Ages 16 - 18)

The Sixth Form at Ashville is about getting pupils 'future ready'; building strong academic foundations and developing their personal characteristics and social skills so that young people can succeed and find fulfilment in the future. Ashville Sixth Formers can choose from more than 20 A Level and BTEC courses combined with excellent academic enrichment and co-curricular options. Pupils benefit from a dedicated on-site Sixth Form Centre and can use the College's wide range of other superb facilities.

Boarding

Boarding has been a central part of Ashville since it was founded in 1877, when 30 boys called the school home for the first time. Today, there are about 100 boarders aged 8 - 18, comprising British, UK Forces and international students. We also have children of many different nationalities who are day pupils at the College. Together our international day and boarding pupils represent around 10 per cent of our total roll.

Boarding offers an extra dimension to an Ashville education, opening up additional opportunities and helping pupils to develop an independence that will prove invaluable in life beyond school.

Our varied weekend programme offers pupils a chance to step out of their comfort zone and enjoy different activities. The weekly Chapel service is an important occasion, enabling the boarding community to meet together and have a moment of reflection in their busy lives.

There are no designated 'Exeat weekends' at Ashville. This means that, during term time, our activities and boarding houses are operational every weekend, providing a sociable and relaxed atmosphere for boarders.

Ashville has four boarding houses with excellent facilities. We have recently refurbished two of the boarding houses: Briggs and Mallinson. The houses are located within the school grounds and a short walk from the main school building. Each house is a mixture of year groups, creating a family atmosphere and enabling strong interaction across different age groups.

Flexible boarding has become increasingly popular across the UK, offering pupils the opportunity to experience boarding life on a short-term basis.



GREENHOLME

Greenholme is our co-educational boarding house for boys and girls in Year 3 to Year 7 and can accommodate full or flexi junior boarders. It is a refurbished Edwardian house situated far enough away from the main school building to allow the children to feel like they are 'coming home' from school. Facilities include a large communal area in which children can relax with friends and a beautiful garden where they can play and enjoy the outdoors.

NORFOLK HOUSE

Norfolk is our senior girls' boarding house for girls in Year 8 to Upper Sixth. There are two communal areas and two fully equipped kitchens. In the basement there is a large communal area with sofas, a pool table and a piano. This area often hosts boarding events and social evenings such as 'Pizza Night'.

MALLINSON HOUSE AND BRIGGS HOUSE

These two boarding houses are for our senior boys; Mallinson is for boys in Years 8 to 11 and Briggs is for those in Lower Sixth and Upper Sixth. Each house has a large downstairs communal area with sofas, Sky television and game consoles. This is a space in which to socialise in the evening or to hold house meetings. There is a separate study room and a games room with pool tables and dart board.

PAINTBALLING
 SHOPPING IN LEEDS
THEATRE TRIPS
 WALKING IN THE YORKSHIRE DALES
GIANT INFLATABLE GAMES
IMMERSION IN BRITISH LIFE
 INTER HOUSE SPORTS COMPETITIONS
 CINEMA AFTERNOON
AFRICAN DRUMMING
 ZORPING
ROLLER DISCO
CAMPING
 INTER HOUSE QUIZZES
 FISHING
 SINGING COMPETITION
 TREASURE HUNT
 DISC GOLF
 GO-KARTING
 YORKSHIRE SEASIDE

Pastoral Care

Ashville is a happy and caring school, where staff and pupils alike do everything possible to ensure that children settle quickly and happily. Although all staff take an interest in pastoral care, Class Teachers in Prep School and Form Tutors in Senior School and Sixth Form will have daily contact and responsibility.

Small class sizes enable teachers to get to know the pupils as individuals. Time is set aside to discuss and monitor progress and pupils are encouraged to share any concerns and ask for help as needed.

Parents are encouraged to contact teachers if there are concerns. This care continues through to Heads of Year and is overseen by members of the School Leadership Team and the Deputy Head: Pastoral.

In addition to teachers, pastoral care is also provided by the College Chaplain and Assistant Chaplain, as well as senior pupils who take on the role as Prefects to support and guide younger pupils throughout the College.

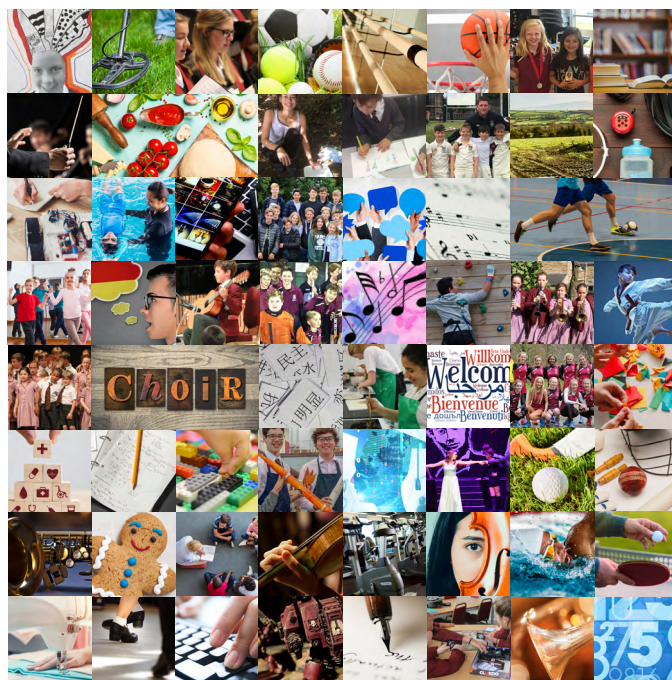


Co-Curricular Programme

At Ashville we place a lot of emphasis on all that happens outside the classroom and recognise the huge benefits of a varied and diverse Co-Curricular Programme, both for individual pupils, and for the community as a whole.

Prep School pupils benefit from a large number of activities, ensembles, clubs and training programmes. We want to make sure there is something for everyone, with activities spanning the creative and performing arts, society and issues, sport and physical activity, and fun and games!

Because we strive to put our College values at the heart of all that we do, our new-look Co-Curricular Programme has been designed for pupils to not only have fun and get the chance to represent their College, but to develop specific values, such as Resilience and Community Minded, through participation.



Facilities, Campus and Redevelopment

In recent years the College has benefited from significant investment in the campus infrastructure. Some examples of the most recent work, alongside ongoing general refurbishment and maintenance, is as follows.

In 2017, the College completed a £4 million refurbishment of the Sports Centre. The project created a significantly enlarged gym, a new dance studio, new changing facilities, office space for the sports / PE department and a café.

In the Summer of 2019 the College completed the first phase of a 2 phase project to renovate and significantly improve the dining room, which includes an extension and a full refurbishment of the kitchen and dining facilities. Phase 2 continued during the Summer of 2021, following a delay in 2020 caused by the coronavirus pandemic.

In 2018 and 2020 the two Senior boys boarding houses – Briggs and Mallinson – were refurbished to improve the facilities for our boarders.



Governance

Ashville College is a registered charity (number 529577), with a corporate trustee Ashville College Trustee Limited (company number 4552232). The Governors of the College are also Directors of Ashville College Trustee Limited.

There are currently 14 Governors on the Governing Body from a range of backgrounds including finance, design and construction, the law, commerce, education and the Methodist Church. Currently eight are Old Ashvillians and four have children at Ashville.

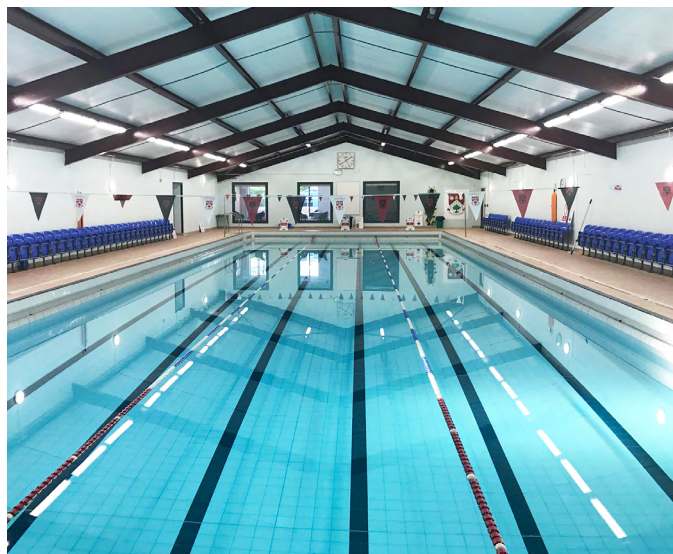
The Full Board meets twice in the Autumn term. Throughout the year the Governing Body operates through three sub-committees:

- Finance and General Purpose
- Education, Enrichment and Welfare
- Governance and Nominations

The Head of Prep School is expected to attend all meetings. The day-to-day operation and management of the College is delegated to the Head and Bursar. Details on members of the Governing Body are listed on the College website.

Ashville Trading

Ashville Trading is a separate trading arm of the College, the purpose of which is to generate profit to reinvest into the College. Income is generated through public membership and hire of the Sports Centre facilities (outside of school hours) and the letting of our facilities for day and residential courses and camps throughout the year and over the school holidays.



Methodist Independent Schools Trust

The Methodist Independent Schools Trust (MIST) is a family of eighteen independent schools across the UK, which Ashville College is proud to be a part of.

We were one of the first schools to be founded by the Methodist Church, with a heritage that dates back to 1875, when the Church Assembly agreed to establish a College that promoted a sound and advanced education.

Ashville College is an associate member of MIST. This means that the Methodist Church has delegated authority to govern the College to Ashville College Trustee Ltd and therefore our Governing Body has full responsibility for governance of the College.

The Ashville Foundation

'Providing life-changing opportunities; nurturing great talent; and creating wonderful and fulfilling memories that last a lifetime'

A strong education should be available to all those bright and talented pupils irrespective of wealth, and this is something which Ashville College strongly believes. We want to be accessible to a wide range of talented children from all backgrounds, who would greatly benefit from an Ashville education but who might not be able to afford the fees. Pupils currently attending the College can also experience unexpected changes to their family's financial situation resulting in the need for financial assistance so they can continue their education at Ashville. Financial bursaries

allow us to help those children who need it the most during these incredibly difficult times.

To be able to provide the financial support needed, the Ashville Foundation was formed in 2009 to provide bursaries to future generations of Ashvillians, in addition to the bursaries provided through the College. It is also a key source of support for families facing temporary/unexpected economic difficulties. The Foundation was very proud to provide additional support to over 40 children from 30 different families facing economic hardship and uncertainty during the Coronavirus pandemic. This additional support was funded through generous donations from staff, parents, alumni and direct investment from the College.

The Ashvillian Society

All former Ashville College pupils are warmly welcomed to join the Ashvillian Society. The Society aims to build a strong and active alumni community and one that remains engaged with the College.

The Society invites its members, more commonly known as 'Old Ashvillians' or 'OAs' for short, to multiple events and activities throughout the year. These take place both in the UK and overseas and include formal dinners, networking events, sports events and drinks receptions.



For current pupils and young members, the Society liaises with OAs to find work experience and mentoring opportunities. We also coordinate careers talks with the College and invite OAs back to give advice to pupils considering a range of disciplines.

Life in Harrogate

Ashville is situated on the edge of Harrogate, a historic spa town. Often voted one of the top ten 'happiest places to live', pupils benefit from all that Harrogate has to offer. The town is thriving with a cosmopolitan culture of cafés, independent shops and art galleries. Mixing the best of both town and country, the Yorkshire Dales, an area of outstanding natural beauty, is less than half an hour drive away. The cities of York and Leeds are both a short drive away, with excellent restaurants, museums and points of interest.

The Ashville campus is in a beautiful location on a green and spacious site. It has a mix of modern and traditional buildings, set within 64 acres, enabling an inspirational learning environment.



Ashville benefits from excellent transport links, with Manchester International Airport an hour and a half away and Leeds Bradford less than half an hour away. London can also be reached directly from Harrogate by train in just over two hours.



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www.ashville.co.uk