

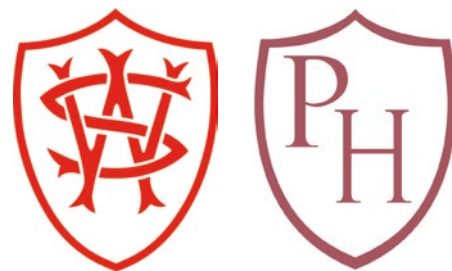
APPLICATION PACK FOR THE POST OF

FOUNDING HEAD

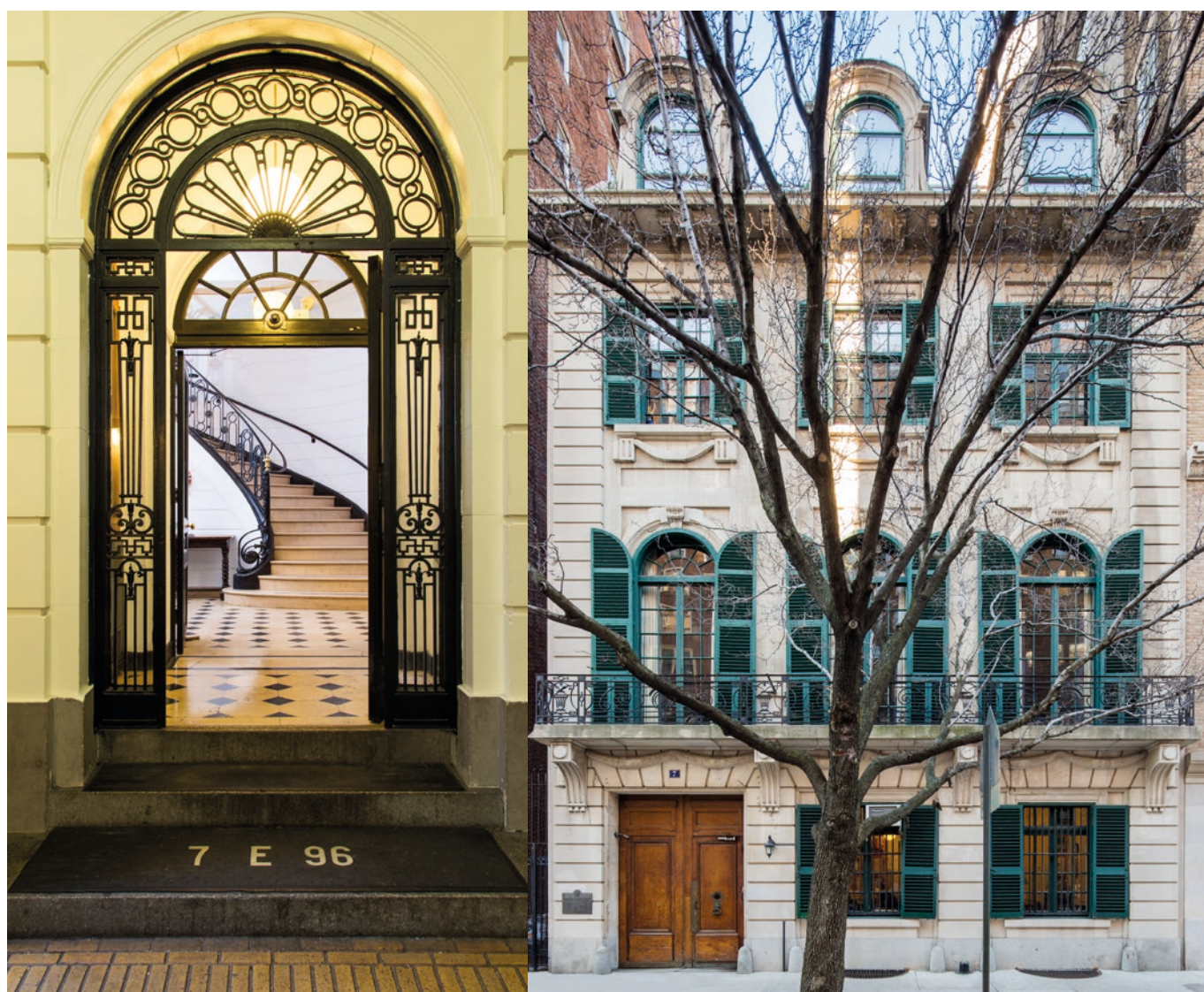
of a New School in Manhattan, New York

Wetherby-Pembridge School

The Minors Preschool



3 to 11 years • an Alpha Plus School



Photographs by Evan Joseph Images

Required for January 2017



www.alphaplusgroup.co.uk

a3c
Anthony Millard
CONSULTING

FOUNDING HEAD, Wetherby-Pembridge School

a New School in Manhattan, New York

3 to 11 years • an Alpha Plus School

Background

The Alpha Plus Group

Alpha Plus Group creates centres of educational excellence in their schools and colleges. All Alpha Plus schools establish a climate of high expectations and there is a genuine and visible commitment to setting challenging targets, exceeding expectations and maximising individual achievement.

Their establishments benefit from cutting edge technology and modern learning environments. The school and college curricula are regularly reviewed to ensure their relevance and their potential to enable all pupils to obtain first choice placements into destination schools and Higher Education institutions.

They are committed to maintaining and improving this level of quality and whilst each school is encouraged to retain its own individual ethos and identity, all Alpha schools and colleges have a number of common characteristics that enable them to maintain and enhance the Gold Standard.

These include:

- High aspirations and expectations for all pupils and staff
- Outstanding leadership at all levels and effective resource management
- Working in partnership with parents
- A focus upon and a passion for high quality teaching and learning
- A commitment to self-review and continuous improvement that is underpinned by the celebration of success

Currently, the Alpha Plus Group has a portfolio of 19 schools and colleges both at home and internationally. Alpha Plus Group were Educators Investments Awards finalists for 2015.

Wetherby-Pembridge School

The Alpha Plus Group is to open a new school on the Upper East Side, Manhattan, New York, in September 2017. This will be the group's first international school and as such a key feature in their success is the appointment of a successful, experienced Founding Head with a reputation for excellence underpinning their philosophy of leadership.

The school, which will be called Wetherby-Pembridge School New York, will be located in a superb building on the Upper East Side on East 96th Street near Central Park.

Children will enter the school for up to two years in preschool in a co-educational setting, which will be called 'The Minors'. They will then progress to Kindergarten/Year 1 and be entered into a separate form of boys and girls, which will run initially to Grade 5/Year 6. The boys' form will be called Wetherby and the girls' form will be called Pembridge.

Wetherby-Pembridge School will have a capacity of approximately 280 students and will prepare boys and girls for the best onward exit schools, whether it be within the US, the UK Common Entrance system or other international opportunities. Consequently, it is anticipated that this school will appeal to a diverse section of New York society: British, international ex patriates and New York families. These families will be interested in their children studying a bespoke internationally oriented curriculum which is closely aligned to and influenced by the English National Curriculum.

The Founding Head will have a clear vision of the requirements to deliver an Alpha Plus level of education for children between the ages of 3 and 11. S/he will need to communicate this vision to all the stakeholders in the school. These include the Director of Schools & Colleges, the Alpha Plus Board, the new staff of the school and the future parental body, and the wider community.

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The Appointment:

We are looking for a talented leader in international education to drive the development and ongoing success of Alpha Plus' new school, Wetherby – Pembridge School, Manhattan, New York City.

This is an exciting opportunity for an experienced Head to create a world-class school from the ground up with one of the UK's leading school groups. In addition to curriculum development, the Founding

Head will take a key role in developing the values and culture of the school to create a distinctive educational programme. S/he should be able to communicate in a compelling way to prospective families to drive a strong student enrolment.

They will also be expected to take the lead in the setting up of the school, from the recruitment and training of staff to the design of the school itself.

What we are looking for

Working closely with the Director of Schools and Colleges and the Board of Alpha Plus, the Founding Head will take responsibility for the leadership, organisation and management of the whole school. The post-holder's key deliverables are aligned with key objectives and these include: education quality, school growth, financial targets, staff development, resource utilisation and health & safety.

The successful candidate will demonstrate the following attributes:

- A strategic vision and provide inspiring leadership for the life and work of the School and realise the potential for its development
- Academic rigour developed in all aspects of the school's teaching and learning
- A relentless pursuit of outstanding academic performance
- An understanding of how to blend the best of international curricula with contemporary international thinking, to continue to create a distinctive positioning for the school
- Lead with a strategic and decisive style, capable of driving a successful prep school
- Possession of a creative and pragmatic mind with the ability to lead innovations in teaching and learning and the broader activity of the school
- Demonstrate a flair for attracting, retaining and developing talent

- Will have an excellent education, with a commitment to, and passion for, teaching and learning which realises the full potential of the students and that meets the expectations of parents and the school community
- Display visionary leadership in the preparation for the development of the school in conjunction with key staff and incorporating key performance indicators
- Develop, and nurture key relationships with relevant senior schools and other key partners locally, regionally and nationally
- Facilitate the recruitment and procurement of effective use of resources (teachers, facilities and teaching materials) in the delivery of educational excellence in advance of the opening in September 2017
- Responsible for the annual school budget and to demonstrate an understanding of how to assess and review the cost effectiveness of major spending decisions in terms of educational standards and the quality of education in conjunction with the Board of Alpha Plus

Key Responsibilities

Vision and Strategic Planning

- Working with the Directors and the Board of Alpha Plus to develop the overall vision for the School and its provision for students and parents
- Work with the School's leadership team and Directors to ensure effective implementation and monitoring of the School's Annual Plan once developed
- Ensure all staff, after recruitment in the School are aligned to, and working with, the vision in the expectation that it should guide all that is accomplished in the School

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Education

- Create an environment within the School that puts pupil achievement at the heart of all that the School does
- Implement an internally orientated English National Curriculum augmented by the special values and qualities found in the Wetherby and Pembridge Hall Schools in central London. This curriculum will fulfil the requirements of UK senior school entrance exams as well as other potential international school destinations or otherwise.
- Review the curriculum annually and ensure that it is delivered through an effective timetable and outstanding, visionary and creative teaching
- Set challenging but realistic educational targets that maintain and develop excellence in academic progress, and ensure that those targets are met or exceeded
- Establish procedures, in consultation with the Directors and the Board of Alpha Plus, for monitoring, evaluating and reviewing the quality of learning, teaching, pupil development and achievement, within the appropriate Inspection framework
- Ensure that school policies and local/national regulatory requirements for the curriculum, premises, health and safety and well-being of staff and pupils are understood and met
- Develop and review policies regularly in accordance with legislative requirements and in accordance with the Alpha Plus annual review cycle

Students

- Lead the students with inspiration, vision and enthusiasm, encouraging whole-school commitment and shared responsibility for the success of the school.
- Develop the school's special ethos matching each student's potential to the full, ensuring his/her personal development is effectively promoted through the curriculum, pastoral arrangements and extra-curricular activities
- Promote the development of all students as independent thinkers and learners
- Promote a culture that is formal and is based on compassion, mutual trust and respect
- Participate, as appropriate, in teaching students at the School or in other activities involving pupils

Staff

- Appoint staff of the highest calibre and manage their performance in line with best practice within the Alpha Plus Group
- Creation of appropriate induction, training and personal review systems
- Promote and support the professional development of all staff in accordance with the agreed policy and take full advantage of all professional development opportunities offered for all Alpha Plus Schools
- Promote the well-being of the staff to maximise their professional contribution and satisfaction

Communications

- Have the ability to articulate a vision for the Wetherby-Pembridge School to prospective parents and the wider community
- Understand all aspects of public relations, marketing and advertising to facilitate the development of the new school in a competitive New York environment
- Represent the School to parents of potential students and key influencers
- Provide information and advice to the Board, on all aspects of the school and to present to the Alpha Plus Board as and when required.
- Communicate with parents and carers on the pupils' performance, working with them and staff to enable them to achieve their full potential
- Operate good communication channels throughout the school at all times to ensure effective interaction between all stakeholders
- Stay well informed of current and future trends in preparatory education, ensuring they are understood and incorporated into the School Development Plan and adopted as a model of best practice as appropriate

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Person Specification

Requirements and Development

The successful candidate will:

- Be a visionary and inspirational educationalist
- Possess high quality and proven experience of leadership gained either in the UK or internationally
- Have a keen and contemporary awareness and interest in general educational issues at all age groups
- Demonstrate an outstanding flair for communication, PR, marketing and networking
- Demonstrate the ability to operate successfully in an environment with a demanding parental body
- Demonstrate ability to create and execute a comprehensive strategy for the school in a competitive market place such as New York City
- Demonstrate the capacity to extend traditional markets and reach out to new ones.
- Be business literate
- Hold a mature and incisive grasp of management issues – understanding the importance of change management, blended with the capacity to communicate succinctly and effectively
- Be analytical, capable of independent research, experienced and adept in ICT applications
- Have highly developed interpersonal skills and team player qualities; genuinely sensitive to the ideas and needs of others
- Remain sensitive to the values that pervade the school in a manner that expresses total integrity and probity
- Be a resilient individual who is a self-starter and possess imagination and initiative to lead the development of a new school on a new site in New York
- Have the creative flair and enthusiasm for establishing a new school
- Have energy and excellent problem solving abilities

Experience

- Demonstrable success in leadership within an outstanding British school overseas an international school or independent preparatory school in the UK. Outstanding candidates from the UK state school sector will also be considered
- Demonstrate having held responsibility for curricular and or/operational (budget setting & control) aspects of the school, preferably as a Head or as an exceptional Deputy Head
- Proven success in building, leading and participating in successful teams
- Previous overseas experience beneficial
- Previous track record of success in the establishment of a brand new British or international school an advantage

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HOW TO APPLY

Candidates wishing to apply should:

- Visit the AMC website, clicking on the link 'Apply Now (for current vacancies)' and complete the online form
- Upload a CV and covering letter to complete the application process
- If you encounter difficulty with the online procedure, please contact: nikki@anthonymillard.co.uk or telephone +44(0)203 4275414
- For an informal discussion about the post please contact Anthony Millard on +44 (0)7768 687052 or at anthony@anthonymillard.co.uk or Ann Collins on +44(0)7736 509775 or ann@anthonymillard.co.uk
- Applications will be acknowledged and then evaluated against the selection criteria
- The letter of application should contain the names, addresses, email addresses and telephone numbers of three referees to include your current and past direct line manager.
- Full references will be required for the short list interviews but will only be taken when AMC has received specific consent from candidates to do so.
- Short listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.

Anthony Millard Consulting

Anthony Millard Consulting was established in the summer of 2004 to provide the British education sector, both in the UK and internationally, with first class strategic and recruitment consultancy.

In addition to managing the search and selection of Heads, Bursars, Marketing and Development Directors advice is provided on governance, management structures, development planning, marketing / PR and fundraising.

Their clients range from nationally known independent schools to state comprehensive schools, from public and private companies involved in education. These clients are located globally and a list of them can be found on AMC's website.

Further information is available at www.anthonymillard.co.uk