

THINK BIG

CANDIDATE BRIEF

**HEAD OF
JUNIOR SCHOOL**

**With the right people,
anything is possible** *Richard Branson*



Talbot Heath

Independent School for Girls aged 3-18



Thank you for your interest in our position.

Talbot Heath is a leading independent school in Dorset that offers girls aged 3-18 an outstanding education within a strong and supportive community.

The School was founded in 1886 by Mary Broad, a pioneer of girls' education who was determined to offer a first class liberal education to the daughters of the professional classes. Mary Broad believed in the importance of holistic education based on Christian principles. The School's motto 'Honour Before Honours' reflected the value she placed on integrity.



The school enjoys a beautiful woodland campus, close to Dorset's stunning coastline. Talbot Heath is a selective school and its pupils attain excellent

exam results at both GCSE and A level. Exam results count, but just as important are resilience, self-esteem, character, those life skills that are acquired as a result of a nurturing environment and an holistic approach to education.

See what our staff have to say...

"I love working here, I am inspired every day ... by colleagues and pupils"

"Such a lovely nurturing environment to be in"

"I feel lucky to come to work in such an amazing environment, a beautiful building in the middle of woods!! A big version of Hansel and Gretel almost!"

"It is great to be part of this team, all experts in our own departments, each making the big wheel turn"

"Support staff and those behind the scenes are a great back up"

"Such a calm environment, teaching children who are eager to learn and excel"

"It is an absolute privilege to teach pupils of such a high standard."

"Every day at Talbot Heath is a pleasure"

"Other staff are all friendly and helpful"

"We have a lot of fun here at Talbot Heath!"

"I learnt more working at Talbot Heath in two years than I did in my previous job of during twenty!"

The best of the best

The school prides itself on hiring the highest quality teaching and support staff.

As an employee you will work as part of a dedicated and focussed team.

Staff benefits

You'll enjoy the benefits of working in wonderful peaceful surroundings, with **free parking** and an **excellent staff dining room** but will be only a few minutes' drive from the town centre.

Supercamps Holiday clubs also offer 50% discount to Talbot Heath Staff.

SuperCamps

"There is so much fondness and respect in the local community towards Talbot Heath, I am really proud to say I work here"



In addition to being able to participate in the **staff pension scheme** and **life insurance scheme**.

Staff members will qualify for a **discount on school fees**, for their own children, subject to the school admissions process.

Discounted membership to the nearby West Hants Club is also available, providing access to superb facilities, easily accessible at lunchtime.

THE
WEST HANTS CLUB



A happy place to work



with great community spirit



THE VISION

Talbot Heath School is Thinking Big in its new approach to furthering the education for its pupils.

Its vision is future-focussed and pupil-centred and centres on the delivery of STEAM (Science, Technology, Engineering, the Arts and Mathematics) focussed and interdisciplinary curriculum, starting from the age of three. Leading schools and higher education institutions globally are educating in this way and business leaders are looking to employ young people with the skill sets to fulfil the jobs of the future, over 50% of which do not yet exist.

Thus, the common skill set identified by the CBI requires young people to be digitally proficient, creative and adaptable, resilient, able to problem solve and work equally well independently or as part of a team.

Consequently, our educational vision has a strong emphasis on technology, the creative arts and design thinking. We are constructing a purpose-built, large scale flexible learning hub to this end, which will incorporate multi-purpose learning areas, a 600 seat auditorium, gallery space, design, graphics, art, textiles, electronics and robotics studios, as well as

an immersive virtual reality and holographic learning spaces.

The CBI has emphasised the skills that they believe will be essential for young people if they are to succeed in the future; creativity, adaptability, digital proficiency, the ability to problem solve, to work collaboratively while being able to think independently. These skills seem at odds with a system of education that is a series of exam related hoops through which young people have to jump. The best schools and education systems globally have realised that education must prepare young people for a future that will be vastly different to the present; 50% of the jobs that our current school pupils will have in the future do not currently exist.

That is why Talbot Heath is introducing a new approach to education with the aim of preparing its young people for a rapidly changing world and workplace. While retaining the academic rigour and standards for which Talbot Heath is known, the school will be introducing a whole school interdisciplinary approach to learning. Children from the age of 3 to 18, will learn to draw strands of knowledge together from all fields, in order to



PREPARED FOR THE FUTURE

CREATIVE
PROBLEM SOLVING
DIGITALLY PROFICIENT
ADAPTABLE
COLLABORATIVE
INDEPENDENT

THE HUB



Ready April 2019

develop a deep understanding of the interconnectedness of knowledge. Across all age ranges and subject areas, pupils will have the opportunity to tackle tasks in an interdisciplinary way. The study of Roman architecture will offer the chance to explore the mathematical and scientific principles behind structures. Girls will be able to design and construct, developing essential drawing skills, as well as digital design skills. Historians will be able to appreciate the transformative nature of the combustion engine, artists will comprehend the mathematical patterns that underpin so much of the natural world, geographers will understand the scientific forces behind volcanoes and plate tectonics.

Universities around the globe are introducing interdisciplinary faculties. One only has to look at the ground-breaking work being undertaken by the Massachusetts Institute of Technology to see how the acquisition and application of knowledge is changing. While depth of knowledge is critical, appreciation of the multi-faceted nature of problem solving and development is just as important.

Talbot Heath will be working collaboratively with AUB, BU and Southampton University to offer

curriculum programmes that extend pupil knowledge, such as computer animation, design thinking, architecture and robotics. Local companies who specialise in technology will also be supporting with expertise.

Many believe that the future will be powered by STEAM (Science, Technology, Engineering, the Arts and Maths). Our extensive new flexible learning centre, dedicated to interdisciplinary learning with a creative focus, will be the heart of our vision for the future. The centre will include a large auditorium, gallery space, graphic design, robotics, technology, textiles, art, drama and food studios, as well as flexible learning spaces for the use of pupils of all ages. In addition the school is building a covered pool and sports facility as part of this inspirational new complex.

Talbot Heath is 'thinking big' and encouraging its students to do the same. This is an exciting time for Bournemouth; a wealth of creative and technological opportunities lie at the heart of the development of the area. Talbot Heath's vision for the future will ensure that the school is at the very forefront of education, blazing a trail for others to follow.

THE POSITION

The School

Talbot Heath is a selective school and its pupils attain excellent exam results at both GCSE and A level. Exam results count, but just as important are resilience, self-esteem, character, those life skills that are acquired as a result of a nurturing environment and an holistic approach to education. It is during their formative years that young people develop the attitudes and values that they will hold for the rest of their lives. It is essential that they feel supported and nurtured in their learning environment.

At Talbot Heath the pupils flourish, not only academically but in every area, be it music, sport or the performing arts. Small classes, individual attention and the ability to tailor the provision to the needs of each student, ensure that pupils achieve their very best.

The Junior School

The Junior School currently has 242 pupils on roll (from Kindergarten to Year 6) and is growing. Intake has increased by 20% in the last two years and this trend looks set to continue.

As part of a through school the Junior School is very secure financially and benefits from the excellent whole school facilities. Junior pupils are taught by specialist teachers in a number of areas within specialist facilities.

The Junior School Head is responsible for the day to day management and leadership of the Pre-Prep and Junior departments. They are, however, an important member of the whole school Senior Leadership Team and work closely with the Head to continue to realise the vision for the school.

Children are assessed before they join the school to ensure that the pace and challenge of the curriculum will suit them. The school offers considerable breadth as well as depth within the curriculum. Theme days and weeks (recent themes

have included languages, Vikings and the Tudors) are run in addition to high challenge sessions in Mathematics and Creative writing.

With their innate curiosity and enthusiasm, the girls are a joy to be with and teach. In those first vital years of education the school aims to develop each girl's strengths, giving her every opportunity to stretch and challenge herself. That goes for the social aspects of school life as well as the academic. Pastoral care is hugely important at this stage. The support and care given makes girls feel safe and secure enough to try new activities, make mistakes, bounce back and try harder. It's all part of learning, and the staff are there for them every step of the way.

The school has a strong local reputation for high standards and is proud of its tradition and heritage. It is, however, dynamic and forward looking in its approach. All pupils from Year 3 to Year 13 now have their own school iPad as part of our ICT initiative. Forest School was launched in 2015 for all pupils and provides an excellent resource to support the Outdoor Learning Curriculum. The school has an exciting strategic view for the future, and the new Head of the Junior School would play an integral role in its development and implementation.

As the only Independent Girls' School within the Bournemouth and wider Dorset area, Talbot Heath is unique; it is the only all girls' Junior School within the area. We are proud of our distinctive character and believe that we have stayed true to Mary Broad's vision of first class education for girls with a modern twist. The School's motto is 'Honour Before Honours' and this underpins the community. We care for each other and support one another. Integrity and character lie at the heart of who we are.

Person specification

HEAD OF JUNIOR SCHOOL

The Successful Candidate will:

- Have strong leadership skills with the vision and experience to inspire girls, motivate staff and play a key role on the whole school's Senior Leadership Team.
- Embrace the School's ethos of leading, learning and loving it which underpins our excellent academic results and our exceptional enrichment programme.
- Have a passion for children's learning and development.
- Have excellent communication skills.
- Have the ability to engage the whole school community.
- Be a leader and a high calibre educator.

Qualifications/Attainment

- Appropriate degree
- Appropriate teaching qualification

Experience

- Relevant leadership and management experience in an educational setting
- Experience in managing change
- Experience of carrying out staff review and target setting

Knowledge Base

- Outstanding primary practitioner, with strong knowledge and understanding of child development, the primary curriculum and principles of good practice; child-centred philosophy and approach
- Knowledge of current educational thinking, initiatives, issues and matters of pedagogy
- Knowledge and understanding of Safeguarding procedures
- Ability to make secure judgements about the quality of teaching and learning

Skills

- Enthusiastic, inspirational and confident leader, possessing drive, energy and commitment; have a presence which engenders confidence and respect from pupils, staff and parents; leads by example

- Proven ability to inspire pupils
- Outstanding interpersonal and communication skills, (verbal and written);
- Ability to handle sensitive situations with tact and diplomacy
- Ability to prioritise own workload, manage a varied workload and delegate appropriately
- Strategic thinker; able to articulate and share school vision and identify steps which need to be taken to fulfil identified aims
- Ability to make firm decisions when required
- Commitment to the highest standards of education and pastoral care for all pupils
- Strong analytical and problem-solving abilities

Attitude/Approach

- Honesty and integrity
- Able to demonstrate adaptability and flexibility
- Approachable
- High expectations of oneself, as well as of others
- Ability to remain calm in sensitive or potentially volatile situations
- Ability to listen and make reasoned and informed judgements
- Holds a strong vision, and has the necessary skills and attributes in order to fulfil that vision

The School can offer:

- A friendly and supportive working environment, open to creativity and innovation.
- Enthusiastic children who are eager to learn.
- Hard working, dedicated and committed staff who are passionate about the children's learning.
- The support of a talented and effective Senior Leadership Team.
- An excellent environment to develop professionally.

Job description

HEAD OF JUNIOR SCHOOL

Job Purpose: To lead and manage the Junior School on behalf of the Head, so that all pupils have the best possible care, have access to a broad and balanced curriculum and achieve the highest standards, in line with the ethos of the School.

To be part of the Senior Leadership Team and contribute to whole school management.

Reports To: The Head.

RESPONSIBILITIES:

Policy/Strategic Direction and Development

- Create and communicate a shared vision within the Junior School, which expresses the core values of the whole school, is responsive to local factors, and which motivates and inspires others.
- Translate the whole school vision into agreed objectives within the Junior School (to include the formulation and implementation of the Junior School Development Plan).
- Contribute to whole school policy development as required by the Head.
- Take lead responsibility for policy development and implementation in relation to the Junior phase. Keep policies under review, making recommendations for change in order to ensure the School's developing needs are met.

Teaching and Learning

- Promote excellence and innovation in teaching and learning in the Junior School, ensuring a continuous and consistent focus on pupils' achievement and development (moral, spiritual, physical and social, as well as academic).
- Establish and keep updated a curriculum which is innovative, creative and fun as appropriate to the age and stage of the pupils, and informed by current knowledge and best practice, in order to develop the potential of all pupils and equip them with the necessary skills required in the 21st century (including the use of ICT).

- Be the lead practitioner in the Junior School in establishing creative and effective approaches to learning and teaching, with high expectations of self and others.
- Monitor, evaluate and review classroom practice throughout the Junior School; celebrate and promote excellence, challenge underperformance and ensure appropriate action (in consultation with the Head).
- Ensure that individual pupil progress is regularly assessed, recorded, reported to parents and utilised effectively to inform teaching and learning.
- Ensure strategies are in place to identify and provide appropriately for particular needs, e.g. the more able, SEN.
- Ensure pupils have fun, enjoy their learning and have opportunities to share their knowledge and understanding with their peers, teachers and parents.
- Ensure pupils have access to a rich and varied extra curricular programme. Create a 'seamless' educational experience as pupils transfer across phases at key transition points and ensure the effective liaison between Junior and Senior School staff, in relation to Year 6 to 7 transfer and specialist subject teaching.
- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher as outlined in the general job description.

Pastoral Care

- Ensure effective systems are in place to support the physical, mental and moral safety, wellbeing and welfare of all pupils (including before and after school provision).
- Consult with experts/agencies (internal and external) as appropriate and address any concerns with sensitivity and diplomacy, keeping the Head informed as appropriate.
- Support and contribute to the school's responsibility for safeguarding students.

Leadership and Management of self and others.

- Lead the work of the Junior School Leadership Team and relevant stakeholders to help achieve the School's vision.
- Lead and manage the Junior School, recruiting, inducting, developing, deploying, motivating and appraising members of the Junior School to

make the most effective use of their skills, expertise and experience, to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.

- Manage day to day operational requirements, delegating as appropriate, to ensure the efficiency of the Junior School.
- Ensure the School's vision is understood by all Junior School staff (teaching and support), with clear targets for development and outcomes evaluated in fulfilling these aims.

Communications, Marketing and External Links

- Working in consultation with the School's Marketing Manager, implement a range of robust and innovative marketing strategies in the Junior School, to ensure its attractiveness in the wider market and secure optimum pupil numbers; seek opportunities to promote the School at every opportunity.
- Build successful relationships and partnerships with parents and other members of the community, to ensure an excellent local reputation of the Junior phase, and to promote the school.
- Manage the admissions and assessment processes for prospective pupils in the Junior phase in accordance with agreed guidelines.
- Develop amongst Junior School staff an outward perspective, and personal commitment, to promote the School.
- Build wider links, both across the school and beyond, to ensure that national and international perspectives feature in the School's work.

Management of Resources

- Organise a relevant and age-appropriate timetable, in conjunction with the Deputy Head Academic, for the Junior School; analyse staffing requirements to ensure optimum benefit to pupils, within budgetary constraints.
- Monitor and control the Junior School's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify future resourcing needs and aspirations for the Junior School for consideration in the School budget planning process.
- Ensure that all resources are fit for purpose

and used in accordance with health and safety policies.

- Ensure that there is appropriate risk management throughout the Junior School, including school visits, activities, clubs and competitions.

Training and Development of Self and Others

- Develop and maintain a culture of high expectation for self and others within the Junior School.
- As a lead professional, regularly review own practice, set personal targets and take responsibility for own continuous professional development.
- Oversee the professional review programme for staff in the Junior School to include Teaching Assistants.
- Ensure that training needs within the Junior School are identified, appropriately met (with due regard to whole school initiatives), and that all members of the Junior School are active in their own personal and continuous professional development.
- Ensure that induction arrangements for new staff (including those for NQTs and pupils) make them feel welcomed and appropriately briefed to undertake their responsibilities.

Monitoring and Evaluation

- Ensure rigorous and effective systems of monitoring and evaluating the work of the Junior School are in place and used to inform future teaching, including the effective use of end of Key Stage/phase and internal data.



How to apply

Applications are invited via the TES website. visit www.tes.com/jobs, search 'Talbot Heath School'

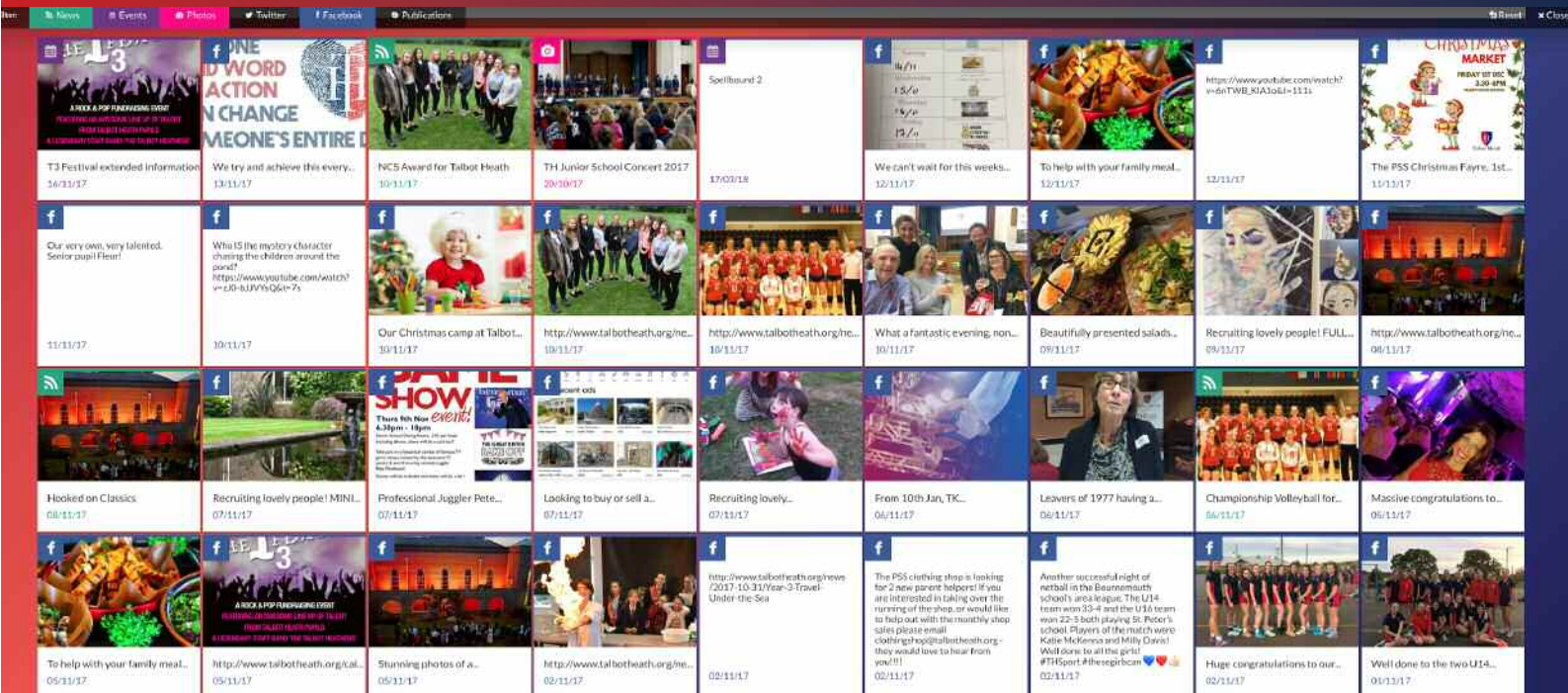
Closing Date : Monday 12th March

Interviews: Week commencing 19th March

For further information or to arrange a visit, please contact Debbie Flynn by email dflynn@talbotheath.org or telephone 01202 755402.

GET SOCIAL!

For an informal window into our wonderful world, browse through our social media @TalbotHeathSch on Facebook and Twitter, or view it all in one place via our website www.talbotheath.org/media For Junior School specifically see @THSch_Junior @THSch_PrePrep



A selection of pupils were asked to describe Talbot Heath in one word. This is what they said.

INDIVIDUAL EMPOWERING ENCOURAGING
 WARM HELPFUL WELCOMING FAMILY
 INSPIRATIONAL MOTIVATIONAL DIFFERENT
 SPECIAL HOMELY HAPPY

Apply now, be part of an incredible team!



SCHOOL INFORMATION

Talbot Heath School | Rothesay Rd | Bournemouth | Dorset | BH4 9NJ
 Tel: 01202 761881 | office@talbotheath.org | www.talbotheath.org
 Head: Mrs Angharad Holloway | Chair of Governors: Mrs Christine Norman
 Total number of pupils 3-18: 590 Pre-prep and Junior: 244 Senior: 346 (31 boarding)