



Candidate Brief

Head of Old Buckenham Hall

2018



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Introduction

The Governors of Old Buckenham Hall School invite applications for the post of Head for September 2018 (or possibly January 2019), in succession to Mr Tom O'Sullivan.

The School

Old Buckenham Hall (widely known as OBH) is an exceptional school. Academic excellence, outstanding pastoral care and an inspiring and broad curriculum form a sound foundation for approximately 200 pupils (boys and girls) aged from 3 to 13. OBH takes pride in developing the 'whole child' and was chosen as runner-up in September 2017 in the Tatler magazine as Best Prep School in the UK.

OBH has a proud and eminent history. It was founded in Lowestoft in 1862 and moved to its present site in 1956. Famous former pupils include the composer Benjamin Britten, the civil rights lawyer Clive Stafford Smith and McFly drummer Harry Judd. In 1968 OBH became an educational trust, administered by a Board of Governors, and girls were admitted for the first time in 1998.

Of the 196 pupils currently on the role, there are 142 (B 92, G 50) in the Prep School and 54 (B30, G 24) in the Pre-Prep and Nursery. Future pupil registrations are also strong.

Pupils move on at 13+ to a wide range of senior schools (24 in the last 6 years), including Eton, Winchester, Harrow, Benenden, Downe House, Oundle, Rugby, Uppingham, Framlingham, Gresham's, The Perse and Norwich School. In the last three years, OBH pupils have won 9 academic scholarships, 8 all-rounder scholarships and 10 other awards to leading senior schools (for music, sports, art and DT).

The boarding houses are an integral part of OBH, and over 100 children board – either as full, weekly or transitional boarders. The senior boys' boarding accommodation is situated in the main house and the senior girls are accommodated in a separate building. Junior boarders have their own boarding house above the matrons' office in the main school. Children can start boarding from Year 3, and by Year 8 most boys and girls will have had boarding experience. The boarders are looked after by resident Houseparents, assisted by a team of matrons and a qualified nurse.



Being a small school gives OBH flexibility in terms of class sizes. The class maximum is 18, and there are normally two forms per year in the Prep School. In the Middle School (Years 3 and 4), forms are mixed ability, but are taught with some differentiated groups. From Year 5 pupils are taught by subject specialists and set for certain core subjects, with a class tutor providing pastoral care.

OBH operates an 11-day timetable, allowing for a boarding weekend every other weekend. For those children who stay at the weekend, there is a challenging and educational programme of activities available including archery, sailing and clay-pigeon shooting. In the words of the current Head, OBH is a place where 'Swallows and Amazons meets the age of the iPad'!



OBH currently has 92 full and part-time employees, including both teaching and support staff. There are 42 teaching staff, of whom 34 teach in the Prep School and 8 in the Pre-Prep and Nursery. 7 members of staff are resident on campus, including the Head and the Deputy Head. There are 7 Administrative staff, including a Head's

PA/Registrar, Bursar, Assistant Bursar, Book Keeper, Office Manager, Marketing Executive and IT technician. The Estate Staff of 6 is led by an Estate Manager, and there is a Catering and Domestic team of 30, led by two Catering Managers and a Housekeeper.

Facilities

OBH is situated in 74 acres of idyllic parkland in the rural heartland of Suffolk, but near to Bury St Edmunds and the thriving town of Ipswich with its excellent transport and communication links. As well as the magnificent original house, we have superb facilities including the multi-purpose Britten Hall (combined auditorium and indoor sports facility) and the Science Block. Sports facilities include a full-sized astroturf, tennis and netball hardcourts and an outdoor swimming pool. There are spacious playing fields for rugby, football, hockey, cricket, rounders and athletics, as well as a 9-hole golf course.

Management Structure

Under the current leadership structure, the Head is supported by a Senior Management Team (SMT) and a Senior Academic Staff (SAS) group, which meet in alternate weeks. The SMT includes the Deputy Head, the Head of Pastoral Care (who is also the DSL and School Nurse), Senior Master (who has specific responsibility for IT, the school calendar, timetable and cover), the Bursar (who also acts as Clerk to the Governors) and the Head of Pre-Prep. Each team member has responsibility for different aspects of the School, and Heads of Departments are responsible for their particular curriculum area.



The Position

The Head is appointed by the Board of Governors and is responsible to them through its Chair.

The Head and Deputy Head attend all meetings of the Board of Governors and key sub-committees.

The key responsibilities of the Head are:

1 To lead, motivate and develop the school so that it fulfils the academic, pastoral and social needs of the pupils, parents and staff by providing excellent broad-based education in line with the school's Christian ethos.

2 Together with the Chair to enable the Board of Governors to fulfil its duties and responsibilities through the proper governance of the school by ensuring that the Board receives timely advice and appropriate information on all relevant matters.

3 To optimise the positioning of the school to ensure viable and robust pupil recruitment.

4 General ad hoc duties.



Duties and Responsibilities

1 To lead, motivate and develop the school so that it fulfils the academic, pastoral and social needs of pupils, parents and staff by providing excellent broad-based education in line with the school's Christian ethos.

The Head is responsible, directly and by delegation through the SMT and others for:

- The leadership and management of the school
- The care and development of each pupil and for maintaining excellent academic standards within the school to ensure that the brightest pupils are stretched and the less able are developed to their maximum potential
- The pastoral care and welfare of all pupils and staff

- Creating a vision and developing a strategy for the future of the school for ratification by the Board of Governors, including the compilation of a School Development Plan, which takes market trends and the economic climate into account
- The overall financial performance of the School (in which he/she will be assisted by the Bursar and Assistant Bursar) and for meeting the annual budget agreed by the Governors
- Leading, managing and motivating the SMT, and with them and through them, all academic and support staff



- The appointment (and, if necessary, the disciplining and dismissal following proper employment law practice) of all staff, with the exception of the Deputy Head and Bursar who are appointed by the Board of Governors in conjunction with the Head
- The assessment, appraisal, guidance, support and professional development of all teaching staff
- Establishing and maintaining good relationships and regular contact with senior independent schools - including an understanding of their distinct competences - in order to advise parents on suitable next school choices for their children
- The promotion of the school, including the production of publicity, literature and any advertising, the public relations profile and oversight of the school's digital communications
- The establishment of positive relations with prospective parents, including the organisation of their visits to the school, to ensure a full complement of pupils, and the overview of all admission and entrance procedures
- Some teaching of relevant parts of the curriculum, where appropriate, and participation in the full extra-curricular life of the school
- The development of good professional relationships with the parents of current pupils
- Planning, implementing and continually reviewing an effective curriculum, timetable and the academic organisation of the school
- Monitoring every pupil's progress and ensuring that parents are provided with regular and appropriate feedback
- Creating the appropriate balance between all areas of school life and activity, including those not leading to formal examinations such as art, drama, music, sport and community involvement
- Maintaining good communications and relationships within the school and with key stakeholders outside the school, including local feeder schools, local maintained schools, the local community, former pupils and professional bodies.



2 Together with the Chair to enable the Board of Governors to fulfil its duties and responsibilities through the proper governance of the school by ensuring that the Board receives timely advice and appropriate information on all relevant matters.

The Head is responsible, directly and by delegation, for:

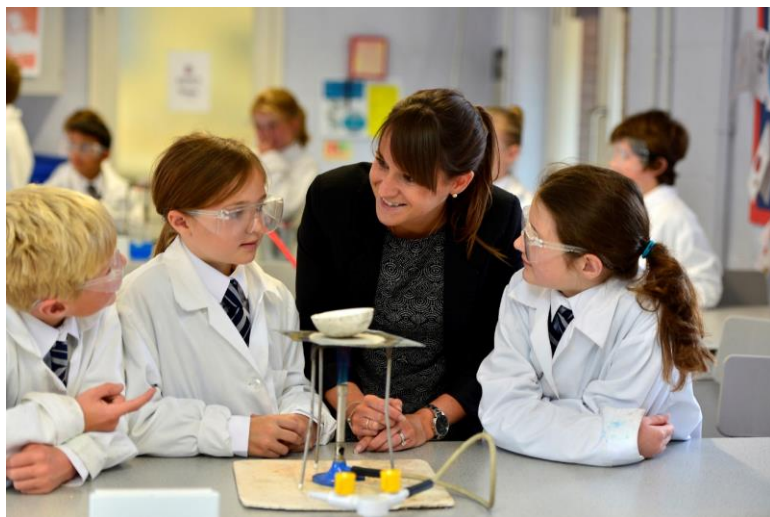
- Ensuring that the school meets its charitable objects to advance the education of the pupils of OBH and to provide education for the public benefit
- Ensuring that the school meets all its legal obligations and statutory regulations including compliance with Safeguarding and Child Protection requirements as well as Health and Safety, ISI and EYFS regulations
- Submitting policy proposals for the approval of the Board or assisting the Board in the development of strategic and tactical policies and implementing and monitoring these policies
- Producing a full written report to Governors each term in advance of Governor meetings, and reporting regularly to Governors at other times as required, including on progress towards strategic priorities as outlined in the School Development Plan and the achievement of Board policies
- In partnership with the Chair, ensuring that the Board receives sufficient and timely information and advice upon which to make informed decisions
- Implementing Board decisions

3 To optimise the positioning of the school to ensure viable and robust pupil recruitment

- To take a lead in the development of school messaging and to reflect this consistently in promotional materials (including the school website and the use of social media) and, where appropriate, promotional activity
- To ensure that communications with prospective parents are focussed and responsive, and that school tours for all parents are well considered
- To manage the recruitment of pupils actively and report on this to Governors at the termly Board meeting

4 General ad hoc duties

- To undertake such other duties appropriate to the importance and purpose of the post which may from time to time be reasonably assigned by the Chair of the Board of Governors
- To set an example of continuous personal development, participating in appropriate training and maintaining up-to-date professional expertise. The Head is required to be aware of trends in national and independent education, the requirements of secondary schools and of the National Curriculum and, where appropriate, to recommend policy changes to the Governors
- It is expected that the Head will be a member of IAPS and will represent the School on other bodies which the Board of Governors deem suitable



Candidate Profile

The Head will have the personal qualities to lead, motivate and inspire the school, and will be able to demonstrate natural authority and charisma, to lead by example, and to command the respect of pupils, staff and parents.

In addition, the successful candidate will:

- Be able to inspire, challenge and motivate others
- Have a passionate commitment to the academic, personal and social development of the pupils, understand the needs and concerns of their age group and of boarders and have a natural empathy with them
- Have self-confidence and inspire confidence in others. He/she will be considerate of the needs of others, with an ability to deal calmly and sensitively with conflict
- Display energy, vision and imagination, with the courage to innovate and an unwavering commitment to the continuing development of the school
- Be a standard setter and role model for all sections of the school community
- Be commercially aware and lead the pupil recruitment drive with enthusiasm.

- Have an open, participative, collegiate style with an inclusive and empowering approach to management and the ability to build trust and team spirit
- Relate to, value, nurture and communicate effectively with all members of the school community including staff, pupils, parents, Governors, former pupils, other independent and maintained schools, and the local community
- Develop and maintain strong and positive relationships with the Governors, the Senior Management Team and other colleagues (including teaching and support staff)
- Demonstrate personal strength of character through transparency, integrity and fairness
- Be at ease with and actively support the school's Christian ethos
- Have a genuine interest in striving for excellence in every area of the school



Skills, Knowledge and Experience

Applicants for the post will be expected to show that they:

- Have a good University honours degree and teaching qualification, and can show evidence of continuing professional development
- Have relevant experience of the independent sector of education
- Have relevant educational leadership and management experience, for example as a successful Head or experienced deputy in a prep school (or prep department of a senior school) or a significant management role at a senior school



- Are a well-qualified, experienced and successful teacher, with a love of teaching and an awareness of developments in the wider educational environment
- Have experience of boarding and are empathetic to the boarding ethos of OBH
- Can market and represent the school effectively and introduce new ideas through excellent communication to prospective and current parents and the wider community, including the local press
- Have a clear financial and business understanding of the school. They must be able to work with the Bursar, Assistant Bursar and the Board of Governors to ensure that the school's budget targets for expenditure are met, that funds are expended wisely and productively, and that the school's finances remain in good order

- Can demonstrate confident use of IT for communications, management and education without developing an over-reliance on it, and proven administrative skills

- Can nurture existing and future relations with a wide range of senior schools
- Can be the confident 'public' face and an outstanding ambassador for the school at all times
- Know how to establish clear standards and expectations of staff, to manage and evaluate their performance, to delegate appropriately and manage time effectively
- Can keep the school curriculum under constant review by recognising and evaluating current educational initiatives and innovate when it is in the interests of the pupils to do so
- Have the ability to manage projects to a successful completion, including coordinating teams and assuring final delivery
- Have proven judgement in the appointment and development of teaching staff, and in the support and encouragement of non-teaching staff. They will be able to recognise dedicated staff of outstanding quality who are sympathetic to the aims of the school and to assist them in developing their professional skills and ambitions
- Can plan and think strategically, and actively lead or contribute to Board discussions on organisational strategy, priorities and imperatives
- Have the skills, judgement and analytical ability to review school development effectively with the Governors, and ensure that the programme for monitoring and review of all school policies and practices is sound and up to date
- Keep their knowledge of all inspection matters and compliance with statutory requirements up to date, and provide leadership in discussions with Governors in such areas as Safeguarding, Child Protection and Health and Safety regulations



Spouse/Partner

If candidates have a spouse or partner who is keen to play a role within the school, we would welcome details. There may be an opportunity for him/her to do so, dependent on the individual's qualifications and experience and on the school's needs.

The Head's spouse has previously played a key role within the school, and it is envisaged that any role played by the Head's spouse or partner would be suitably remunerated.

If appropriate, candidates are recommended to refer in their covering letter to this aspect, which can be discussed at interview stage. Their spouse/partner would also be interviewed at the final stage, and would be subject to DBS and other regulatory checks. He/she should complete that part of the Application Form provided for the spouse/partner, and would need to provide the details of at least two referees in their own right. These may be the same as those for the candidate for Headship.

Terms and Conditions of Employment

Salary will be competitive, and based on qualifications and experience. It will reflect the importance which the Governors place on good leadership and be subject to annual review. Spacious accommodation within the main building will be provided for the Head rent-free, and there is a generous fee discount for the children of staff.

The post is pensionable under the Teacher's Pension Scheme, and will be offered with private medical insurance for the Head and spouse/partner (where applicable) and dependent children under the age of 18.

Full details of the terms and benefits of the post will be discussed with the successful candidate at the time of the initial offer. This offer will be subject to the receipt of satisfactory written references, DBS and other regulatory clearances and to a successful medical check as well as completion of a Medical Questionnaire. The successful candidate will receive a written contract shortly after final offer and acceptance of the post.



Application and Interview Process

More information, including the latest ISI inspection report, can be found on www.obh.co.uk.

Please complete all sections of the application form and attach a covering letter addressed to the Chair of Governors in which you should give your reasons for applying for this post.

On the Application Form, candidates are required to provide the names and contact details of three referees, the first of whom should be their current Head or (in the case of current Heads) their Chair of Governors or equivalent. We may contact your referees at any stage of the process, but please inform us if you would prefer us not to contact them before the first round of interviews. Written references will normally be requested shortly after the selection of the final interview list.



Once completed, your application should be sent to Mrs Sally-Ann Angel at bursar@obh.co.uk **The final deadline for acceptance of applications is noon on Wednesday 17th January.**

Candidates selected for first round interview will be informed on **Friday 19th January 2018** or as soon as practicable thereafter. These Long List interviews will be held in London on **Wednesday 24th January**. To comply with current legislation and Safe Recruitment guidelines, all prospective candidates will be asked to supply evidence at their first interview of eligibility to live and work in the UK, and of their qualifications. We will ask to see and photocopy an appropriate official document, such as your passport or Birth Certificate, and original certificates of your academic and teaching qualifications (A levels or equivalent onwards). All documents supplied must be originals only. Further information will be sent to you if you are selected for first round interview – please do not send these documents at this stage.

Those subsequently selected for Short List will be asked to visit OBH for up to half a day at an agreed time as soon as possible after selection. They will tour the School, and may expect to meet members of the Senior Management team, as well as other staff and children, and to view the Head's accommodation.

We may also wish for an OBH representative to visit you for a few hours at your current school during this period, subject (if appropriate) to your Head's agreement.

The final interviews and selection process – for candidates and, where appropriate, their spouse/partner - will take place at OBH, including a supper with Governors and staff on **Thursday/Friday 8th/9th February**.

The successful candidate will need to complete a full Medical Questionnaire immediately following the initial conditional offer and acceptance of the post, and to have a satisfactory medical check conducted by **Friday 16th February** by an independent doctor, before the appointment is confirmed. The offer of employment will also be conditional on the receipt of satisfactory written references and on DBS and other regulatory clearances.

*Old Buckenham Hall School is committed to safeguarding and promoting the welfare of children, and candidates are expected to share this commitment.
Old Buckenham Hall School is an equal opportunities employer.*