



Farringtons SCHOOL

CANDIDATE INFORMATION PACK FOR THE POST OF RESIDENTIAL ASSISTANT HEAD (Boarding and Pastoral)

**Closing Date for applications:
12 noon on Friday 22 February 2019**

Shortlisted candidates will be informed on Monday 25 February 2019

**Interviews will be held on Thursday 28 February 2019
Candidates may be invited back for a second interview on Friday 1 March 2019**



Welcome to Farringtons School



As one of Kent's leading independent co-educational day and boarding schools, Farringtons takes great pride in its high standards of academic teaching. Our school motto is "Posside Sapientiam" and we encourage all our students to "Grow in Wisdom" intellectually, socially and emotionally.

Our school provides education for boys and girls from age three to eighteen and an integrated community of pupils, parents and teachers that results in a close, secure and happy learning environment.

The wide variety of academic, extra-curricular pursuits and leadership opportunities that we offer, as well as the excellent pastoral care and supportive Christian values of our school, produces young people who have integrity, enquiring minds and a generosity of spirit.

Our desire is that Farringtons School will enable each child to develop and shine.

Assistant Head – Information for Applicant

January 2019

Dear Applicant

Thank you for your interest in working at Farringtons, as the post of **Residential Assistant Head (Pastoral and Boarding)** is vital for the future development of the school.

We are seeking a committed and experienced leader with the vision, energy and innovative ideas to meet the needs of our current and future boarding community. The capacity to attract students nationally and locally is essential and our aim and focus is to ensure current boarders become confident and capable young people, ready to face the demands of life after school.

The post holder is a member of the senior management team and has the responsibility of overseeing the pastoral care of the whole school, as well as the academic progress of the boarding students.

There is a vibrant spirit of teamwork and co-operation within the school. The successful candidate will have a flexible, can-do approach and be an excellent communicator and listener. You will also need to be highly organised, have sound ICT and administration skills, as well as being able to work collaboratively and be a lateral thinker.

In your supporting statement, please include the following points:

- Your relevant experience to date
- How you meet the requirements of the person specification and the responsibilities outlined in the Job Description
- What you can offer Farringtons School

Farringtons School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including completion of a medical questionnaire, checks with past employers and enhanced disclosure through the Disclosure & Barring Service.

If you would like any further information, please do not hesitate to contact me. You may like to look at our website www.farringtons.org.uk as a further source of information. Completed applications can be returned by e-mail to recruitment@farringtons.kent.sch.uk. The closing date for applications is 12 noon on Friday 22 February 2019, successful shortlisted candidates will be informed by e-mail on the afternoon of Monday 25 February 2019 but early applications are recommended as we reserve the right to appoint a suitable candidate before the closing date.

I look forward to receiving your application.

Yours sincerely



Mrs Dorothy A Nancekievill
Head

The Boarding community at Farringtons School aims to provide and nurture a caring, stimulating, Christian family environment that is secure and safe and where pupils' relationships with their peers and members of staff are open, positive and long lasting.

We endeavour to promote the following key principles:

- To make boarding life a rich experience, where the growth and development of the individual is fostered in a secure and happy environment
- To promote community living, where relationships are based on the values of trust and respect
- To ensure that pupils from different traditions are encouraged to fulfil their personal potential through a tangible experience of Christian community
- To promote growth in independence and maturity in preparation for meeting confidently the challenges of the wider world

Students board from Year 7 to Year 13 and reside in two houses, West House and South House. A team of house parents, assistant house parents, day matrons, leads each house. A day school nurse also supports them.

Ultimately, the Head is responsible for all school matters, including boarding. However, on a day-to-day basis the house parents report to the Assistant Head of Pastoral and Boarding for pastoral care matters.

The majority of boarders have twin study bedrooms, with single study bedrooms for Year 13 students where possible, and every pupil has their own lockable area. All the houses have appropriate common room, laundry, showering, toilets and Wi-Fi facilities.

With permission, boarders also have access to school facilities outside normal lesson times, including the Sports Hall, Gym, Tennis Courts, Library, Swimming Pool, ICT facilities and the Art Block.

The Assistant Head (Pastoral and Boarding) will be compassionate and caring; an able communicator with a positive encouraging and collaborative style and a member of both the Senior Management Team (SMT) and Senior Leadership Team (SLT).

The SMT currently comprises The Head, Deputy Head, Bursar, Head of Junior School, Assistant Head (Pastoral and Boarding) and Assistant Head (Curriculum).

There is an expectation that all Farringtons staff uphold the Christian ethos of the School.

SMT Collective Responsibilities:

- Strong day to day management of the school, promoting the school rules and high standards of discipline
- Promote and support the quality of teaching and learning
- Strategic management of the Senior School, which includes implementation, involvement and accountability for the whole school development plan
- Contribute to School Policies
- Manage by example, in actively supporting all school activities and events and to be a good role model at all times
- Contribute to marketing, public relations and liaison with parents
- Conduct staff appraisals
- Manage change for organisational improvement
- Foster good relationships between all staff (teaching and support)
- Mentor and induct new members of staff

Specific Responsibilities for this Post:

Pastoral

- Designated Safeguarding Lead (DSL) for the whole school and maintain the 'Child Protection, Referrals to Social Services and Pupil Welfare Registers'
- Maintain high standards of behaviour and appearance across all sections of the Senior School, specifically in pupil discipline and uniform issues, maintaining the 'Behaviour Incidents Register'
- Line manage the Pastoral Leaders of the Lower, Middle and Upper School and provide leadership and support to Form Tutors throughout the Senior School and maintain the 'Pastoral Concerns Register'
- Ensure that pupils with pastoral and academic concerns are monitored using the 'Pastoral and Academic support programmes' (PSP, ASP)
- Line manage the School Counsellor and Medical Centre and maintain the 'Vulnerable Pupil List'
- Ensure the school is compliant with British Values and the Prevent Strategy
- Line manage the Heads of Houses in promoting the School's House system, ensuring challenge, consistency and a balance of activities and events
- Maintain and coordinate the Farringtons School Standing Instructions (FSSI) with regards to boarding and pastoral, ensuring staff are aware of all changes and updates to policies specifically Safeguarding and Prevent Duty
- Run INSET days and staff training with specific reference to Safeguarding
- Build excellent relationships with parents, addressing proactively any individual issues that might arise
- Oversee the planning and delivery of the Senior School Wellbeing (PSHE) programme
- Be a regular presence at co-curricular activities including evenings and weekends as required
- Work alongside other senior colleagues as appropriate to cover the prep and detention rota
- Encourage and track with other colleagues the recording of student involvement in co-curricular activities to ensure that students take advantage of the opportunities available and achieve balance in their school career
- Be a part of SMT and Boarding Duty Rota for additional 'on-call' responsibilities evenings/weekends
- Develop links with the community, representing the school at necessary planning meetings
- Work closely with colleagues organising other local and international links and partnerships
- Lead and organise programme of School Assemblies and contribute to these and Chapel Worship as appropriate

Boarding

- Ensure that the School is Compliant with the National Minimum Standards for Boarding
- Maintain and update school policies in relation to boarding
- Market the school at boarding fairs both within the UK and overseas
- Responsible for the annual review and update of the following handbooks: Boarders' Handbook, Parents' and Guardians' Handbook, Boarding Staff Handbook and the NMBS Self Evaluation and Evidence File
- Work closely with the boarding team, providing leadership and support, and management of staff rotas
- Meet with the team regularly to discuss boarding matters and ensure consistency between Houses, particularly in relation to boarding regulations and welfare issues
- Liaise directly with the Boarding Registrar and Guardians to promote boarding at Farringtons School
- Champion the boarding community within the school
- Ensure a visible and active presence in the boarding community and houses in order to develop a relationship with all boarders
- Organise and participate in the programme of activities, trips, social events and activities weekends which play a key role in ensuring the very special boarding experience
- Oversee and liaise with the boarding staff regarding the co-curricular participation of boarding students within weekday and weekends
- Liaise with the Bursar in maintaining and adding to the fabric of the houses and in matters relating to the maintenance and upkeep
- Ensure that boarders' views are secured on a regular basis through questionnaires and Boarders' Council Meetings
- Line manage and be responsible, with the Head for the appointment of all boarding staff

Generic Responsibilities for All Farringtons Staff

- To actively promote the aims and ethos of Farringtons
- To work within the Farringtons framework with regard to Health and Safety
- To be committed to child safety and undergo child protection screening (DBS check) and training
- To promote equal opportunities at Farringtons

- To support Farringtons commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably be requested by the Headmistress or Deputy Head

Safeguarding

- To promote and maintain the standards of the school's commitment to safeguarding children
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service

Prevent Duty

- To promote and maintain the standards of the school's commitment to ensure all staff understand the risks of radicalisation within our School and how this risk may change from time to time
- To ensure that staff are aware of the Prevent Strategy and are able to protect children and young people who are vulnerable or may be at risk of being radicalised
- To support every member of staff to be committed to placing a strong emphasis on the common values that all communities share such as self-respect, understanding, tolerance and the sanctity of life. Pupils must be taught to respect and value diversity as well as understanding how to make safe, well-considered decisions.

Health and Safety

- All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974

Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices

Code of Conduct

- All Employees are expected to demonstrate consistently high standards of personal and professional conduct
- All Employees must maintain high standards with regard to the aims and Christian ethos of the School both within and outside school, by:
 - treating pupils, staff and parents with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the employee's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - adhering to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- All Employees must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance, punctuality and appearance

Expected Personal Qualities

The Assistant Head, should be meticulous in organisation, enjoy all aspects of school life, and have a proven track record of whole school responsibilities. The successful candidate will be expected to demonstrate the following personal qualities in undertaking the role:

Leadership

- To command the respect and confidence of governors, parents, pupils and staff
- To strive for the highest standards in undertaking the role
- To be able to remain calm and assured in a crisis
- To be a role model within the school community
- To have the capacity to act as an outstanding ambassador for the school

Relationships and Communication

- To possess excellent interpersonal skills
- To be able to lead and motivate staff
- To have enthusiasm to see all pupils achieve their maximum potential
- To contribute to the positive and collaborative culture throughout the School
- To demonstrate a warm, friendly and encouraging manner to all members of the school community
- To demonstrate a wealth of patience as well as a good sense of humour in dealing with people
- To be articulate in all forms of written communication and be inspirational, and at ease, when speaking in public to a variety of stakeholders

Organisation and Work

- To demonstrate significant initiative and drive, as well as the ability to work quickly and accurately
- To demonstrate excellent organisational, proof-reading and ICT skills
- To accept the challenge of creative problem solving and dealing successfully with several issues at the same time

Personal Qualities

- Knowledgeable and approachable with the ability to relate to pupils, staff, parents and the wider community
- Be a strong team leader and build on management and staffing structures of our school
- Have a warm, open and approachable style
- Play a full and active role in the wider development of the school
- To be sympathetic to the Christian ethos of the school

Remuneration

- The successful candidate will be offered a salary commensurate with the position and their experience
- The successful candidate will be expected to live on site. Residential accommodation is provided all year round
- Salary reviews form part of the annual performance management process at our school
- The post will be offered subject to all the necessary pre-employment checks, including a medical check and an enhanced DBS check



The story of Farringtons School began in 1908 when a group of Methodists decided to open a new girls' boarding school, effectively a 'sister school' to The Leys School in Cambridge. After looking at several sites, they settled on buying the land which Farringtons now occupies in Chislehurst, Kent. The land that the school sits on was occupied by a small mansion dating back to the 17th century. The mansion had been home to several families, including three generations of the Farrington family who lived there during the latter part of the 18th century into the early 19th century. It is from this connection that the school took its name Farringtons.

Farringtons School opened in 1911. By the early 1920s the accommodation at Farringtons was insufficient for its needs and further building work was required. In June 1925, the School was greatly honoured when Queen Mary visited to open these new buildings. She graciously gave permission for the new central area (linking the original School House to the new West House) to be named Queen's Court in her honour. In 1934, the beautiful Chapel was built and in 1936 Queen Mary made a further visit to Farringtons, this time a private one, to inspect the Chapel.

In 1994, Farringtons merged with Stratford House – a local girls' school that had opened in Bickley in 1912. Stratford House had a similar ethos to Farringtons and similar traditions. The newly merged School was sited at the Farringtons campus because more space was available for future development and a new Art & Technology Block was built and named Stratford House. In 2010, the school accepted boys into Year 7 for the first time; it is now fully co-educational, a process which has been incredibly successful and places are much in demand from both boys and girls alike.

The School continues to grow and flourish, and 2016 saw the opening of a new two-storey teaching block which provides enhanced teaching accommodation and facilities for both Science and Mathematics. The School community is proud of its beautiful 25-acre parkland setting, bordering a nature reserve on the outskirts of Chislehurst in Kent. The School's proximity to London creates a diverse environment allowing for a variety of views, opinions and styles. Farringtons is a wide ability school, and all of our students have the potential to learn and achieve high standards; both academically and non-academically. Our students are bright and enthusiastic about learning and being a part of the Farringtons community. We offer a range of courses including GCSE, A Level and BTEC allowing students to access the higher education courses, apprenticeships and careers of their choice. At Farringtons, we are successful at helping pupils to recognise their potential across the curriculum, and supporting them to achieve their very best.



The school motto, ***Posside Sapientiam***, (Growing in Wisdom) influences much of what we do. Underpinned by Christian values, Farringtons School aspires to be a place of trust and respect where teachers take an active interest in the intellectual, physical, moral and spiritual development of every student. We know co-education to be the right platform for developing the interpersonal skills necessary to succeed in the modern world. The importance we place on nurturing individuality and the manageable size of Farringtons ensures that pupils do not get lost, but rather thrive in their own way – they are encouraged to ‘Develop and Shine’. Our core mission is to inspire, assist and challenge young people to achieve their potential. This is our shared mission and every employee and parent play an important role in achieving this. In order to make our vision reality, we:

- Promote the holistic development of each individual and provide the best education for every child within a supportive Christian environment
- Inspire each student to achieve success through excellent teaching, outstanding pastoral care and support and increase their desire for lifelong learning
- Create a community that promotes Christian values, giving students of all faiths or none, the opportunity to worship in a Methodist tradition, enhancing their capacity to be considerate of others
- Provide a safe and fit for purpose environment that encourages children to achieve their best
- Create an environment that prepares students for their life after school, giving them real confidence and humanity and ensures that they always feel part of the Farringtons family

Early Years: Pre-reception & Reception Classes



The Foundation Stage is the first part of the National Curriculum, focusing on children aged between three and five. The philosophy underpinning the Foundation Stage curriculum is that learning should be structured with an emphasis on fun, relevant and motivating activities.

Farringtons' purpose-built Pre-Reception building is light, secure and spacious and opens directly onto its own outside play area. Here, the children have access to many outdoor activities, including sit and ride vehicles, sand and water play and other equipment to develop their gross and fine motor skills. The children learn through exciting hands-on activities both inside and out and are supported by our highly qualified staff. The emphasis is on learning through play, and therefore much of the curriculum is delivered through practical activities. The children enjoy painting and creative artwork, music and dance, as well as going on exploratory walks. The love of books and language is also an important aspect of their learning, as is an understanding of number.

The transition into Reception is seamless, as the classrooms are adjacent to the Pre-Reception building and staff and children come together for regular playtime and other activities. The children will attend school for a full five days and as such, they join in with many of the daily school routines, including assemblies, and Chapel. Although learning is still planned through play and practical activities, there is greater emphasis on literacy and mathematical development. The children are also encouraged to become more independent, and to develop caring attitudes towards their peers.

At Farringtons, we appreciate the importance of childhood and how the learning and development in the early stages of a child's education are critical for establishing positive attitudes and a joy for learning, which will continue throughout their school life.



The Junior School at Farringtons educates boys and girls aged 5 to 11 years old, and as we are a 'through school', learning continues into the Senior School up to the age of 18. We pride ourselves on having an integrated community of pupils, parents and teachers who help to create a close, secure and happy learning environment. Our teaching, which draws from and goes beyond the requirement of the National Curriculum, is a successful mix of both traditional and progressive approaches to education.

As pupils move through the years at the Junior School, they benefit from an increased emphasis on specialist teaching delivered by practitioners who share their enthusiasm and depth of knowledge for their subject. Children are also given opportunities to build their confidence and self-esteem by participating in a stimulating range of creative, musical and sporting activities. We encourage all pupils to discuss and discover in order to develop enquiring minds, self-assurance and positive work habits, ready for the next stage as they progress to the Senior School or other schools for secondary education.



Farringtons has a long commitment to excellence and opportunity in education. The curriculum in the Senior School reflects this, providing a wide range of modern and traditional subjects from which to make final examination choices.

Small class sizes, dedicated staff and supportive teaching ensure that we are able to nurture individual needs. Pupils in the Senior School range in age from 11 – 19 years old. During the first three years, the emphasis is placed on sound preparation in basic academic skills and, during Year 9, thorough advice on appropriate GCSE options.

In Years 7 – 9, the curriculum comprises of English, Mathematics, Science, Religious Studies, Physical Education and one compulsory Modern Foreign Language; currently Spanish. In addition, pupils choose a second Modern Foreign Language, either French or German. They will also study the subjects that they may choose to continue to GCSE; these include, Art, Ceramics, Drama, Food & Nutrition, History, Geography, Graphic Design, Information Technology, Music, Resistant Materials and Textiles.

From Year 9, pupils are supported in making their GCSE option choices as part of our careers programme. Careful planning ensures that each pupil follows a balanced timetable of lessons, giving the right foundation for his or her future A Level, Higher Education or career choices. New subjects are introduced into the curriculum at various stages. In addition to GCSE, we offer BTEC Sports and Business Studies courses.

Throughout the School, pupils from overseas receive additional English tuition, leading to internationally recognised qualifications.

Form Tutors and visiting speakers provide a structured Personal, Social and Health Education course. PSHE introduces and discusses key moral, ethical and social issues at appropriate times in the pupils' lives. It aims to foster a greater understanding of today's society and to assist them in taking responsibilities for their own and their fellows' well-being.



Our Sixth Form programme ensures that students acquire the academic qualifications and develop the personal qualities they need to meet the challenges of Higher Education and the world of work.

Small class sizes enable our experienced teachers to nurture the talent of every Sixth Form student as an individual. This, in turn, ensures that our students have the best possible guidance during the university application process.

Farringtons offers a wide choice of A levels, some BTEC courses and EPQ qualification, so that university or career choices are not restricted to inflexible subject options. Increasingly, universities want to know about students' interests and activities as well as their academic achievements. Outstanding higher education support is given to every student.

We encourage our Sixth Formers to broaden their horizons and develop leadership skills through the Duke of Edinburgh Award Scheme, Business Enterprise Programme, public speaking, excel programme, the School House system and many other opportunities. Sixth Formers have their own study areas and common rooms where they can engage in private study, relax, socialise and make drinks and snacks.



Everyone who visits Farringtons comments on the warmth of the welcome that they receive and especially the friendly, family atmosphere of our boarding houses. Boarding provides a safe, stable environment for pupils but it also offers them a huge range of new opportunities and experiences. Our caring house staff help new boarders settle in quickly and become part of the School's extended family.

Boarding is offered on a full, weekly or occasional basis, reflecting the needs of the modern family. Our comfortable, well-equipped boarding accommodation consists of homely, spacious bed/study rooms, with network and Internet access, all set amongst our beautiful grounds.

Where possible, members of the Year 13 each have their own room. All boarders are encouraged to personalise their rooms to make them feel more like a 'home from home'.

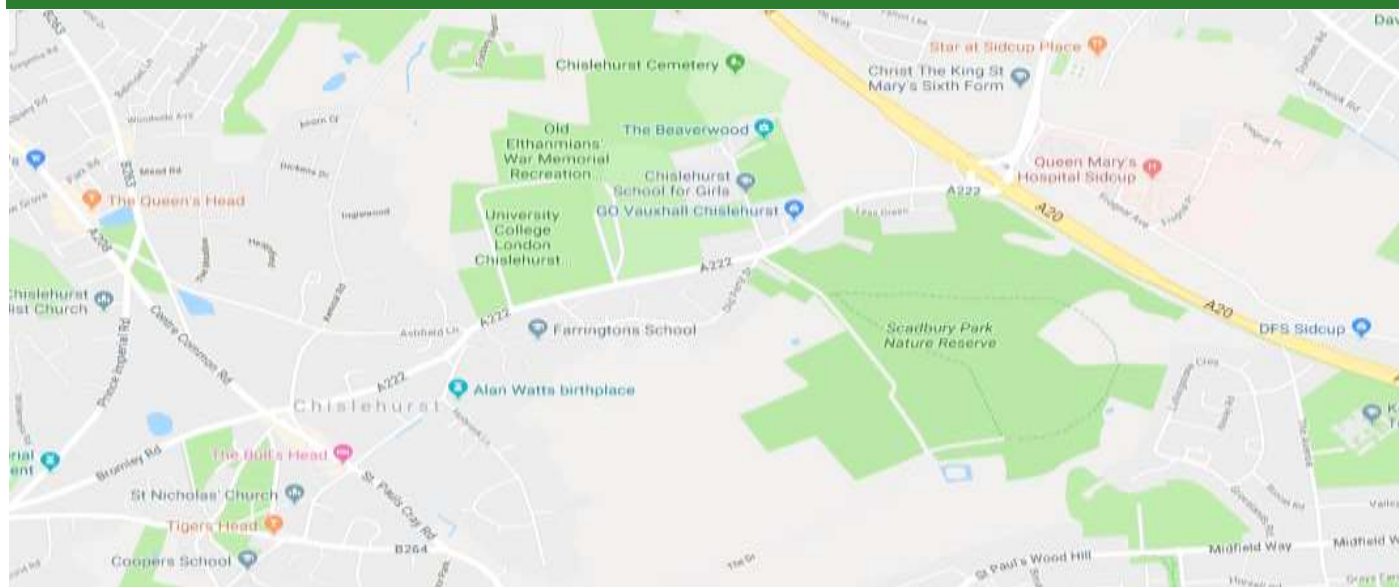
Weekends provide boarders with a valuable change of pace and there are plenty of activities on offer. A lively programme of cultural and leisure trips ensure that there is never a dull moment. The school's proximity to the M25, M2, and M20 motorway networks and to central London make it highly convenient for boarders coming from almost anywhere in the UK or abroad.



Farringtons is set in 25 acres of beautiful grounds and is fortunate enough to have an extensive range of buildings and facilities.



How to find us



BY ROAD

Approaching from the M25

- Leave the motorway at Junction 3 and take the exit marked A20 London/Lewisham
- Continue until you reach the turn off for the A222 - signposted Sidcup/Chislehurst/Bromley
- Take the first exit at the roundabout, which is Perry Street
- **Continue past the BP Garage and Old Perry Street until you see the School sign. The entrance to the school is on the left-hand side. Once you are in the grounds bear left towards East House Reception.

Approaching from Bromley/Petts Wood (A222)

- From Bromley take the A222. You will come to a junction with traffic lights at Chislehurst with a War Memorial on the left-hand side
- Go straight ahead at the lights and continue until you see the Farringtons School sign
- You will not be able to turn right here as there are bollards in the centre of the road
- Continue and take the next turn on the right (Old Perry Street)
- Take the first entrance on the right which takes you into the school car park
- If approaching from Petts Wood, turn right at the traffic lights with the War Memorial, or turn left if approaching from Chislehurst

Approaching from the M20

- Stay on the M20 until it becomes the A20 London bound
- Continue as directed from M25 **

Approaching from London A20

- Take the turn off marked Sidcup/Bromley/Chislehurst which leads to a large roundabout
- Take the third exit marked Bromley A222
- Continue as directed from M25

BY BUS

- Buses 160, 638, 269, 625, 661, 162, 161, 61 and 273 all stop within five mins walking distance of the school.

BY TRAIN

- Trains run from Charing Cross, Waterloo East or London Bridge to Chislehurst Station (approximately every 20/30 minutes).
- For details of precise train times, please telephone Train Enquiries on 08457 48 49 50.

BY AIR

- Gatwick airport is approximately 45 minutes away and can be reached easily from the M23/M25.
- Heathrow Airport is approximately 1 hour 30 minutes away and can be reached from the M4/M25.

Key facts

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| Type of school: | Co-educational boarding 11–18 and day students 3–18 |
| Age range: | 3–18 |
| Number of pupils: | 715 |
| Number of boarders: | 50 |
| Religious tradition: | Methodist |
| ISC association: | Society of Heads |
| Affiliation: | BSA |



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