

**SWANBOURNE HOUSE SCHOOL**

**Job Description - The Head**

*Swanbourne House is a thriving, independent, co-educational, day and boarding Prep School for girls and boys from Nursery to Year 8. Located in 55 acres of beautiful Buckinghamshire countryside and boasting outstanding facilities, the school’s vision for a child's education encompasses the development of mind, body and character. Excellent teaching and outstanding pastoral care contribute to the first-class education that the school provides. Our Christian ethos and stimulating environment aim to ensure that each child is well-grounded socially, academically, in sport and in the arts, and, as we prepare children for entry to their senior schools at 13, they have the opportunity to experience the benefits of responsibility at the top of a Prep School.*

*Swanbourne House School Trust Ltd. is both a Limited Company, coming under the jurisdiction of the Companies’ Act, and a Registered Charity. The Governors are Directors of the Company and Trustees of the Charity, and as such carry the full legal responsibility for both as laid down by the Companies’ Act and Charities’ Acts. The Governors determine the general and financial policy of the school in accordance with the Articles of Association, and appoint the Head to manage the school and carry out these policies, being responsible and answerable to them for his or her executive performance.*

*The Head is empowered to delegate responsibilities to other members of his staff at his/her discretion.*

*The following are the main areas of the Head’s responsibility:*

**Strategy & Leadership**

* To act as the Governing Body’s principle professional advisor and Chief Executive Officer.
* To communicate and deliver the School Progress Plan agreed with the Governors to ensure achievement of the School’s Mission and Strategic Objectives.
  + A family-centred school providing a boarding school education from which boarders and day pupils benefit fully
  + Providing an education with breadth and strong academic foundations through which pupils of a wide range of abilities and interests flourish
* To lead a Senior Leadership Team capable of providing collegiate leadership to the School as well as leading their own departments.
* To recruit, manage and retain a staff of excellent practitioners in every sphere, ensuring that every individual receives support and training to reach his or her potential.
* To establish a culture of encouragement, high aspirations, and continuous improvement that is shared by staff and pupils.
* To maintain and promote values which are consistent with the School’s history and ethos.

**Pastoral Care**

* To maintain the highest level of pastoral care that enables and encourages parents to entrust their children to the care of the school.
* To maintain the importance of a well-established Christian tradition at the School.
* To take a robust lead in ensuring that the School’s Safeguarding policy and procedures adhere to the highest standards.
* Maintain an environment and a code of behaviour to continue to promote and secure effective learning and good behaviour of pupils

**Curriculum**

* To maintain a broad, innovative and developing curriculum, which stretches the most able, supports the least able, and develops every child’s talents and potential.
* To deliver a curriculum matched to the learners’ needs, with a strong focus on core skills to underpin high achievement
* To ensure that the academic teaching and learning is of the highest calibre as measured by the National Standards for Teachers, external assessors, internal tracking and external examinations.
* To maintain and develop the School’s well-established extra-curricular activities programme in areas such as Sport, Art, Music and Drama.

**Communication & Marketing**

* To maintain an effective partnership with parents and others to ensure the highest levels of pupil well-being and achievement.
* To communicate to parents, prospective parents, former pupils and parents to maintain the School’s long-held leading reputation.
* To recruit pupils, developing links as appropriate with outside agencies and schools, to ensure that the School remains financially viable while fulfilling its mission.

**Senior School links**

* To foster close links and a strong reputation with senior schools ensuring that target schools are favourably disposed toward Swanbourne House and our parents are appropriately advised of the senior school most suitable for their children.
* To maintain an impressive track record of preparing children both to enter and to succeed at some of the country’s leading senior schools.

**Finance & Regulatory**

* To ensure the Company remains financially strong and to oversee the overall effective financial performance of the School, together with the Business Manager and the Finance and General Purposes Committee.
* To continue to generate a sufficient surplus to provide the appropriate staffing and facilities, and to provide a distinct competitive advantage over other leading prep schools in the country.
* To leverage opportunities to generate new non-fee income where appropriate
* To ensure that policies and procedures are in place and monitored to enable the School to comply with the Independent School Standards, Early Years Foundation Stage and the National Minimum Boarding Standards.
* To ensure that that all staff are trained to look after the health, safety and welfare of staff and pupils, and that the pupils are protected from harm.
* To maintain an awareness of all the regulatory and compliance requirements affecting the School, and to ensure that the School complies with them.

**Community**

* To maintain excellent relationships with alumni and the local community to ensure that they are supportive of the School and benefit from its presence.
* To ensure that the School embraces the expectations and requirements of its charitable status.

**Governor Relations**

* To advise and assist the Governors in the exercise of their functions.
* To keep the Governors informed (both orally and in writing) of the School’s present and projected numbers, the academic successes and failures of pupils, pastoral care, extra-curricular activities, the qualities and deficiencies of staff to perform their duties and all other matters that the Governors need to know.
* To ensure also that the Governors are similarly informed on all regulatory, financial and other bursarial matters.

*This list of responsibilities is not exhaustive nor does it constitute a contract of employment. The successful candidate will be issued with such a contract as part of the appointment procedure.*

**Candidate Profile and Personal Specification**

The successful candidate will probably be an outstanding teacher and have had experience as the Head or Deputy Head of a successful Prep School or as a Housemaster/mistress of a well-established Senior School. In the latter case some experience of the Prep School world, preferably first-hand, will be expected. Applications from outside the school world would, however, also be warmly welcomed.

*The ideal candidate would be:*

* Well educated and emotionally intelligent with a range of all-round skills, experiences and interests.
* Organised, financially capable and administratively efficient.
* Able to make and articulate critical evaluation.
* Aware of current educational practices, developments and opportunities in a fast-moving sector.
* Commercially minded with a proven track record of successful leadership fully able to respond flexibly and quickly to the many marketplace challenges.
* Proactive in the use and delivery of ICT, both to support the curriculum and as a communication and core management tool.
* Visionary, yet pragmatic and resilient; able to initiate change whilst recognising the importance of continuity.
* A very good communicator with well-developed social skills. Charismatic.
* Sincere, warm, approachable, balanced, self-aware and good-humoured.
* Quick-witted, confident, articulate, yet sensitive to others’ feelings and receptive to their views.
* Imbued with strong moral values and sympathetic to the religious traditions of the school.
* Energetic, industrious, resolute and determined, with stamina to match.