



Head of King's Ely Senior Candidate Brief

October 2017

Contents

History

Governance

Links with Ely Cathedral

A Modern School

Pupils

King's Ely International

Ethos

The Role

The Person

Principle Terms & Conditions

How to apply



Information for applicants

History

King's Ely can trace its origins to the Abbey of Ely established by St Etheldreda in the 7th century AD. The monastery was re-founded by St Dunstan in 973, and the school later gained royal charters from both King Henry VIII (1541) and King Charles II (1662). Every year since 1541 the senior boys who are academically most gifted have been nominated King's Scholars; in 1973 Queen Elizabeth II requested that similarly talented girls be known as Queen's Scholars. Additionally, each year, two of the highest achieving King's Ely International students are nominated as International Scholars.

Governance

The school is administered by a Board of Governors each of whom is a Trustee of the Charity and Director of the Company. The Dean of Ely is ex officio a member of the Governing Body, with two of the remaining fourteen governors appointed by the Chapter of Ely Cathedral, and one by the Ely Diocesan Board of Education.

Links with Ely Cathedral

The school has always been closely linked with the great Cathedral of Ely. All KES students attend a school service in the Cathedral twice a week. Pupils who are not members of the Church of England are made welcome and almost all attend cathedral services. Several medieval monastic buildings are still in use by the school, including the splendid monastic barn, now the dining hall. We educate the junior boy and senior girl and boy choristers of the cathedral.

A Modern School

Our history, however impressive it may be, is only a small part of the story. We are a modern place of education with all of the facilities that you would expect of a successful school. In 1996 new buildings were opened for Junior Design and Technology (including Information Technology and Food Technology). In 2001 a new senior Music School was opened, and a major new teaching block for Junior School pupils in Years 7 and 8 was opened in 2003. Our new Arts Centre was opened in 2010 and the acquisition of The Old Bishop's Palace in 2011 provided us with an opportunity to create unique facilities for members of the Sixth Form and an additional boarding house.

Pupils

King's Ely has approximately 1000 pupils, boys and girls, aged from rising 1 to 19 and almost half of King's Ely Senior boards. Most of the boarding houses are segregated by gender and by age. The school offers a large range of subjects for GCSE and A-level. Almost all of our students go on to higher education; most of them to Russell Group universities.

King's Ely International

KEI was set up in 1999 as a bridge for international students to gain the language and skills they need to study in Britain. Students follow a broad curriculum up to GCSE and many of them make the transition into the mainstream King's Ely for their A level studies. To all intents and purposes KEI has been fully integrated into the life of KES over the past decade.

Ethos

The development of every child is watched closely, carefully and with a genuine interest. We value individuals and that is key to our philosophy and ethos. Teaching takes place from Monday morning through to Friday afternoon. A Saturday programme of additional support and some co-curricular events and sport is in operation; however there are no formal lessons that day. Sport, art, drama and music are strong in the school. The Ely Scheme, our outdoor pursuits programme, is exceptional and develops personal skills such as leadership and initiative as well as practical skills such as navigation or climbing. Children are encouraged to try different things; to reveal their particular talents or passions and to develop the courage and self-belief to take them as far as they are able.

King's Ely is a very happy school; it is a driven school. Parents and the pupils themselves are the first to acknowledge that relations between staff and pupils are excellent and that pupils grow up confident, well-adjusted, and prepared to meet the adult world.

The Role

BACKGROUND

One of the features of King's Ely that is important to many parents is the fact that we are an all age school. Pupils may join our nursery at the age of one and stay with us until they embark on a university education or, rarely, employment, at the age of eighteen or nineteen. As they do so, they pass through the three main parts of the school, King's Ely Acremont, King's Ely Junior and King's Ely Senior.

The leadership of King's Ely is characterised by a synergy born of teamwork. The Senior Leadership team consists of Principal, Vice Principal - Head of KES, Vice Principal - Head of KEJ, who is also Deputy CEO of King's Ely, Vice Principal - Academic Whole School, Chief Operations Officer and the Executive Officer. Others who report directly to the Principal are the Director of Boarding and the Academic Director of our International Programmes. The Head of KEJ is line manager to the Head of KEA and Nursery. The Deputy Heads of KEJ and KES and the Business Manager also attend SLT meetings. The Heads of section and the Principal meet, less formally, over lunch once a week and each head of section has a weekly meeting with the Principal.

Although these component sections of the school share a common ethos and we are one school there are some differences between the sections in terms of practice; not least in the interpretation and delivery of the curriculum. Individuality in the realisation of our aims is something that is valued, but it is important that the core message we share be consistent. We seek to demonstrate an integrity of purpose across the age range. To this end, the post of Vice Principal- Academic, with responsibility for the whole school, was created, initially as Deputy Head, in September 2007.

The core of the King's educational experience is the time spent in King's Ely Junior between the ages of seven and thirteen and the Head of KEJ sees himself as the guardian of that vital part of a process; receiving from KEA and passing on to KES. Along the way, many children join us from elsewhere, and integral to the post of Head of KES is the rôle of marketing the school, in partnership with the Head of Pupil Recruitment and the Principal of King's Ely.

The Head of KES is responsible to the Principal in all matters relating to the management and administration of KES. The Head of KES will also present reports to the Board of Governors, to the Finance and General Purposes and Education Committees of that body and to other ad hoc committees as required.

OVERVIEW OF RESPONSIBILITIES:

Leadership and Management of King's Ely Senior

- Managing KES in conjunction with the Principal;
- Making all reasonable effort to uphold and progress the aims of King's Ely; leading KES in the manifestation of an ethos of respect for colleagues, pupils and the wider community and upholding the Christian values of the school;
- Chairing meetings of the KES Housemasters and Housemistresses and other management groups as appropriate;
- Ensuring proper channels of communication with parents remain open and attentive to their needs and concerns;
- Representing the school in the wider community, as appropriate, and playing a part in the marketing of the school;
- Contributing fully to school strategic planning and direction, representing the particular interests of KES;
- Oversight of the effective implementation of the school strategic plan at KES;
- Supporting the school's historical connection with Ely Cathedral and supporting the work of the Choristers of Ely Cathedral Girls' Choir, all of whom are members of KES;
- Supporting the co-curricular life of the school by attending events and sports fixtures;
- Taking a share of managerial cover during the school holidays;
- Responsibility for the day to day smooth running of KES, including coordination of the academic timetable, the co- curriculum and other school routines;
- Responsible for ensuring that the KE pupil standards of behaviour and discipline are maintained and to work with the Principal and other senior staff to ensure that incidents are dealt with appropriately and that the School's behaviour policy is implemented consistently;
- Oversight of supervision arrangements; ensuring all areas of KES are appropriately supervised;
- To work with the Principal and other senior staff to ensure KES is fully compliant with all its regulatory obligations and that appropriate crisis management and critical incident plans are in place;
- To work with the Vice Principal - Academic of King's Ely who has whole school responsibility, reporting directly to the Principal, and acts as the lynchpin of the identity and development of learning across the school in:
 - Overseeing the professional review of KES teaching staff and providing a lead in the professional development of colleagues;
 - Providing direction for the development of the curriculum;
 - Reviewing and updating of essential items of School curricular documentation, e.g. schemes of work, departmental policies, school records and reports, and ensuring they relate to the targets set by the aims of King's Ely and the School Strategic Plan;
 - Ensuring that the curriculum remains broadly based and differentiated according to the needs of the individual, taking into account any children with any special needs or talents;
 - Supervising the selection of new pupils, ensuring that only pupils of appropriate aptitude and ability be admitted to the school.

Pastoral

- The management of pastoral concerns is via the team of housemasters and housemistresses who, in turn, each leads a team of tutors. You will lead this group in close collaboration with your deputy and the Director of Boarding. You will chair a weekly management meeting of Housemasters and Housemistresses.

Finance

- Preparing, with the Business Manager, detailed budgets for revenue, expenditure and capital on an annual basis in consultation with the Principal and budget-holding members of staff;
- Monitoring income and expenditure in relation to the budget for King's Ely Senior and meeting regularly to discuss management accounts with the Principal and the Business Manager;
- In conjunction with VP -Academic and the Head of KEJ, administration of scholarship examinations and presenting recommendations, annually, to the Principal and the Business Manager.

Child Protection

- We have ten fully qualified DSOs. The Head of King's Ely Senior is the most senior DSO for that section of the school. As such, s/he is responsible for ensuring all training and procedures relating to child protection are followed according to the policies of the school;
- To work with the DSL, who is the Head of KEJ, and is supported administratively by the Executive Officer;
- To work closely with the Community Welfare Adviser.

Health and Safety

- Taking responsibility for all matters of Health and Safety as they relate to King's Ely Senior;
- Ensuring all health and safety matters including fire procedures and risk assessments be carried out according to the policies of the school;
- To work closely with the COO to ensure effective oversight of all health and safety matters within KES, including those relating to risk assessments, fire regulations, works and maintenance issues.

Personnel

- Taking responsibility for the employment arrangements and management of all King's Ely Senior teaching staff, ensuring that the recruitment policy of King's Ely be followed when recruiting all staff;
- To work with the Principal and other senior staff in the selection and appointment of high calibre teaching and support staff
- Ensuring compliance with current employment law in relation to King's Ely Senior staff;
- Ensuring that appropriate checks be carried out on all staff and relevant associates of the school in line with ISSR and NMS for boarding.

Miscellaneous

- Taking all reasonable steps to advance the school's aim of contributing to the public benefit;
- Holding membership of the relevant associations and societies with which the school is involved;
- Ensuring that King's Ely Senior is compliant with the School's policies, procedures and practices in all respects;

- Sustaining relationships with feeder and other schools and with the Heads of school groups with which the school is associated;
- Liaising with other external and statutory agencies which benefit the education and welfare of the pupils and the development of the School.

N.B. The responsibilities outlined above represent a summary of the principle responsibilities and are not intended to be exhaustive.

The Person

The successful candidate will be:

- a dynamic leader able to inspire and lead the senior section of the school;
- an experienced educator, able to demonstrate a sound knowledge of curriculum development with a passion for enabling learning;
- a person of integrity and with a clear philosophy which s/he is able to articulate and communicate;
- an agent for change, capable of building and leading teams to manage those changes effectively and smoothly;
- an instinctive marketer, capable of identifying the King’s Ely’s strengths and making it the first choice for students who will benefit from its qualities;
- economically and commercially aware, with the ability to manage budgets efficiently to the best advantage of the school community;
- and, as King’s Ely is a faith school, a communicant member of the Anglican Church.

	Essential	Desirable
Professional qualities	<ul style="list-style-type: none"> • Strong record of continuing professional development • A thorough understanding of the full range of educational, pastoral and compliance issues relating to independent schools • Thorough and up-to-date understanding of Safeguarding legislation • Through working knowledge of the national educational landscape • Good judgement and composure under pressure • Flexibility to work in a complex and fast moving organisation • Ability to meet deadlines and to work to a high standard both orally and in writing • Ability to work independently and as part of a team • Professional acuity and awareness of the market in which independent school operate • Positive communication and listening skills 	<ul style="list-style-type: none"> • Experience of managing difficult and sensitive situations • Experience of managing substantial budgets • Experience of leading significant whole school initiative • Experience in more than one school • Ability to manage and administer finance and resources • Experience of contributing significantly to a school development plan

Personal Qualities	<ul style="list-style-type: none"> • Self-starter • Patience, tolerance and sensitivity • A mature and non-judgemental outlook • Enthusiasm • Ability to build and sustain a positive working relationship with pupils, parents, staff, Governors and the local community • Impressive personal presence with good presentational skills • Excellent listening skills • Inclusive management style • Ability to delegate • Ability to communicate concisely and sensitively • Inspiring, positive, approachable, creative, open-minded, confident, ambassadorial, resilient with sense of fun • A good sense of humour 	
Qualifications	<ul style="list-style-type: none"> • Honours degree or higher • Further accreditation, either educational or professional 	<ul style="list-style-type: none"> • DSO qualification Management/ leadership training
Specialist skills and experience	<ul style="list-style-type: none"> • Experience of school management at SLT Level • Experience of working with senior colleagues • Experience of managing teams • Interest, imagination and experience in successful marketing and recruitment • Ability and willingness to promote the ethos of KES 	<ul style="list-style-type: none"> • Experience in the boarding sector • Experience of successful Sixth Form • Experience of Inspection

Principle Terms and Conditions

1. **Salary:** The salary will reflect the importance of the post and its attendant responsibilities.
2. **Holidays:** to be taken at times, during school vacations, agreed with the Principal. The weeks proceeding and following terms may contain management and strategic planning meetings.
3. **Medical Insurance:** for employee plus spouse plus children under 21 years.
4. **Pension:** all teaching staff are automatically members of Teachers' Pensions Scheme.
5. **Accommodation:** A four-bedroomed house is provided in the school grounds. Heating and lighting, council tax plus business telephone calls are funded by the school. This brings a tax implication for benefit in kind.
6. **Education:** Children of King's Ely staff may be educated at the school at a remission of 50% of the day fee.

How to apply

Application forms are available online at www.kingsely.org. Please feel free to complete this application electronically but please follow with hard copy. You may support your application with a CV but it is a requirement of the school's recruitment process that this form be completed.

Please send the completed hard copy application forms and supporting CVs by post to:

Pauline Martin
Principal's PA
King's Ely
Cambridgeshire. CB7 4DB

King's Ely is an Equal Opportunities Employer. All candidates are requested also to complete an online Equal Opportunities Monitoring form which can be found at: <https://www.surveymonkey.com/s/EqualOppsMonitoring>. Any information collected from the Equal Opportunities Monitoring form will not be used as part of the Selection process and will be treated as strictly confidential.

Interested candidates are welcome to contact Sue Freestone, Principal, for an initial discussion on 01353 660701. Applications must be received no later than 5pm on Wednesday 15 November 2017 with proposed dates for first round interviews with the Selection Committee to be held on Monday 20 November 2017 and final interviews with the Selection Committee on Monday 4 December 2017 at King's Ely. Briefing visits to King's Ely for Final List candidates will be by arrangement between 22 and 29 November 2017.

King's Ely 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 checks with past employers and the Disclosure & Barring Service.

WEBSITE: www.kingsely.org
CHARITY NUMBER: 802427
COMPANY NUMBER: 2440509



King's Ely
Cambridgeshire
CB7 4EW

www.kingsely.org