



**RIPLEY
COURT**
School

Candidate Information Headteacher

Ripley Court School
Rose Lane | Ripley | Surrey | GU23 6NE
www.ripleycourt.co.uk



REED'S
School

Reed's School
(Foundation)

An Introduction to Ripley Court School

Ripley Court School celebrated its 125th anniversary in 2018, and, having merged with Reed's School in 2019, this year represents an exciting moment in the school's future development.

Ripley Court is a leading co-educational day prep school with 211 pupils ranging from 3 to 13 years of age. It is set in 19 acres of beautiful Surrey countryside with extensive playing fields, its own forest school and an indoor swimming pool providing an idyllic environment for all its pupils.

The village of Ripley is one of Surrey's most sought-after residential locations, being a five-minute drive from the A3 and just to the south of the M25, whilst retaining a charming identity based around its green, historic buildings and proximity to the River Wey and open countryside. Both Guildford and Woking are only around five miles away, while central London can be reached within an hour.

The previous Head recently retired after 18 years of leading Ripley Court. During his tenure, the school implemented a number of important developments including new classrooms, science facilities, a refurbished swimming pool and dining room.

The school comprises the Ark Nursery, the Little Court Pre-prep (Reception to Year 2), Middle Court (Years 3 and 4) and Upper Court (Years 5 to 8).





Our Ethos and Aims

We are ambitious for every child to succeed based on excellent teaching, outstanding pastoral care, and a broad and creative curriculum.

We celebrate all our pupils' successes, no matter how big or small, so that they grow in confidence and start to unlock their true potential.

We encourage and develop pupils' love of learning so that they leave Ripley Court as kind, curious and resilient boys and girls.

Teaching and Learning

High quality teaching and learning is our main priority and we are continually looking for ways to improve our practice.

Teachers share good ideas and reflect on their own practice. We have a programme of mutual observation throughout the school in order to facilitate this and lessons are frequently planned collaboratively.

Pupils' progress is tracked to identify where interventions are required. Internal half termly assessments are used alongside standardised test scores to monitor their progress over time.

Pastoral Care

Ripley Court School is renowned for the way it cares for every child. Pupils are motivated and happy. We teach them to be kind, charitable citizens who are aware of the world around them; we have strong links with the community and with local charities. Our motto, Non Nobis Solem (not for ourselves alone) reminds us of our commitment to those around us.

Wider Curriculum

We offer a wealth of activities to help all children find their interests and talents such as Forest School, archery, ballet, bush craft and magic club.

We provide a range of pre and after school activities which start at 0730 and finish at 1800. The recent merger with Reed's School presents exciting opportunities to enrich the wider curriculum.



Job Description

PURPOSE OF THE ROLE

To provide strong inspirational leadership which enables each pupil to achieve his/her very best in all aspects of school life.

To model the school's values and ethos and promote positive working relationships between all members of the school community.

To set and articulate, in conjunction with the board of governors, a shared strategic vision for the school.

To be accountable for the following areas:

PUPILS

1. Set ambitious standards for all pupils, instilling a strong sense of accountability in colleagues for the impact of their work on pupils' learning and outcomes.
2. Secure excellent teaching and learning; develop a broad and inspirational curriculum which stretches all pupils and actively promotes their personal development.
3. Place the safeguarding and well-being of children as the highest priority in all aspects of the school and, where required, develop effective relationships with external health and social-care agencies.
4. Promote pupils' spiritual, moral and cultural development in all areas of school life.

STAFF

1. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge.
2. Distribute leadership throughout the organisation, developing teams of colleagues who have distinct roles and responsibilities and engage in collaborative decision making.
3. Establish fair and transparent processes for leading, managing and developing the performance of all staff.
4. Promote high quality training, sustained professional development and sharing of research and evidence informed practice.

STRATEGY

1. Formulate, in conjunction with the governing body, the school's strategic plan and account for the progress made towards meeting the educational, financial, and development priorities.

2. Contribute to Reed's School (Foundation), developing current and future links with other preparatory and senior schools to secure the best opportunities for all pupils.
3. Establish positive relationships with parents and actively engage with all key stakeholders, including other charities and members of the local community.
4. Deliver a recruitment and marketing strategy which attracts high quality staff and ensures the school is seen as a first choice for pupils and parents in an increasingly competitive market.

RESOURCING

1. Manage the equitable deployment of budgets, resources and capital expenditure in line with the school's strategic priorities.
2. Pursue opportunities to generate additional forms of income and actively seek to make the school financially sustainable.
3. Ensure the school's accountability arrangements for managing resources and risks are robust and secure best value for money.
4. Co-ordinate, monitor and develop systems which enable the school to meet statutory and compliance regulations.



Person Specification

The successful candidate will be an exceptional teacher and leader with a track record of improving outcomes for all pupils.

The role-holder will have experience as a Headteacher, Deputy Headteacher or will have worked in an equivalent senior leadership role.

QUALIFICATIONS

- Qualified to degree level.
- Qualified Teaching Status.
- Leadership qualification/s (desirable).
- A commitment to professional learning and personal development.

EXPERIENCE

- A successful track record of teaching in one or more (desirable) of the following areas: EYFS, Key Stage 1, Key Stage 2 or Key Stage 3.
- Successful experience of leading a team of senior or middle leaders.
- Experience of leading whole school initiatives/developments to improve the quality of teaching and learning and pupil outcomes.
- Involvement in reviewing the quality of teaching and learning.
- Evidence of working with governors/a governing body.
- Leading the professional development of teachers and support staff.
- A record of implementing and monitoring school strategic and development plans.

SKILLS The ability to:

- Lead change across an organisation.
- Articulate a clear vision for learning.
- Think strategically.
- Motivate pupils and staff.

- Analyse and interpret a broad range of data.
- Communicate effectively (orally and in writing) with a wide range of audiences.
- Demonstrate strong financial and business acumen.

KNOWLEDGE

- An understanding of high-quality teaching, and the ability to model this and support others to improve.
- An understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
- Current knowledge and understanding of education and school systems locally, nationally and globally.
- Knowledge of key legislative compliance relating to education, including health and safety and safeguarding.
- A comprehensive understanding of financial and resource management.

PERSONAL COMPETENCIES AND QUALITIES

- Hold and articulate clear values and moral purpose, focused on achieving the best outcomes for all children.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience and clarity.
- A collaborative approach to leadership which enables everyone to contribute to, and feel part of the school's success.
- Listen and take advice, balanced with an inner strength and a willingness to make difficult decisions.





Terms and Conditions

The employer will be Reed's School.

A competitive package will be offered to the right candidate to include:

- Salary commensurate with the skills, knowledge and experience of the candidate.
- Fee remission for eligible children attending either Ripley Court and/or Reed's School.
- Private medical insurance.
- Membership of a pension scheme.

Please note that assistance with relocation fees will be considered and can be discussed during the interview process.

Reed's School is committed to safeguarding and promoting the welfare of children at Ripley Court School. Applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



The Application Process

If you would like to find out further information regarding the role, please contact Lisa Lopez (HR and Compliance Manager) by email at hr@reeds.surrey.sch.uk or by telephone on 01932 869043.

Applicants should send a completed Reed's application form and a covering letter of no more than two sides to the Chairman of Governors – Ripley Court School which:

- Outlines how their skills and experience meet the person specification and job profile.
- Identifies the challenges currently facing the prep school sector.

All applications should be sent to Lisa Lopez (HR and Compliance Manager) at the contact email address above and will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact the HR team by telephone using the contact number above.

The closing date for applications will be midday on 17th January 2020.

- Candidates will be notified by 21st January 2020.
- Long-list interviews will be held on 27th January 2020.
- Short-list interviews will be held on 29th January 2020.