

# Headteacher

CANDIDATE INFORMATION

## Welcome

Thank you for your interest in the position of Headteacher at Holme Grange School. This is a truly exciting opportunity to lead a thriving, innovative, and values-driven independent school that provides education for pupils aged 2 to 16.

This role has become available due to the decision of our exceptional current Headteacher, Claire Robinson, to step down after 16 years. Under her visionary leadership, Holme Grange has transformed from a prep school to a fully fledged all-through school, culminating in a vibrant senior school offering GCSEs. The acquisition of an independent, 50-week day nursery in 2024 ensures a seamless educational journey for our pupils from the age of two.

At Holme Grange, we pride ourselves on being a close-knit community where the ethos and values are at the heart of everything we do. Our amazing staff and innovative approach to education have earned us numerous awards acknowledging excellence across a range of areas, including sustainability and Early Years. Twice recognised by ISI as 'Excellent' and as one of just four NACE (National Association for Able Children in Education) Ambassador Schools in the country, we are committed to realising the potential of every learner and fostering a culture of ambition. We have a diverse pupil body and an excellent Learning Support Department.

Thanks to sound financial management, Holme Grange is in a strong position to face the challenges of the current economic and political landscape. With careful planning and a range of strategic options at our disposal, we are confident in our ability to navigate the uncertainties ahead, including those specific to the independent sector.

The new Headteacher will have the rewarding opportunity to lead our all-through school, championing its unique ethos and driving the strategic development of our educational provision and facilities. This is a role for a leader with vision, resilience, and a genuine passion for nurturing an innovative, inclusive school, an excellent team of staff and a supportive community. Safeguarding and child protection are absolute priorities for us, and we expect our next Headteacher to hold these firmly at the core of their leadership.

If you believe you are the Headteacher to lead Holme Grange, we would be delighted to hear from you. Our School offers not only an exciting challenge but also the chance to lead a school with a heart, where every pupil, staff member, and family is valued.



**Sue Northend**

Chair of Governors

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## History & Overview

Holme Grange School is a thriving co-educational independent school situated in Wokingham, Berkshire. Set in over 20 acres of beautiful countryside, the School provides an idyllic setting for our pupils to learn, grow, and flourish.

The School was established in 1945 when 40 boys were transferred from Eaton House School, London. Nestled in a beautiful Grade II listed building designed by Norman Shaw in 1883, the School has grown and evolved while maintaining its core ethos of family values, traditional principles, and a nurturing environment.

Holme Grange has transformed into a vibrant, innovative, and forward-thinking school. Significant milestones include the development of modern facilities, the introduction of co-education, and the expansion of its educational offering to an all-through school from 2 to 16 years.





# HOLME GRANGE SCHOOL

- 1 Main School and Pre-Prep, Headteacher's Study and Offices
- 2 The Den
- 3 Netball Court and Playground
- 4 John Graves Wing - Prep School
- 5 Scott Wing - STEAM Block
- 6 Langton
- 7 The Grange - Senior School
- 8 Sports Hall
- 9 Caudwell Hall
- 10 Main Field
- 11 Front Field
- 12 Back Field
- 13 Large Astro Turf
- 14 Small Astro Turf
- 15 Swimming Pool
- 16 Polytunnel
- 17 Showlawn
- 18 School Farm
- 19 Willow Village
- 20 The Shed - ICT
- 21 Changing Rooms
- 22 The Hive - Reception
- 23 Eaton Grange - Senior School
- 24 Bus Shelters
- 25 Recording Studio
- 26 The House - Staff Area and Lawnside
- 27 Little Grange Nursery





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## Mission, Vision and Values

At the heart of Holme Grange is our mission:

*“For our pupils to be brave, bold and believe in themselves and their ability to succeed. We want our pupils, staff and families to feel valued, respected, engaged and empowered. Our community will contribute towards a more sustainable, equitable and healthy society.”*

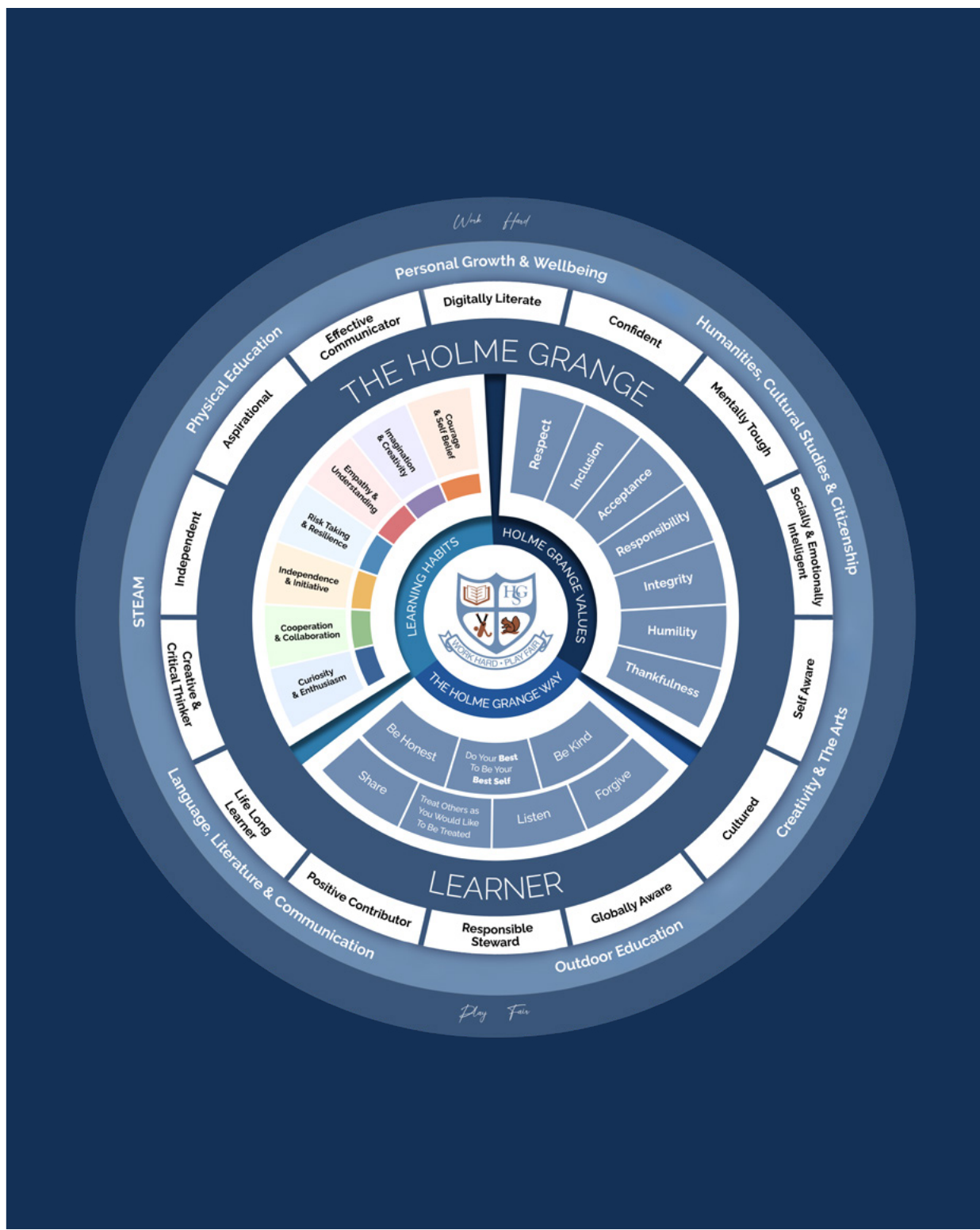
Our vision is to be an authentic, ambitious, courageous, and inclusive learning community. The values of the School are reflected in every aspect of school life and guide our approach to education, ensuring that every child receives a personalised and inspiring learning journey.



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# The Holme Grange Way and Partnerships

The 'Holme Grange Way' provides a framework for living the values we promote, and our Learning Habits equip pupils with skills that extend far beyond their time at the School. Our School Parliament ensures that every pupil has a voice, with Councils dedicated to learning, service, sustainability, and wellbeing. International partnerships with schools in Kenya and Japan further enrich our curriculum, promoting global awareness and humanitarianism.



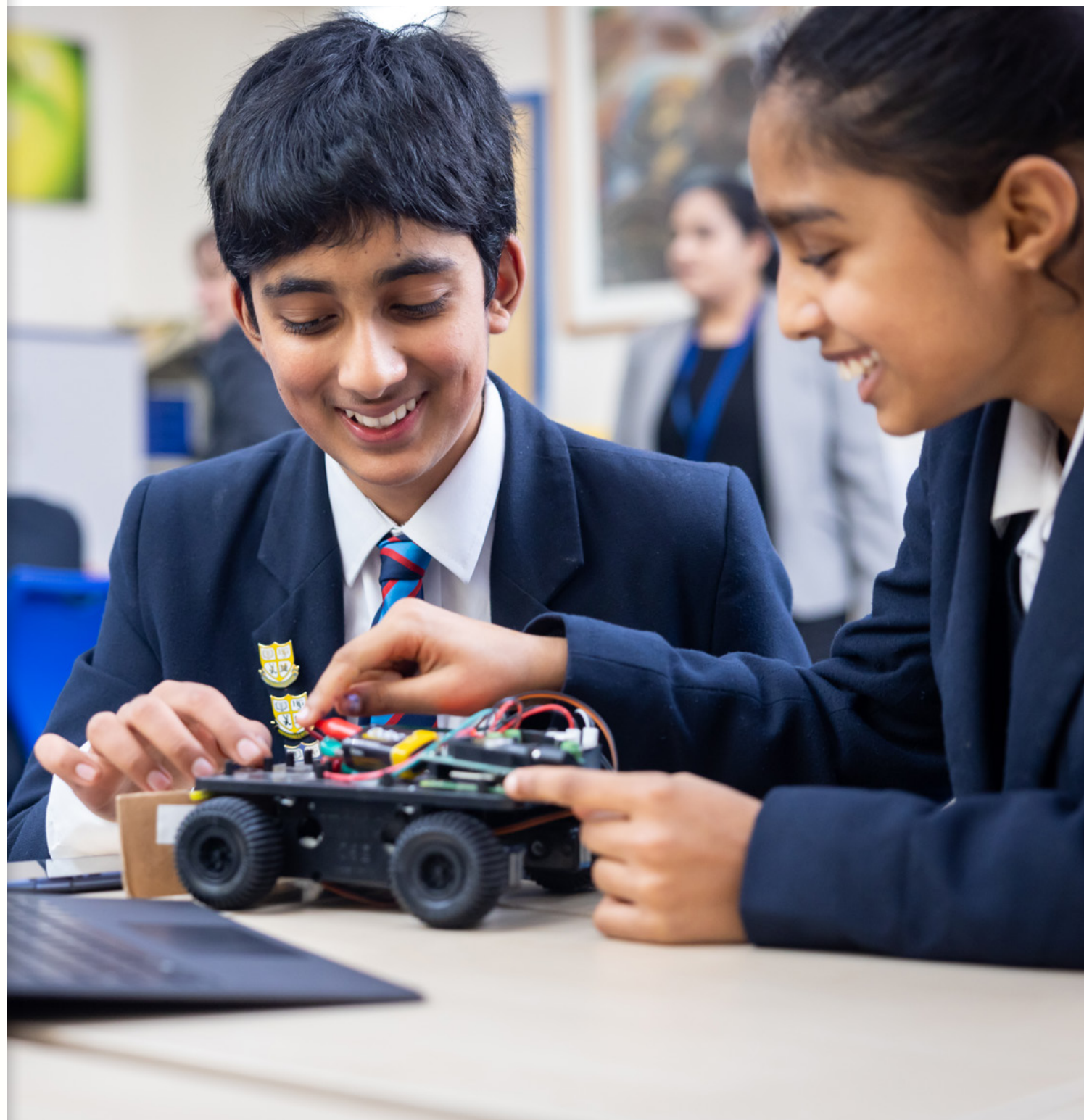


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## What Makes Holme Grange Special?

- **A Holistic Approach to Education:** At Holme Grange, we believe education is about more than just academic achievement. We nurture the emotional, physical, and spiritual development of each child, helping them grow into confident, compassionate, and well-rounded individuals.
- **Excellence for All:** Holme Grange is a school where the needs of the more able and those with SEND are catered for with a level of excellence. High expectations, paired with personalised support, ensure that every pupil thrives. This balance of academic rigour and pastoral care allows all pupils to excel and feel supported.
- **A Broad and Balanced Curriculum:** Our innovative curriculum combines academic ambition with opportunities for creativity, critical thinking, and practical learning. We provide an educational experience which prepares pupils for the challenges of the future.
- **Outstanding Pastoral Care:** The wellbeing of our pupils is at the heart of everything we do. Our dedicated staff work tirelessly to ensure that every child feels safe, happy, and supported.
- **Outdoor Learning, Forest School and the Farm:** The Forest School and the Farm are cherished aspects of Holme Grange. We embrace outdoor learning to inspire awe and wonder, build resilience, and reconnect pupils with nature. Our working Farm and Forest School offer unique opportunities for hands-on learning, fostering responsibility and a deep connection to the environment.

- **Staff Development and Forward-Thinking Leadership:** At Holme Grange, we recognise that the strength of the School lies in the quality of our staff. We are committed to professional development, ensuring our educators are equipped to deliver excellence in teaching and leadership. Our innovative approach and commitment to continuous improvement have helped Holme Grange succeed beyond expectations.
- **A Commitment to Sustainability:** Holme Grange is a leader in environmental stewardship, with sustainability initiatives embedded into our curriculum and school operations. We empower our pupils to be responsible global citizens who make a positive impact on the world around them.
- **Excellence Recognised:** Holme Grange is proud to be a NACE Ambassador School, demonstrating our commitment to sustained improvement and excellence for all pupils. Our excellent ISI inspection reports reflect our dedication to providing a high-quality education.
- **A Thriving Community:** We are proud of our strong relationships with parents, alumni, and the local community. Holme Grange is a place where everyone feels a sense of belonging and shared purpose.





# Leadership Structure

Holme Grange School has a robust and collaborative leadership structure designed to ensure the highest standards across all aspects of school life. The Headteacher leads a dynamic Senior Leadership Team (SLT), which includes:

- **Head of Prep School:** Responsible for the delivery of academic and co-curricular activities for pupils in Key Stages 1 and 2 and overseeing the exceptional Early Years provision to ensure the youngest members of our community have a strong foundation for learning and development.
- **Head of Senior School:** Leading the provision for pupils aged 11–16, ensuring excellent outcomes and preparation for future pathways.
- **Deputy Head (Operations):** Managing the operational and compliance aspects of the School, ensuring its smooth and efficient running.
- **Deputy Head (Safeguarding):** Focusing on the welfare, safety, and pastoral care of all pupils, with safeguarding at the forefront.
- **Head of Finance:** Ensuring the School's financial health, overseeing budgeting, and enabling strategic investments in facilities and staff.
- **Head of Estates:** Managing the School's facilities, infrastructure, and long-term development of the campus.
- **Head of Communications:** Driving the School's marketing, admissions, and communication strategies, ensuring Holme Grange's vision is effectively shared with the wider community.

# The Role

The Headteacher will play a pivotal role in shaping the future of Holme Grange School. This is an opportunity for a dynamic, inspirational, and collaborative leader to make a profound impact on our pupils, staff, and wider community.

## KEY RESPONSIBILITIES —

### Strategic Leadership

- Develop and communicate a vision consistent with the School's aims, ethos, and values to all stakeholders.
- Translate the vision into coherent, achievable plans with appropriate timescales.
- Recognise national and international challenges and deploy commercial acumen to ensure the School's long-term health and viability.
- Understand the importance of additional income to the School and contribute to strategic planning to ensure funding for capital projects.
- Develop and articulate a vision for a seamless 2–16 education experience for pupils.
- Lead on the marketing and admissions strategy to recruit and retain pupils by clearly communicating the School's distinctive offer.

### School Management

- Secure the confidence and loyalty of all stakeholders through strong, dynamic, and accessible leadership.
- Manage change successfully, navigate challenges, mitigate risks, and ensure stakeholders are engaged.
- Ensure effective strategies, policies, and practices are in place to manage the School's financial, human, and physical resources.
- Promote equality, diversity, and inclusion across the School community and curriculum.
- Take overall responsibility for the delivery of excellent pastoral care and safeguarding for all pupils.
- Recruit, lead, and deploy well-qualified teaching and support staff, maintaining morale and wellbeing.
- Ensure all teams operate efficiently and effectively, with clear roles and responsibilities.
- Ensure compliance with all legal, regulatory, and statutory requirements, including inspection readiness.
- Actively embrace lifelong learning and opportunities for personal and professional development.





### Academic Leadership

- Foster an engaging and ambitious learning environment that promotes academic excellence and a love of learning.
- Provide clear academic guidance, ensuring all pupils benefit from inspirational teaching with appropriate challenge and support.
- Develop and monitor a broad, balanced, and innovative curriculum that enthuses enquiring minds and promotes lifelong skills.
- Oversee effective curriculum planning and the use of technology to enable creative and innovative approaches to teaching and learning.
- Develop pupils to take responsibility for their own learning and develop independence and confidence.
- Maintain a consistent focus on pupil progress and achievement, using data to monitor and drive improvement.
- Sustain and enhance the School's academic achievements and provide high-quality guidance for pupils' future pathways.
- Oversee leadership on sustainability initiatives, continuing the School's strong legacy of environmental stewardship and commitment to sustainable practices, inspiring pupils and staff to contribute meaningfully to a more equitable and sustainable future.

### Co-Curricular Leadership

- Support, develop, and maintain enthusiasm for a broad and exciting programme of co-curricular activities, ensuring variety and quality for all age groups and abilities.
- Promote enrichment experiences that enhance the core curriculum, including sport, drama, music, clubs, and cultural events.
- Recognise and celebrate the efforts and achievements of individuals, teams, and groups.
- Provide opportunities for pupils to hold positions of leadership and responsibility within the School community.
- Maintain a visible and enthusiastic presence in support of pupils' co-curricular activities.

### Pastoral Leadership

- Uphold the highest standards of pastoral care, ensuring pupil safety, happiness, wellbeing, and development inform all decision-making.
- Prioritise safeguarding and the welfare of pupils, ensuring all staff are appropriately trained and aware of their responsibilities.
- Create a culture of encouragement, inclusion, and respect, ensuring pastoral structures operate effectively.

- Challenge and encourage colleagues in their pastoral roles, providing training to develop their understanding and effectiveness.
- Set high expectations of pupils' learning and behaviour, enabling them to thrive across all aspects of school life.
- Promote the physical, spiritual, moral, social, emotional, and cultural wellbeing of pupils, working collaboratively with relevant agencies.
- Strengthen awareness of pastoral issues, including RSE and online safety, through the PSHE curriculum and special educational opportunities.
- Maintain effective partnerships with parents, keeping them informed about their child's personal development and wellbeing.
- Foster strong relationships with parents and carers, welcoming them into the School as investors in its success.
- Enrich the School's extra-curricular programme and foster global understanding through international partnerships.
- Sustain strong international relationships, such as the Our Lady of Nazareth (OLN) charitable exchange in Kenya and collaboration with schools in Japan.
- Work with the Senior Leadership Team to support fundraising initiatives and efforts.
- Attend school and community events to champion the School.
- Role model the School's values.
- Actively recognise the efforts of pupils and staff.
- Address issues raised by pupils, parents, staff, and others, responding proactively and sensitively.

### **Communication and External Relations**

- Establish a presence within the local community, promote the School, and communicate key messages confidently and compellingly.
- Ensure the School's tradition of sharing facilities, outreach, charitable work, and partnerships is continued and strengthened.
- Develop and maintain good relationships with local nurseries, feeder schools, and leavers' destinations.

### **Skills and Competencies**

- Extensive understanding of the independent school sector and preferably postgraduate leadership or management qualifications.





- Strong academic and intellectual credentials with a good track record of broad involvement in school life.
- Evidence of regular and relevant professional development.
- Demonstrable success in a leadership role in a comparable school environment, managing change and development.
- Exceptional, collaborative, and empathetic leadership skills, with experience of comprehensive staff development and management processes.
- Strong financial understanding and broad commercial skills, including marketing, pupil recruitment, and fundraising.
- Proven track record in raising standards through data analysis, curriculum innovation, and driving improvements in teaching and learning.
- In-depth understanding of 2–16 education and key issues and developments across all phases.
- Ability to lead, inspire, challenge, and empower teams and individuals to achieve the best possible outcomes for pupils.
- Proven skills in developing, communicating, and implementing strategic plans aligned with the School's aims, mission, and values.
- Broad commercial and business acumen, with skilful management of financial and marketing objectives.
- Collaborative and consultative approach when identifying and implementing change and innovation.
- Strong leadership and management skills, operating with integrity, courage, and empathy.
- Demonstrates exceptional resilience, maintaining focus, composure, and a positive outlook in the face of challenges while inspiring confidence and perseverance in others.
- Ability to address difficult issues, take difficult decisions, and communicate outcomes sensitively.
- Significant experience of building and sustaining effective relationships with all stakeholders.
- Empathy and skills to run an inclusive and diverse school community, with a deep and committed understanding of safeguarding responsibilities.
- Thorough knowledge of risk and regulatory issues, including inspection, legal compliance, and health and safety.
- Strong organisational skills and the ability to prioritise and work effectively under pressure.
- Ability to delegate and leverage the skills and knowledge of others.
- Excellent communication skills, including the ability to present in an engaging way to a range of audiences.

# About You

We are seeking a leader who is:

- **Inspirational:** A proven track record of leadership in a comparable school environment.
- **Strategic:** The ability to develop and implement innovative plans aligned with the School's mission and vision.
- **Empathetic:** A collaborative and compassionate leader who values diversity and inclusion.
- **Resilient:** Able to navigate challenges with composure and inspire confidence in others.
- **Visionary:** Committed to driving excellence across all aspects of school life.





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## What We Offer

Holme Grange School is a rewarding and inspiring place to lead. The new Headteacher will join a school where:

- Pupils are ambitious, curious, and engaged, with a love of learning.
- Staff are dedicated professionals who go the extra mile to nurture each child.
- The School community is welcoming, inclusive, and committed to shared values.

We are committed to supporting the Headteacher's professional development through access to leadership training, mentoring, and networking opportunities within the independent school sector. The successful candidate will benefit from a collaborative and innovative Senior Leadership Team and a supportive Governing Body.

## BENEFITS

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- **Place of Work:** Beautiful grounds within walking distance of Wokingham.
- **Motivated, Committed Team:** Relentless pursuit of excellence fuels our dynamic educational ethos.
- **Wellbeing:** Fostering community and wellness: quizzes, gatherings, and social amenities.
- **Visionary:** Pioneering education: shaping tomorrow's leaders with innovative excellence.
- **Key Educationalists:** Numerous chances to collaborate with prominent figures in the field of education.
- **Innovative:** Forging new approaches, our School embraces educational research and adapts practices to meet the evolving needs of pupils in a rapidly changing world.
- **Professional Development:** At the forefront of education, pioneering forward-thinking strategies.
- **Meals:** Lunch and refreshments are provided by the School.
- **Pension:** Membership of a pension scheme is available.

- **Community:** Collaboration flourishes with PAA (Parent Amenity Association), local and external partnerships.
- **Competitive Salary:** Commensurate with the size and standing of the School, location and opportunity.
- **Cycle Scheme:** A tax-free Cycle to Work scheme is offered by salary sacrifice.
- **Sodexo:** Holme Grange Benefits Platform, which gives members access to savings on various brands and products.

## SAFEGUARDING COMMITMENT

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At Holme Grange, safeguarding and promoting the welfare of children are of paramount importance. The Headteacher is responsible for:

- Ensuring the School's safeguarding policies and practices are robust and effective.
- Maintaining a culture of vigilance across all staff.
- Leading by example in prioritising pupil safety, happiness, and wellbeing.



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# Application Process

Interested candidates are invited to contact RSAcademics in the first instance to arrange a confidential discussion with:

- Miranda Landale:  
[mirandalandale@rsacademics.com](mailto:mirandalandale@rsacademics.com)
- Sarah Evans:  
[sarahevens@rsacademics.com](mailto:sarahevens@rsacademics.com)

**Closing date: 10.00am on Tuesday 18<sup>th</sup> February 2025.**

Applications should be made electronically to RSAcademics. To submit your application, please upload your documents according to the instructions on the **RS Academics website**.

You should submit:

- A completed application form (available to download from [www.rsacademics.com](http://www.rsacademics.com)).
- A covering letter addressed to Sue Northend, Chair of Governors. The letter should be a maximum of two pages and should explain your reasons for applying and outline your suitability for the role.

If you have any questions about uploading your application documents, please contact Laura Beacon, Project Coordinator, at [applications@rsacademics.com](mailto:applications@rsacademics.com). Laura can also be reached by calling our Head Office on +44 (0)1858 383163.

The process is as follows:

- All applications 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 our Head Office by telephone.
- Preliminary interviews will take place with RSAcademics via Microsoft Teams on Wednesday 26<sup>th</sup> and Thursday 27<sup>th</sup> February 2025.
- Longlist interviews will take place at Holme Grange School on Monday 10<sup>th</sup> and Tuesday 11<sup>th</sup> March 2025.
- Shortlist interviews will take place at Holme Grange School on Tuesday 18<sup>th</sup> and Wednesday 19<sup>th</sup> March 2025.

We warmly invite you to visit Holme Grange School to experience first-hand our vibrant community, dedicated staff, and enthusiastic pupils. We look forward to welcoming a new leader who will continue our journey of growth and excellence.

**Join us at Holme Grange School – where ambition, bravery, and belief come to life.**

Founded in 2002 by Russell Speirs, RSAcademics has advised and supported over 700 schools and educational organisations in the UK and worldwide. Through our working partnerships with heads, leadership teams, boards, staff and parents, we specialise in supporting schools in five main areas: strategy, marketing and research; equality, diversity and inclusion; operational improvement; leadership and governance and philanthropy. We enable schools worldwide to thrive by finding and developing senior leaders, guiding decision makers, making connections and shaping debate. We are known for the calibre and spirit of our people. We exist entirely to serve schools because we believe that the world needs thriving schools. Please visit [www.rsacademics.com](http://www.rsacademics.com) for more information.

RS Academics is committed to promoting diversity and inclusion in schools and to safeguarding and promoting the welfare of children and young people.