



Tormead
SCHOOL



Candidate Brief **Compliance Manager**

SEPTEMBER 2022



Tormead is a 4 to 18 GSA girls' day school on an attractive site in Guildford. Building developments over the past ten years have transformed the School. The gracious original features of the building have been retained within the stunning new developments. Academic standards are consistently high, and the School has more students applying than it has places for at 11+. A number arrive in Reception and stay through to Sixth Form; others arrive from a large range of state and independent schools at 11+.

Having participated in a dynamic careers programme, Sixth Formers progress to a wide range of courses at established universities, as well as take up prestigious apprenticeships. The School achieved 'excellent' in both parts of its last ISI inspection. Our commitment to IT innovation has led us to achieve the status of becoming an Apple Distinguished School.

Tormead values individuality, celebrates a diversity of achievement and encourages students to follow their own dreams. Students come to understand the importance of service and community amidst mutual support. Academic and co-curricular pursuits offer challenge and breadth for everyone.

Underpinning this is a wholehearted commitment to the wellbeing of the students. Highly responsive in the face of the constant, shifting challenges for young people, pastoral care at the School ensures the students leave ready to achieve sustainable success in higher education and beyond.

Tormead Values:

- We treat everyone with respect and dignity
- We deliver academic excellence
- We enrich through a broad and varied curriculum
- We celebrate effort and achievement
- We bring out the best in our students
- We prepare our students for life beyond school

Leadership:

The Head leads the whole school with the support of a leadership team in the Senior School and one in the Prep School. The Executive Group consists of the Head, Director of External Relations, Head of Prep School, Bursar, Deputy Head (Academic) and Deputy Head (Pastoral). The Senior Leadership Group includes five Assistant Heads (Teaching, Learning and Mentoring; Co-Curricular; Wellbeing; Academic Performance; Careers), in addition to the Executive Group. The Prep School Senior Leadership Team consists of the Head of Prep School, Director of Studies, Deputy Head of Prep School and Head of Pre-Prep.

School Structure:

The general pattern in the Prep School is one form in Reception to Year 3 and two forms in Years 4 to 6. In the Senior School, there are approximately 90 students in each year, divided into four teaching and five pastoral groups, with teaching groups varying in size, as the students start to make subject choices. In Year 7, about 40 students arrive from the Prep School and about 50 come from a wide variety of state and independent schools.



Curriculum:

The School offers an academic curriculum to meet the needs of its selective intake. The School has embedded the High Performance Learning programme over the last 18 months into every aspect of school life across all age groups. The two-week timetable includes several Independent Study periods for all students in the Senior and most in the Prep Schools, and individual investigation and enquiry is promoted throughout the whole age range.

The Prep School encourages child-initiated and outdoor learning opportunities, introducing more formal teaching as the students get older, with specialist teachers delivering specific subjects. A 1:1 iPad scheme operates for girls from Year 5 to Upper Sixth.

In the Senior School, most students take 10 GCSEs and there are a wide range of well-respected A Level subjects on offer, with large numbers taking maths and science subjects. Sixth Formers can take EPQ or an internal validation of a research project. The Beacon Programme offers a structured co-curricular programme of enrichment activities that runs challenges for students around specific termly themes. Academic Scholars have a further programme of enrichment based on individual research. The educational ethos is about exciting and inspiring individual curiosity in every student, and the School aims to blend an innovative, creative use of modern technology with the highest standards of teaching.

Pastoral:

Tormead has a well-deserved reputation for excellent pastoral care. Relationships between staff and students and between students of different ages are warm and strong. The atmosphere is one of respectful informality, where thoughtful behaviour is based on the School values, rather than lengthy rules and punishments. The House system strengthens cross-age group relationships and involves a number of much-anticipated annual events such as the House Fashion and Dance competition.

There are many avenues of pastoral support for the students with Form Tutors and Heads of Year, overseen by the Assistant Head: Wellbeing, as well as pupil mentors, trained health care and pupil support staff and two school counsellors.





Co-Curricular:

An exciting and varied co-curricular programme operates for everyone, from Cheerleading Club to Feminist Society. There is a strong range of individual and team sports. The students achieve considerable success regionally and at national level. Tormead is probably the top school in the country for gymnastics.

The standard of performance music is high, with a number of orchestral and choral groups for all levels in both the Prep and the Senior Schools. Drama performances are much anticipated by both those involved and their audiences.

An important part of the students' school experience is a regular offer of trips, both within the UK and overseas. Links with schools abroad, including one in a Kenyan refugee camp and a partnership with two Nepalese schools, are building a global perspective on citizenship for the girls. Sixth Formers can volunteer service locally, once a fortnight, in school time.



The Site:

The School has made excellent use of a compact urban site. Older buildings blend with stunning new-builds on the Senior School site that provide the students with innovative spaces to learn, reflect, collaborate and relax. A performing arts building provides an additional space for drama lessons, performances and rehearsals, as well as music lessons, rehearsals and practice rooms. The Prep School occupies a site across the road from the Senior School and KS1 facilities have had significant recent investment, including creating a delightful outdoor play space.

There is some scope for further site development at both the Prep and Senior Schools. The School makes use of sports fields and sports facilities off-site as well as its own sports hall, gymnasium and outdoor courts.

Partnerships:

Tormead offers local outreach provision in six local state schools.

This includes sessions in music and art, masterclasses in English, IT and maths and Sixth Form assistance in sport, art, English and dance.

Beyond the UK, girls raise funds for schools in Nepal and there have been a number of cultural exchanges. The School contributes to the UN Sustainable Development Goals around global girls' education. There is also a link with a refugee camp in north west Kenya, where a Tormead member of staff has visited to deliver teacher training.

The choir and orchestra perform regularly at local concerts and services, and members of the local community are invited to the School for concerts, plays and exhibitions.

Compliance Manager Role:

The Compliance Manager reports to the Bursar and acts as the focal point for compliance at Tormead School and Tormead Prep, ensuring that policies and procedures are fully compliant with the relevant laws, regulations and best practice.

The post holder's areas of compliance responsibility include (but are not exclusive to): education, welfare, employment, safeguarding, health and safety, suitability of staff, premises, data and provision of information, and HR. The post-holder will provide colleagues with support and advice on issues related to the above. The post-holder will not be responsible for financial compliance or governance (e.g. with the Charities Commission & Companies House), or for overseeing the Trust's Risk Register.

There is no direct line management responsibility with the role, however the post-holder will liaise widely with many stakeholders, particularly with those responsible for compliance areas, e.g. Facilities Manager, HR Officer, Safeguarding Team, IT Network Manager, Assistant Head (Co-Curricular), Head and Deputy Head teachers of the Senior and Prep Schools.

The role requires a well-organised and prioritised approach, and meticulous attention to detail. The appointee will be expected to work flexibly and undertake other duties related to school compliance if required.

Key Responsibilities:

- Ensuring the school remains up-to-date and compliant with all appropriate regulations and relevant guidance. These include, but are not limited to:
 - Independent Schools Standards & Regulations
 - Keeping Children Safe in Education (KCSIE)
 - EYFS statutory framework and wider legislation
 - Statutory Government Guidance
 - General Data Protection Regulation (GDPR)
 - Health, safety & welfare (e.g. medical provision, school transport, Equality Act)
 - Premises (buildings and facilities, environmental health, food hygiene)
 - HR (e.g. Single Central Register, Safer Recruitment)
 - Management/operational (anti-bribery, licencing, copyright, parent contracts)
 - Educational / residential visits
- Provide advice and guidance to relevant managers, leaders or colleagues on any legislative changes not limited to the regulations above
- Advise on, and if required, develop practices to ensure these guidelines and legislation are met
- Monitor and audit these practices and maintain all records to certify compliance.
- Provide advice and guidance on data protection (including GDPR) to relevant managers, leaders or colleagues



- Working with the policy holders as appropriate, to initiate, and where necessary develop, maintain and review the School's policies on an ongoing basis and ensure statutory policies are in place and up to date
- Ensure there is a robust compliance control system in place to accurately record policy amendments, version control, policy approval, scheduling of policy updates and the maintenance of a policy archive
- Reviewing the Single Central Register, with the Bursar, on a termly basis to ensure it is compliant
- Work with the Deputy Head Academic to ensure the school is compliant in all aspects of educational provision, in line with statutory regulation, ISI guidance and best practice.
- Ensure documents and other information required for ISI inspections are up to date, acting as the custodian for all inspection documentation as set out in the ISI's 'Documentation Required for Inspections'.

- Assisting during any inspection visits, including managing the inspection schedule, ensuring relevant staff are in place at the right time and any additional information inspectors ask for is made available.
- Communicating key compliance changes to appropriate managers, leaders or colleagues.
- Monitoring training records to ensure compliance

Other Duties:

This job description is not intended as an exhaustive list of all the duties that the post holder is expected to perform, and this document is subject to periodic review.

Key Relationships:

Internal: Executive Group, Estates Manager, Heads of Year, Senior Team members in the Prep School. Safeguarding & Pastoral Support Team, Head's PA, IT Manager

External: ISI

Compliance Manager Specification:

In addition, the candidate should have:

Essential

- Educated to degree level
- Legal/regulatory or other professional background OR experience of a similar role in an educational setting
- Good understanding of data protection and related regulations
- Highly organised
- Able to manage and prioritise workloads and deal with multiple deadlines
- Strong interpersonal skills and confidence to communicate effectively and build relationships with all stakeholders
- Excellent attention to detail and natural ability to scrutinise and challenge

- High level of IT skills including database and spreadsheet applications
- Self-motivated and able to work independently as well as collaboratively as part of a team
- Ability to undertake audits, analyse data and develop plans to set targets, monitor and evaluate progress
- The ability to interpret legislation and other laid down procedures and be able to explain the requirements in simple, practical terms to non- specialists.

Desirable

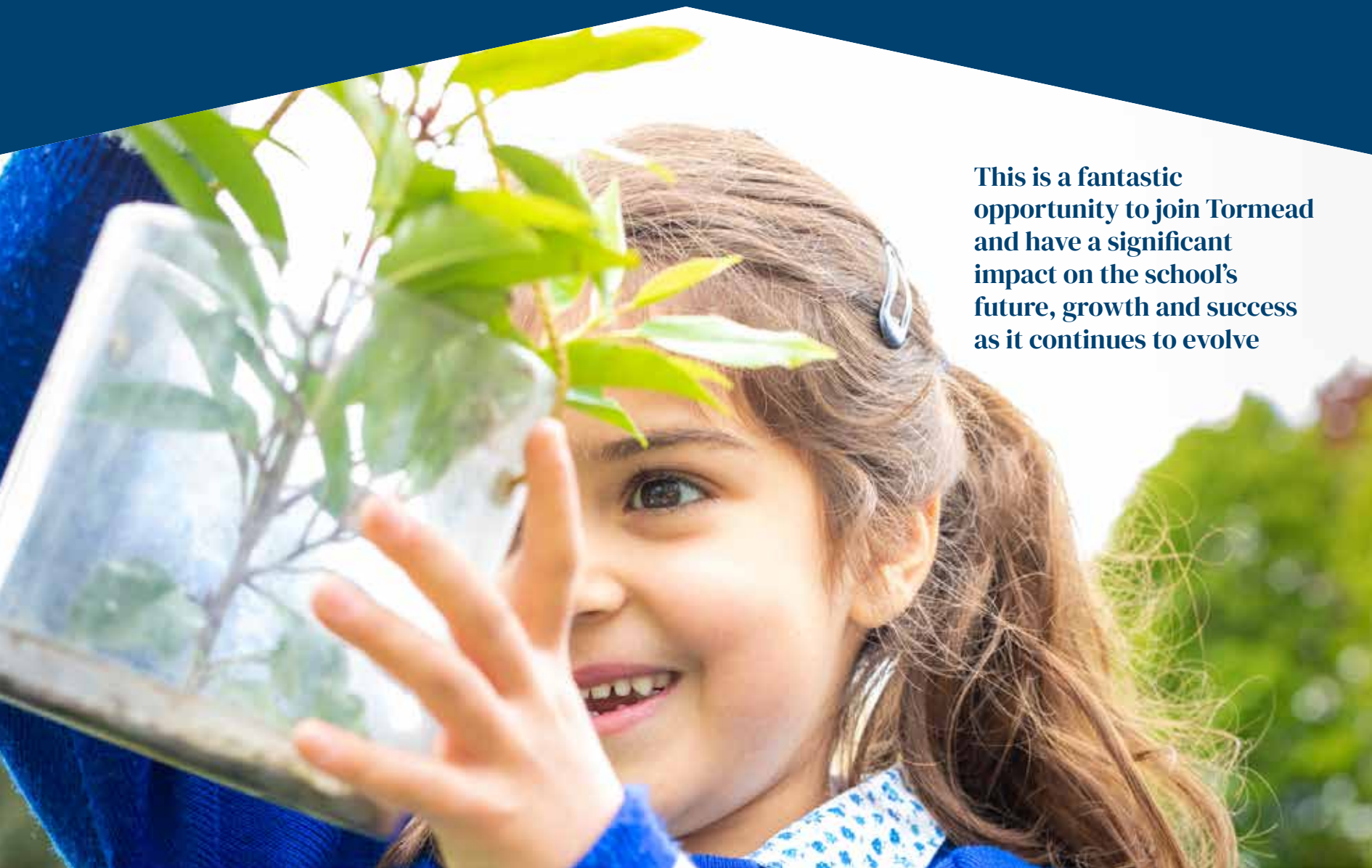
- Policy review and ISI experience
- Health & Safety experience
- Internal audit experience



Safeguarding:

To promote and safeguard the welfare of children and young persons for whom the post holder is responsible, or with whom he/she comes into contact with, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times.

If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, any concerns must be reported to the school's Designated Safeguarding Lead (DSL) in accordance with Tormead's policies and procedures.



This is a fantastic opportunity to join Tormead and have a significant impact on the school's future, growth and success as it continues to evolve



Remuneration:

Pay competitive depending on experience and hours available. Tormead is a member of a Pension Scheme.

Applications:

Please send applications (by email only) to Tormead HR at **recruitment@tormeadschool.org.uk**.

How to apply:

Emails should be sent with the subject header 'Compliance Manager'. Applications should comprise the below documents, all of which can be downloaded from the school website.

<https://www.tormeadschool.org.uk/about/working-at-tormead/>.

- A letter of application addressed to the Head, Mr David Boyd, highlighting your interest and experience for the role, in support of your application (maximum 2 sides of A4)
- The completed Application Form
- The completed Equal Opportunities Monitoring Form

All applications will be acknowledged.

Deadline for applications: Tuesday 30 August 2022 @ midday

Interviews:

Interviews will take place week commencing Monday 5 September 2022 for selected candidates.

Tormead School is committed to the safeguarding and welfare of its pupils and all staff must share this commitment. Applicants must be willing to undergo an enhanced DBS check and other Child Protection screening including checks with past employers. The post holder must adhere to the School's Child Protection Policy at all times including attending mandatory training every three years.