

Brief for the appointment of

HEAD



GATEWAY SCHOOL
— GREAT MISSENDEN —



ODGERS BERNDTSON

CONTENTS

Background	3
The Role	7
The Person	9
How to Apply	11



ABOUT GATEWAY SCHOOL

Gateway School is a co-educational, independent day school for children aged two to eleven, situated in the heart of the Chiltern Hills in the beautiful village of Great Missenden in Buckinghamshire. The school was recently rated 'excellent' in all areas by ISI.

The school's core belief is that education is not just about academic success, it is about building a foundation that gives each child the confidence and skills they need to be the best they can be now and in the future. For one this might be academic studies, for another sport, whilst another might find their forte in music.

At Gateway School, all pupils have the opportunity to challenge themselves and to strive to be the best they can be.



VISION

To empower every pupil to excel in their educational journeys today, tomorrow and for the rest of their lives.

MISSION

To provide an engaging and inspiring learning environment that encourages children to be curious and ambitious, resulting in happy, confident and real-world ready learners.

VALUES

Gateway's School's mission is expressed through core values that provide the guiding principles of everything it does.

Gateway's pupils and staff ASPIRE to:

- **Achieve:** offering appropriate opportunities which enable everyone to thrive and succeed.
- **Strive:** encouraging resilience in all areas of the curriculum.
- **Participate:** providing an extensive range of opportunities to involve every single child.
- **Investigate:** equipping pupils with the skills to problem solve and to question the world around them.
- **Respect:** ensuring everyone and everything in the school community is treated with care and courtesy.
- **Enjoy:** instilling a genuine and lifelong love of learning.

PROMISE

To fulfil the hope for every child to be happy, successful and well-prepared for their ever-changing futures.

Children are at the heart of all Gateway School's teaching. Ongoing relationships with teachers, the close personal attention given to the children by staff, and a well-structured system of pastoral care, mean that the entire staff body's knowledge of each child's abilities and aptitudes is excellent.

Gateway prides itself on providing a happy and secure environment where all successes are celebrated. ASPIRE values are used as the foundation for all pupils; these values are recognised through an established rewards system and scaffolded by the Learning for Life Curriculum, responsibilities programme, the mentoring system and the Mindfulness course that senior pupils progress through.

Excellent pastoral care is built on knowing every child as an individual, and with an 'open door' policy, strong links are formed with parents, allowing for excellent communication between home and school.

Children's successes are proudly celebrated in their next school placements, confident that the decisions made will enable each child to thrive in their future school.





Destination Schools

Since 2019, 82%-90% of Gateway children have accepted offers to selective schools across the South East, often being awarded scholarships. Gateway is rightly proud of its diverse range of destination schools, sending its pupils to some of the top state, grammar and independent schools in the country, including Dr Challoner's, Chesham and Aylesbury Grammar Schools, The Royal Masonic School and Berkhamsted School.

Early Years

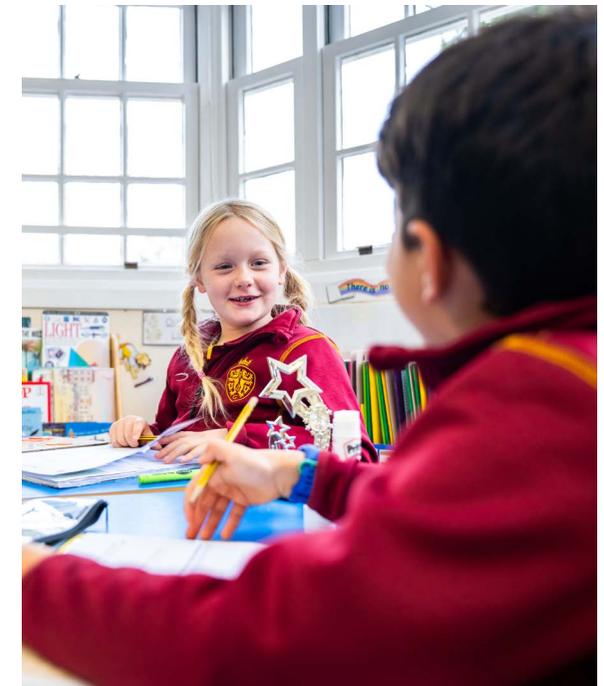
Gateway Preschool gives children aged two to four years, and their parents, the best possible introduction to education and school – far more than just nursery childcare. An experienced and caring team, including a qualified teacher, use carefully planned activities to create a nurturing, stimulating and playful environment, fostering independence and creativity in young learners.

The preschool has its own purpose-built home, but also makes use of its other facilities like the tennis courts, fields and gym. The children also love exploring their own garden, woodland area and mud kitchen, as well as eating chef-cooked food from the school's real kitchen!

During term-time, before- and after-school wraparound care allows children to be safely looked after between the hours of 8am and 6pm, and the school has year-round provision since September 2020, so that children can come into Preschool during the school holidays as well as term-time.

Reception, for 4-5-year-olds, offers a smooth transfer to more formal learning while still allowing children time to discover and learn through play. The school encourages pride in emerging literacy, numeracy and social skills, while fostering individuality and independence.

Children are taught in small groups so they can develop strong bonds with their class teacher and friends. They receive specialist teaching in Computing, French, Music, Art, Design & Technology and PE and can enjoy a wide range of extra-curricular activities, enabling the unique and natural talents of each child to be nurtured from an early age.



Juniors

During Gateway Junior Years, children are given the confidence to challenge themselves and take risks, encouraging them to take responsibility for their own learning and to develop important organisational skills.

Class teachers deliver all core academic subjects, so they are able to track each child's development closely, and give support when necessary. The introduction of specialist lessons extends children's natural curiosity and enthusiasm. In these years, the school aims to help children develop a strong work ethic by helping them to recognise that achievement requires effort as well as ability.

Throughout Juniors, children increase their involvement in the school community by participating in charity fundraising and School Council initiatives. These activities, and an extended range of clubs, offer children opportunities to gain new interests, and to build social awareness.



Seniors

Gateway Senior Years are about encouraging an enduring love of learning, and offering children increasing levels of independence and responsibility so that each one leaves Gateway feeling prepared academically and socially for their next school, and knowing they have achieved their best.

Teaching methods and personal timetables in Senior years are specifically designed to anticipate the academic demands children will face in secondary school. Seniors enjoy a curriculum delivered entirely by specialist teachers and make rapid academic progress to achieve good results in national tests.

All Gateway children are well prepared for the secondary education they have chosen, be that to local state schools, 11+ entry to local grammar schools, or common entrance and scholarship papers for independent senior schools.



BELLEVUE EDUCATION

Since its founding in 2003, the family of schools has since grown to 18; embracing all-through schools, a sixth form college and international schools.

Now in 2024, it educates over 4,000 children from just a few months to 19 years.

Bellevue's vision is to be a world class group of exceptional schools, to which parents are proud to send their children; where students choose to study, and teachers aspire to work.

Bellevue's mission is to achieve academic excellence in an innovative and supportive learning environment with an absolute commitment to a 'whole' education that encourages a curiosity and love of learning.

Providing a broad curriculum delivered in innovative ways that excite and engage children, and investing in teachers, buildings, and technology are key values for Bellevue's CEO and SMT. Bellevue believes that exceptional results should be a by-product of the education that its schools offer, not the exclusive focus. Bellevue pupils are encouraged to aim high. Therefore, it is a key ambition that all Bellevue staff provide them with everything they need to succeed. Each school in the group is committed to providing a learning environment that challenges, nurtures, excites, and involves every pupil.



THE ROLE

The Head is responsible to the Education Director for the overall leadership and management of the school.

The Head will keep the Education Director informed at all times about the work of the school and consult them wherever and whenever appropriate, for example over the formulation of the strategic and school development plans, marketing strategies, or significant curriculum or organisational change.

- The Head's good working relationship with the Finance and Operations Manager will be essential to the smooth running and development of the school.
- The Head's vision, inspiration, initiative and management are fundamental in creating a climate which enables every member of the school community to flourish.
- The Head will be expected to engage in continuing professional development in order to meet the present and future challenges of the role, and to undertake the process of performance management.
- The Head will be an advocate for the school both in public and in private.





Key Responsibilities

Strategic Vision and Direction

- Develop and articulate a clear and compelling vision for the future of the school, in consultation with Bellevue Education.
- Develop and implement a strategic plan that encapsulates how to deliver the school's vision and strategy, whilst being grounded in practical and financial reality.
- Articulate the aims and ethos of the school and secure and encourage the commitment of staff, pupils, parents and the wider community, to the vision and overall direction of the school.
- Be aware of, and respond to, strategic considerations posed by the local and wider external environment of the school, adapting plans and strategies in response as necessary.
- Continually seek ways to enhance and develop the school and make recommendations.

Leadership

- Provide independent leadership whilst accepting the support and challenge provided by Bellevue's Education Directors.
- Build a sense of involvement and inclusivity within the staff team by fostering a strong commitment to the School's ethos, standards, and values.
- Further shape and develop a strong, cohesive and proactive Senior Leadership Team ensuring that roles, responsibilities and expectations are clear and that the highest standards of performance are expected and delivered.
- Ensure that staff resources are allocated efficiently, and individual roles, responsibilities, objectives and targets are clear.
- Take an open, collaborative and trusting approach to leadership, inspiring colleagues to drive the successful operational and academic functioning of the school.

- Recruit and retain staff of the highest quality with the ability to act as role models, inspire pupils and develop the reputation of the school.

- Deploy strategies for developing effective teachers and managing performance, and support staff to maintain standards of excellence in and outside the classroom.
- Build a culture of continual professional development and take a long-term view of staffing, planning effectively for progression and succession.
- Be committed to the unique leadership competencies developed by Bellevue.

Educational Outcomes

- Maintain and monitor an environment that promotes and safeguards the welfare of pupils and staff as the top priority.
- Maintain an environment that promotes ambitious, outstanding and inspirational teaching and stimulating, exciting and effective learning.

- Determine, organise, implement and monitor the academic curriculum and extra-curricular programme. Assess performance and ensure that all statutory requirements are met.
- Oversee the continual development of an appropriate curriculum and learning environment and identify and evaluate educational initiatives and innovate when appropriate.
- Determine, organise and implement policy and practice for personal, social and moral development, instilling values and life skills which will help pupils become valued members of society.
- Support and develop the programme of extra-curricular activities, including sport, drama, arts and music.
- Ensure that all required arrangements are in place to facilitate inspections of the school and ensure that the school's excellent record is maintained.

Marketing, Communication and Engagement

- Ensure effective marketing and admissions strategies are in place.
- Develop and maintain good relationships with feeder nurseries and local schools and with current and prospective parents.
- Act as a figurehead and be personally visible and involved in school events and activities.
- Promote and build the reputation of the school to all, especially parents, and create a brand that is distinctive and appealing to all those that desire an independent education.
- Develop close relationships with the heads and other key individuals at relevant senior schools, to support parents and pupils in navigating the 11+ entrance process.
- Ensure that the school communicates well with all stakeholders, explaining its decisions, making clear its priorities and promoting its activities.

Management of School Finance and Operations

- Work in partnership with Bellevue and the Finance and Operations Manager to set budgets and to ensure that Bellevue is briefed fully on the school's resource and development needs based upon forecast pupil numbers and the educational requirements of the school.
- In collaboration with Bellevue, be responsible for the overall management of the school and be accountable for the use of all funds and resources.
- Ensure the appropriate deployment and management of all resources (financial, human and physical) across the school in support of the overall vision and plans.
- Ensure a coherent administrative and support structure is in place and that operational matters are dealt with efficiently and effectively in order to maintain high quality pupil outcomes at the school and secure efficiency and value for money.

- Identify and leverage opportunities for generating additional income streams across a range of enterprise activities
- Develop and maintain a strong grasp of financial planning and budget management for the school and ensure its sound financial performance.
- In collaboration with Bellevue, prioritise and plan capital expenditure.

Governance

- Ensure that the school maintains legal and regulatory compliance, that risks are monitored and mitigated, safe recruitment procedures are in place and are followed and that health and safety of all members of the school community is safeguarded and prioritised.
- Maintain open lines of communication to develop and maintain strong and positive relationships with Bellevue.
- In cooperation with Bellevue, formulate, develop and review the School's strategic plan and development plan.
- Lead all key governance touchpoints with detailed and effective presentations that show accountability and a willingness to improve the school.



THE PERSON

The next Head of Gateway School will be an experienced junior school leader from the state or independent sectors, ambitious to secure and succeed in their first Headship.

Whether currently located in the UK or seeking to return following an international role, the successful candidate will bring an outward-facing and visible style of leadership, will have an excellent understanding of 11+ education and will have a desire to nurture Gateway's missions and values. They will also be comfortable operating in a commercial context, given the school's membership of Bellevue Education.

The successful candidate will have the following key skills, experience and attributes:

Personal Attributes

- Inspirational and enthusiastic leader with the presence, gravitas and empathy needed to empower and motivate others.
- A selfless, inclusive and collaborative approach to leadership and management, building trust, inspiring confidence and fostering team spirit.
- Approachable, visible and accessible to everyone within the school.
- Strategic and forward-looking with the ability to design and communicate a clear and compelling vision.
- Front-facing and engaging; able to present compellingly in front of pupils, staff, parents, and external bodies.
- A sense of moral values and their importance in education.
- Commitment to academic, personal and social development of pupils, understanding the experiences and concerns of their age group.
- Open, participative, and collegiate by nature, receptive to new ideas and thoughts, with an ability to listen, consult and discuss.
- Excellent judgement, integrity and sense of fairness.
- Able to act as an ambassador and professional advocate for the school, with strong personal credibility and the capacity to build relationships with a wide range of people.
- Respected and respectful.
- Naturally inquisitive.
- Considered in taking action and calm and collected under pressure.
- Resilient, driven, dedicated and determined with a good sense of humour.



Qualifications and Experience

- University degree with any additional management, leadership, and teaching qualifications are an advantage.
- A proven track record at senior management level gained in a school (independent, international, or state) with a similar ethos.
- Substantial and successful teaching experience and experience of curriculum development.
- An understanding of the preparatory school age group, the competitive nature of selective senior school environments (independent and state) and of the current opportunities and challenges in the independent school sector.
- Demonstrable experience of engaging and building relationships with the whole school community, both internally and externally.
- Experience of developing, implementing and monitoring strategic plans in support of the aims, mission and values of a school.
- Experience of leadership and management of staff and developing an open, inclusive and supportive working environment and culture.
- Capacity to supervise the full range of staff management processes, such as recruitment, development, retention, and performance management.
- The ability to supervise resource management (financial, human, and physical).
- Detailed knowledge of the most recent safeguarding legislation and an understanding of the effective implementation of robust policies and procedures.



Knowledge, Skills and Abilities

- Clarity of vision with an ability to articulate such vision and translate it into meaningful specific plans and objectives, gaining full commitment from staff, parents, pupils and Bellevue.
- Ability to genuinely delegate, empower and devolve responsibility to staff and in doing so build capacity.
- Demonstrable skills in building and maintaining strong relationships, both internally and externally.
- Excellent communicator (both verbally and in writing) with the confidence to engage meaningfully with diverse audiences.
- Excellent decision-making and problem-solving ability including evidence of having dealt successfully with a range of challenges.
- Excellent digital skills with an understanding of the increasingly prominent role technology has to play in education.
- Strong financial and resource planning skills.
- Ability to work with conflicting demands and timescales.
- Excellent up to date knowledge of, and ability to manage, risk and regulatory issues including inspection, legal compliance, child protection, safer recruitment and health and safety.

HOW TO APPLY

Bellevue Education has engaged the services of Odgers Berndtson to assist with the recruitment of the next Head of Gateway School.

CVs and cover letters should be submitted online (preferred) at: www.odgers.com/91619

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation.

Following this notice, any inclusion of your Sensitive Personal Data will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This can be found at the end of the application process. Any information collated from the Equal Opportunities Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

For an initial discussion, please contact:

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The closing date for applications:
Wednesday 12 June at 09:00 BST.

Gateway School and Bellevue Education are 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 and Barring Service.





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