



# RICHARD PATE

INDEPENDENT CO-ED SCHOOL 3-11  
CHELTENHAM

## Candidate Brief for the position of Head

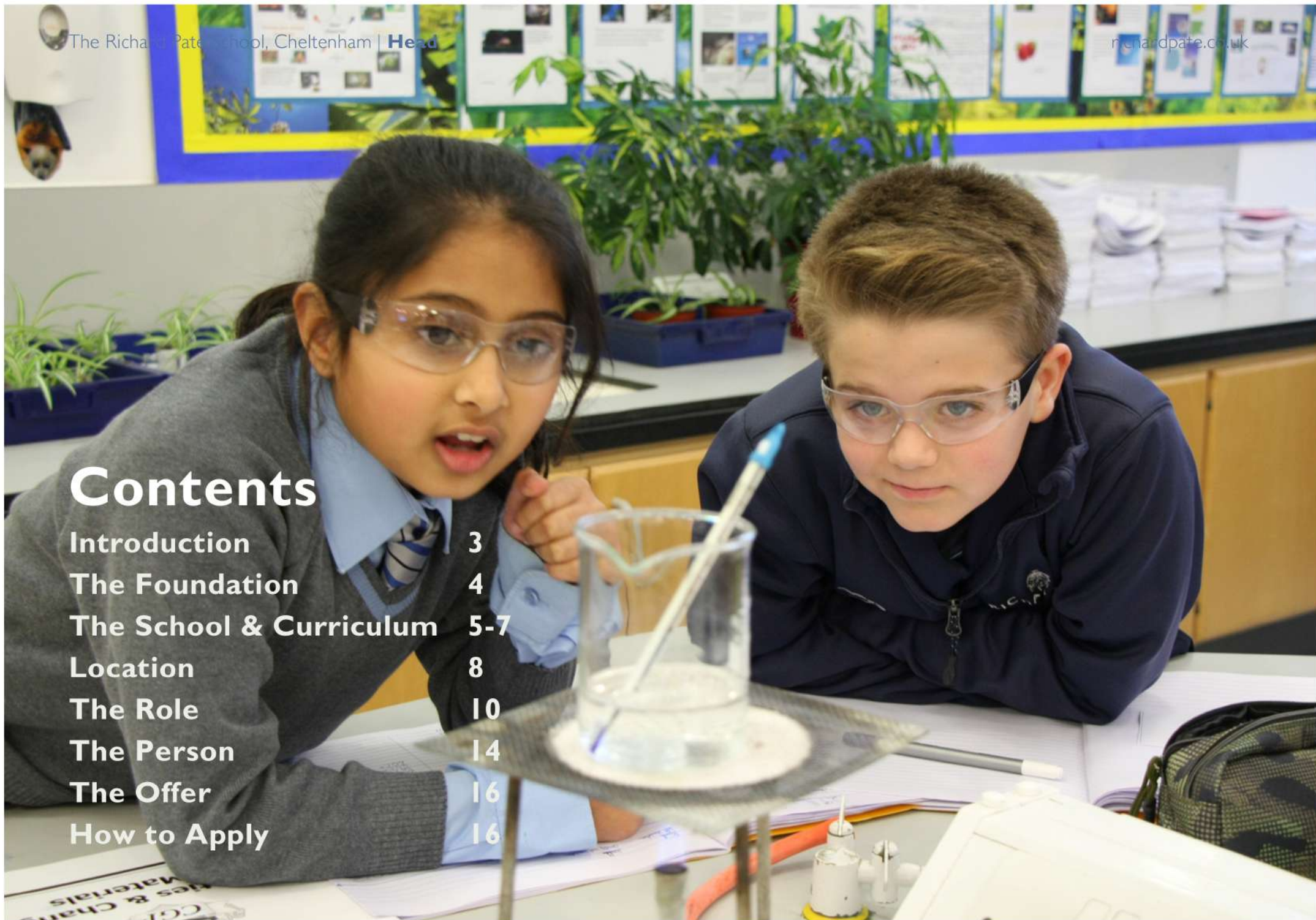
Required for September 2025

**a3c**  
Anthony Millard  
CONSULTING



# Contents

Introduction	3
The Foundation	4
The School & Curriculum	5-7
Location	8
The Role	10
The Person	14
The Offer	16
How to Apply	16



# Introduction

Set in a beautiful 11-acre semi-rural site in Leckhampton on the outskirts of Cheltenham, the Richard Pate School is an outstanding standalone, independent day prep school that prides itself on offering an all-round education for children aged 3-11. It is a happy and aspirational school offering a love of learning, breadth of opportunity and a strong sense of community and fun.

We are passionate about treating each child as an individual and giving them the great beginning that is right for them and their unique abilities. With small class sizes, excellent resources both in and outside of the classroom and a dedicated and talented teaching staff, we have an excellent record in preparing children for the 11+, independent school scholarships and local comprehensive school places and helping parents choose the right onward destination to suit their particular child.

Following the retirement announcement from our current Head, we are excited to invite applications for our next Head to lead our dedicated staff and I am delighted that you have taken an interest to join us. We look forward to meeting you.

## **Jane Williams**

Chair, The Richard Pate School Committee



# The Foundation

The Richard Pate School is owned and operated by the Pate's Grammar School Foundation, a charity which also supports Pate's Grammar School.

In the reign of Queen Elizabeth I, Richard Pate endowed his old college, Corpus Christi, Oxford, with property he had purchased, on condition that three-quarters of the income should be used by the College 'for the perpetual maintenance and foundation of a free Grammar School at Cheltenham ... and also a Hospital or Almshouse for six old poor people'.

The Grammar School in Cheltenham was founded in 1574, and is now known as Pate's Grammar School. The Richard Pate School, which was originally the junior department of the Grammar School but is now independent of, was founded in 1946 and relocated from the centre of Cheltenham to its current site in 1987.

## Trustees

A sub-committee consisting of Trustees forms the Richard Pate School Committee which oversees the operational running of the School.

Curriculum and staffing matters are addressed by the Committee as a whole. The Committee reports to the rest of the Foundation Trustees at quarterly Foundation meetings.





## The School & Curriculum

The Richard Pate School strives for the highest standards in all academic subjects of the curriculum while also offering children a range of activities from sport, music, dance and drama to forest school, language explorers and library clubs.

The school caters for boys and girls from the ages of 3 to 11, with a capacity of 310 pupils. The school is child-centred rather than driven by academic results, yet it achieves high standards in all areas.

All subjects are taught with regard to the national curriculum and 11+ Common Entrance and scholarships to independent schools. In addition, our children are thoroughly prepared for the entrance tests to grammar schools.

Our aim at the Richard Pate School is to offer a high quality, varied and stimulating education, appropriate to the needs of each child so they are well prepared for the next stage in their education.

We do this through:

- Providing a secure and supportive environment where children and staff feel valued as individuals within a family community;
- Our curriculum, which combines strong traditional values with a forward- thinking approach;
- Offering excellent academic and extra-curricular experiences both within and beyond the classroom to develop and enhance confidence, independence and cooperative skills;
- Cultivating a broader understanding of themselves and others and their role within the school community and the wider world;
- Stressing the importance of manners, mutual respect and self-discipline;
- Nurturing happy children with a love for learning.

We pride ourselves on our family feel at school where everyone knows everyone.

In the school's most recent Independent Schools Inspectorate (ISI) report in 2020, it was found to be 'excellent' in all areas including Pupils' Academic Achievement and Personal Development, and meets all the standards of the Focused Compliance. The school has very recently been inspected in June 2024 and is awaiting the report.



## Extra-Curricular

At Richard Pate, our children receive the best education to help them succeed in academic life and prepare them for senior school. Whilst this is of-course important, we also believe that a child's learning goes beyond the classroom, and that children benefit from the development of their own specific interests and skills.

To support this growth, we offer a wide range of co-curricular activities in Music, Drama, Dance and Sport, led by our team of enthusiastic staff as well as some external providers.

We have an excellent sporting record reaching regional and national finals on a number of occasions and a team of specialist sports coaches offering rugby, hockey, netball, football, cricket, swimming, tennis and athletics.

In addition to sport, drama, music and dance clubs, we also offer a full programme of clubs which take place before and after school and during lunch breaks. Activities range from Gardening, Science, Ukulele and Outdoor Learning to Sewing and Chill Out.



# Location

The Richard Pate School is situated in Leckhampton on the outskirts of Cheltenham.

Cheltenham is well known for being one of the most attractive Regency towns in England and historically the original and most fashionable spa.

Less than a hundred miles from London, it is nestled between the Cotswold Hills and the Wye Valley, and has excellent transport links with a direct train to London from Cheltenham Spa and easy M5 access at junctions 11 and 11A.

Cheltenham has a thriving cultural scene that includes two concert halls and three theatres. There are numerous festivals such as, the festival of music, literature, science, food and drink, the infamous jazz festival and the Wychwood festival. For sporting fans, the highlight of the year is the annual horse racing festival in March, culminating with the Cheltenham Gold Cup.

The school itself is purpose built and set within a semi-rural 11-acre site, including extensive playing fields and a beautiful woodland area. We have invested significantly in the school over the years and are very fortunate to benefit from specialist facilities including an art studio, science lab, music centre and a floodlit astro pitch.







## The Role

The school is looking to appoint a Head to guide, inspire and encourage all staff and pupils to fulfil their potential, providing effective, dynamic and inspirational leadership to the whole Richard Pate School community.

The Head will work closely with the Senior Leadership Team (SLT) to ensure an effective curriculum and organisation of the school day and year.

The SLT comprises of the Deputy Head Academic, Deputy Head Pastoral, Bursar, Head of Prep, Assistant Head of Prep, Head of EYFS and Nursery and Co-Curricular/Curriculum Lead.

The Head reports to the Chair of The Richard Pate School Committee and has overall responsibility for leading and managing the whole school by implementing its ethos and aims.

Knowledge of 11+ entry and independent and state senior school entrance requirements is essential, as is the ability to develop an understanding of the complexities of the Gloucestershire senior schools market.

An important part of the Head's role is establishing and maintaining good relationships with senior schools and advising families on suitable choices.

## Strategy and leadership

The Head will provide clear vision, inspiration, leadership, and management to create a climate which enables every member of the school community to flourish.

They will work collaboratively with the Senior Leadership Team and Trustees to provide strategic direction in the development and implementation of the strategic vision for The Richard Pate School.

While motivating the staff, they will monitor the standards of teaching and learning through appraisals and evaluation of staff performance and promote a culture of high expectations underpinned by continual personal and professional development.





## Academic standards

The Head will oversee the academic curriculum and co-curricular provision to ensure that there are appropriate policies and procedures in place to support the educational vision, that include systems to maintain the high standards of teaching and learning.

They will also promote the safety and security of pupils, overseeing their academic, social and moral welfare, and inspire good pupil discipline.

## Admissions and Marketing

The Head is the public figurehead of the school and with that they will promote and protect the image of the school at all times. They will continually develop the school's profile in Gloucestershire and the surrounding area for the purposes of effective student recruitment and reputation management.

They will work closely with the Head of Marketing and Communications to monitor the recruitment of students, ensuring that target student numbers are met through an excellent admissions policy.

It will be imperative that the Head will demonstrate an awareness of the challenge of the new Government's policies.

## Community engagement

The Head engages readily with the wider school community, ensuring the wellbeing of all, through outstanding pastoral care.

They will ensure that the school maintains a constructive relationship with relevant authorities, and build on excellent methods of communication and engagement with parents.

They will also be responsible for:

- Maintaining good, clear and effective communication, such that staff and pupils are aware of, and feel part of a vibrant, cohesive community;
- Forming and maintaining positive relationships with the students, their parents, alumnae and the wider community;
- Representing and interacting on a professional level with Heads and colleagues in both maintained and independent schools;
- Maintaining relationships with IAPS and ISC and representing the School externally to professional bodies and at all appropriate events including active support of extra-curricular events, and
- Building and maintaining a good working relationship with the SLT, office and all other staff to ensure all feel valued for their contribution to the school.





## The Person

The Head of The Richard Pate School will be an inspirational person and collaborative leader who can secure the full engagement of staff, pupils and parents in delivering outstanding leadership of the school.

It will be essential they pursue high academic standards within a broad curriculum and a culture aligned to the values of the School that enables each child to develop a strong love of learning.

He/she is likely to have held a position of seniority and responsibility within the prep/primary age range and will be able to display strong but non-threatening and highly visible leadership skills.

The successful candidate will have the following knowledge and personal qualities:

- A strategic mindset, with demonstrable experience of change management;
- An excellent relationship builder who is personable and professional and will inspire the confidence of the school community, with the ability to form positive relationships with pupils, staff, parents and Trustees;
- An excellent knowledge of the range of senior schools, especially in the Gloucestershire area, would be useful;
- Confidence as a natural networker and communicator who will earn respect and command the interest and imagination of staff, pupils and parents;
- The ability to see opportunity and respond positively to the ongoing challenges of the sector.

## Character & values

The Head's character will be in sympathy with the aims and ethos of the school, and they will be able to display high levels of emotional intelligence, as well as empathy especially with children.

They will be highly motivated, and possess a positive can-do approach, and be an exceptional role model with high standards of confidentiality and integrity.

Another key trait will be the ability to engender trust, manage others effectively, delegate skilfully and empower all colleagues to show initiative and give of their very best.

The ability to build and lead a strong team of staff is essential, along with the ability to empower individuals within the team.



## Experience & qualifications

It is expected that the successful applicant will be a graduate with experience of teaching Primary age school children.

They are likely to have held a position of seniority and responsibility, have had experience of management and strategic development, and display strong, active and visible leadership skills.

They will have excellent administrative and organisational skills with the ability to manage change and work calmly and professionally under pressure.

The ability to plan and implement a budget based on a realistic analysis of needs is essential, as is a general commercial awareness.

An excellent understanding of their role in the context of safeguarding children, young people and vulnerable adults is essential.

The package for this position includes:

- A competitive salary according to experience
- Partial school fee remission (if applicable)
- Relocation package (if applicable)
- Pension, in Teachers' Pension Scheme
- A comprehensive Continued Professional Development program
- The opportunity to work with a supportive SLT, Board of Trustees and a fantastic team of dedicated teaching staff.



# How to Apply

Anthony Millard Consulting are assisting The Richard Pate School with the recruitment of the next Head. Candidates should submit the online form on the vacancy page at [www.anthonymillard.co.uk](http://www.anthonymillard.co.uk) and upload a CV and covering letter addressed to Mrs Jane Williams, which addresses the job description and person specification.

## REFERENCES

Names, addresses, email addresses and telephone numbers of three referees (including current and past direct line managers) are required, but will only be taken up with each candidate's consent.

## KEY DATES

**Wednesday 25 September, noon** Closing date

**2-3 October** Long list interviews

**11-12 October** Final interviews

For an initial discussion in the first instance, please contact Anthony Millard Consulting:

Rod Grant: [rod.grant@anthonymillard.co.uk](mailto:rod.grant@anthonymillard.co.uk)

Natasha Watson: [natasha@anthonymillard.co.uk](mailto:natasha@anthonymillard.co.uk)

Pate's Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. In accordance with the DfE's Keeping Children Safe in Education 2024, references will be sought on all short-listed candidates prior to interview, and online checks undertaken.

Pate's Grammar School Foundation is an equal opportunities employer. Please let us know if you need reasonable adjustments for any part of the recruitment process.

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 in your CV and application documentation.





# RICHARD PATE

INDEPENDENT CO-ED SCHOOL 3-11  
CHELTENHAM

We look forward to  
speaking to you.

**a3c**  
Anthony Millard  
CONSULTING

