



Brief for the position of

# Head of Pocklington Prep School

For September 2020

The role of the Head of Pocklington Prep School arises at an exciting time for the whole Pocklington School Foundation. The successful candidate will have the opportunity to build upon the existing achievements of the School whilst developing and implementing our ambitious Strategic Education Vision for this successful co-educational day and boarding Foundation.



# Background

Pocklington School was founded in 1514 by lawyer and clergyman John Dolman, a visionary who understood the value of education. Dolman established a guild in the local parish that gave support to the poor and also provided a school.

Steeped in the values of truth, trust and courage, the School is one of the oldest in the country and has inspired pupils for over 500 years.

Whilst Pocklington is proud of its rich heritage, it is by no means complacent and continually seeks to identify innovative ways to enthuse and inspire. Tradition, a strong sense of community and an individualised approach to education makes Pocklington what it is today. As the School continues to evolve, its focus is also on preparing its pupils for the future by encouraging independence, broadening horizons and instilling them with our unique set of Pocklington Values and Virtues.

The atmosphere across the Pocklington School Foundation is happy and supportive and pupil and parent satisfaction levels are very high.

January 2020 sees the introduction of the Foundation's new Strategic Education Vision and sets the school on an ambitious course for the next five years.



# STRATEGIC EDUCATION VISION 20-25



## ETHOS AND VALUES

We offer incredible experiences inside and outside the classroom and believe in challenging and encouraging our students to seize opportunities that we go the extra mile to provide. These activities and our personalised approach to teaching and learning help to form the bedrock of our students' individual characters. We are a day and boarding Christian foundation that is academic and inclusive

and a family school whose togetherness, care for each other and pride in our community is evident in our outstanding pastoral provision. At the very heart of our ethos lie our "Values and Virtues"; they drive all that we do at Pocklington and mean our students leave with a strong sense of personal and social responsibility along with the ability to shape their own future.



Have the confidence to behave truthfully and honestly, treating others fairly and completing tasks to the best of my ability.

Be curious about the world around me, asking questions to develop my understanding and solve problems.

Persevere with things I find difficult, seeing mistakes as an essential part of the learning process.

Think flexibly, forming my own ideas, trying different approaches and applying what I have learned to new situations.

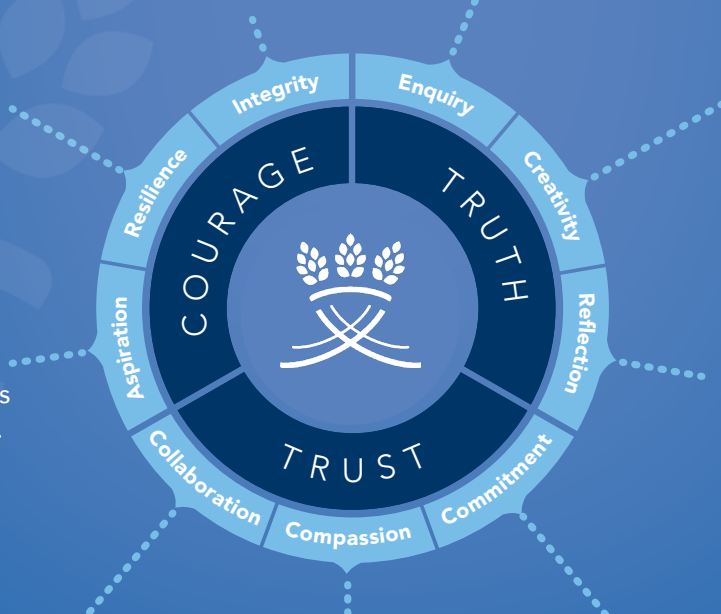
Work with motivation and increasing independence, setting myself high standards and taking pride in my work.

Consider information from a range of reliable sources to draw reasoned conclusions and reflect on what I have learned.

Work effectively with staff and pupils, and use their support to help me make progress.

Be kind and respectful of the skill, talents and viewpoints of others and celebrate their successes.

Play an active part in the school community, participating in a range of activities.





# AIMS AND STRATEGIC OBJECTIVES



## WE AIM TO:

- Embed our Pocklington Values and Virtues into all that we do
- Broaden our pupils' horizons and elevate their ambitions
- Work and engage with families in educating their children
- Embrace innovation and be conscious of tradition
- Ensure our Foundation's future as a provider of excellent education

## OUR STRATEGIC OBJECTIVES ARE TO:

- Foster and deliver learning of the highest quality
- Retain and develop our first class teaching and support staff
- Optimise our pupil recruitment
- Nurture a culture of giving back and increase accessibility to the school
- Enhance our sustainability and efficiency
- Seek national prominence for innovative practice
- Extend and deepen our links with our local, national and international community
- Develop our boarding provision in line with the highest of standards
- Use new technologies to their full potential and grow a digitally capable community
- Maintain excellence in our
  - Pastoral care and provision for mental health and wellbeing
  - Programme of co-curricular activities



Pocklington School, West Green, Pocklington, York YO42 2NJ

The Pocklington School Foundation - registered charity no 529834

## The Pocklington School Foundation

The Foundation comprises Pocklington Prep School (ages 3-11) and Pocklington School (ages 11-18). The schools combine to provide an outstanding, inclusive, co-educational, boarding and day school experience for 730 pupils (including over 200 in the Prep School) as they move through each stage of their educational journey.

Pocklington values individual respect, and throughout the two schools relationships between pupils and staff are excellent. All staff are committed to delivering the very best pastoral care and to creating an environment which supports learning and self-development. All pupils are members of a house through which regular competitions and assemblies take place.



To ensure a distinctive experience at each stage of development of its pupils, Pocklington Prep has two divisions: the Pre-Prep (including Pre-School) and Prep.

The focus of the Pre-Prep (Pre-School – Year 2) is on ensuring that every child becomes confident in the fundamentals of early learning. Dedicated, enthusiastic form teachers nurture and care for each pupil and specialist subject teachers are committed to providing a creative, positive and warm environment. Children in the Pre-Prep have access to their own outdoor area as well as benefitting from the facilities across the wider campus.

Each child has a dedicated Form Teacher who has a full understanding of the needs of the children in their class. There is also support provided by our Learning Support Department and Able, Gifted, and Talented Co-ordinator. Academic progress is tracked and monitored by key staff, allowing the school to provide the best provision. Recently, this has resulted in the removal of the Pocklington entrance assessment for the majority of pupils. Alongside providing an outstanding academic education, pupils are guided in developing the Pocklington School Values and Virtues, so that they become confident, independent learners.

The Prep School is a happy and secure place where excellent pastoral care ensures every child is listened to and looked after during their time in school. The Deputy Head is responsible for a team of staff that ensure the pastoral systems are in place to allow every pupil to thrive.



As pupils move into the Prep School (Year 3-Year 6), the emphasis on specialist teaching grows through a topic-based curriculum which allows for imaginative and creative discovery in the classroom. Pupils are afforded the opportunity to explore and develop their learning through the school's recently introduced programme of Thematic Learning. Pupils also benefit from a broad co-curricular programme, ranging from competitive sporting fixtures to playing in the orchestra. Facilities in the Prep School support its core aim to deliver the highest educational standards and pupils have access to a dedicated IT suite, library, science room and individual music practice rooms.

Further investment has recently been made to develop the outdoor learning and play facilities for Prep School pupils; this has extended opportunities for personal development beyond the classroom. The Prep School is currently undergoing a period of transformation as the building is reorganised and extended. The next phase includes incorporating the teaching of Art in to the main building, creating a new dance studio and changing rooms, and a new entrance and Reception; work is anticipated to start in July 2020.





## Life at school

### *The Arts*

A vibrant and exciting music and drama programme is designed to be inclusive and affords pupils many ways to perform and be involved. Musicians and singers of all levels can join a musical ensemble or perform solo at the mini concerts which take place throughout the year. There are in excess of 100 instrumental lessons taking place each week. The music department regularly enters competitions and has been highly successful in recent years at Pontefract Music Festival.

Art at Pocklington extends well beyond the curriculum with opportunities for pupils to develop their interests and skills in painting, drawing, and sculpting. The art department enters competitions with recent success in the Walker Morris Calendar Competition.

The Tom Stoppard Theatre is Pocklington's state-of-the-art, 300 seat auditorium dedicated to the performing arts. The theatre hosts a number of productions and public exhibitions throughout the year including the Pre-Prep Nativity, as well as productions by years 3 & 4, and years 5 & 6.

### *Sport*

Sport plays a central and formative role in the personal development of pupils at Pocklington and all are encouraged to participate whatever their aptitude and ability. Pupils are taught to play the traditional sports – rugby, hockey, cricket, and athletics for boys and hockey, netball, athletics and rounders for girls. The school also provides a comprehensive fixtures list across all the major sports through all three terms for years 3 to 6. Pupils receive weekly P.E. and swimming lessons.

In addition, we support our pupils in other sports such as equestrian, shooting and trampolining. Through their experience of competition, some pupils go on to compete regionally and at national level.

### *Outside the classroom*

Throughout their time at Pocklington, pupils are encouraged to participate in a diverse range of co-curricular activities which are designed to build self-confidence and hone leadership and teamwork skills within a supportive and safe environment. A structured programme of activities is offered to pupils in the Prep School. There is also an active School Council and Eco-team.



# POCKLINGTON SCHOOL

Ages 11 to 18

## *Pocklington School*

As Prep School and pupils from feeder schools enter the Lower School (Year 7-Year 8), pupils are exposed to a broad curriculum which aims to develop their academic interests and talents.

Pupils in Years 9, 10 and 11 belong to the Middle School which provides specialist attention to pupils' particular academic and pastoral needs as they prepare for IGCSE and GCSE examinations. A wide variety of subjects is offered and the Middle School is proud of its academic achievements which regularly place Pocklington School amongst the country's highest performing schools for its value-added contribution.

As they move on to Sixth Form, students are encouraged to take greater responsibility for their own learning and have the flexibility to structure their own programme, making decisions in order to balance their workload with other commitments. There are 25 subjects offered at A level and BTEC, which allows students to tailor their studies to individual strengths and interests.

In Lower Sixth, all pupils choose 3 A level subjects or 1 BTEC and 1 A level to study. In addition, they select from a range of enrichment qualifications.

Over the last three years, Upper Sixth Form students have consistently maintained an A level pass rate of 100% (A\*-E grade), with a high percentage gaining A\*-B grades. Almost 50% of pupils leaving the Sixth Form go on to attend Russell Group universities with others choosing a variety of alternative pathways including apprenticeships, the Armed Forces and study abroad schemes.





## Boarding

Pocklington offers flexibility in its boarding provision to meet a variety of different needs. Through providing some of the best boarding facilities in the country, Pocklington is able to genuinely offer a home from home experience, with many pupils choosing to board. Boarders are placed in one of four single sex boarding houses located on campus: Orchard and Faircote for girls, and Dolman and Fenwick-Smith for boys.

## The campus and local area

In addition to four boarding houses and specialist teaching facilities for music, science, and other academic subjects, the School's 45 acre rural campus includes the Tom Stoppard Theatre, the new Art and Design Centre, as well as 21 acres of grass rugby, cricket and hockey pitches.

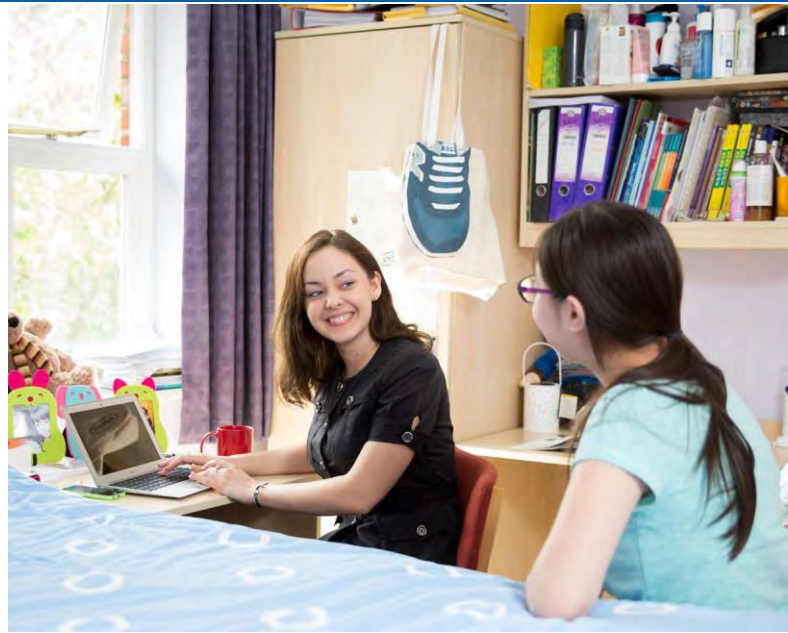
There are also two full-sized Astro turf pitches, one of them floodlit, which can be used for hockey and netball in the winter and are transformed in the summer into 18 tennis courts. The School also has an indoor swimming pool and a sports hall.

The small and friendly town of Pocklington is in the East Riding of Yorkshire, 12 miles east of the historic city of York. The town is surrounded by beautiful countryside close to the Yorkshire Wolds and a short distance from The North York Moors National Park and the Yorkshire Dales. The Foundation regards itself as a key part of the surrounding community and plays an active role in its development.

## Old Pocklingtonian Association (OPA)

The OPA was established over 100 years ago for former pupils of Pocklington School and today boasts more than 4,000 active members. It continues to play a pivotal role in the school community, offering a wide range of social, sporting and careers events and opportunities.

Recently, the OP careers network joined forces with Pocklington School to form the Pocklington School Foundation Careers and Business Network, with aims to help each other thrive in a highly competitive world.





# The Role

The Head of Pocklington Prep School is responsible to the Headmaster for the leadership and overall management of the Prep School. The Head meets with the Chairman of the Governors termly and attends meetings of the Governing Body and the Prep and Education Committees. The Governors take an active interest in the school and work closely with the executive to drive forward future developments.

The Head is a member of the Pocklington Foundation Planning Group which is led by the Headmaster and consists of the Bursar, the Deputy Heads (Senior and Prep Schools), and the Curriculum, External Relations and Pastoral Directors. The Head consults with the Bursar over budget planning and matters relating to the development and maintenance of the estate.

The Prep School Management Group is made up of the Deputy Head (& Head of Pre-Prep), and Assistant Heads for Curriculum and Co-curriculum. Currently this team meets weekly and is responsible for the strategic leadership and day to day operation of the school.

## Key responsibilities:

### *Strategic Direction*

- Work with the Headmaster and Governors to develop a clearly articulated vision and set of strategic goals for the Prep School, in line with the Foundation's Strategic Education Vision.
- Develop and implement action plans to meet these strategic goals and translate them into clear and measurable targets for monitoring.
- Secure the commitment of the School's key stakeholders to the vision and overall direction of Pocklington Prep School, including staff, parents, and the wider community.
- Be aware of, and respond to, the local and wider external environment of the Prep School, adapting plans and strategies in response as necessary.
- Seek opportunities that set us apart from and above local competitor schools.

### *Leadership and Management*

- Provide overall leadership and role modelling to staff, maintaining and developing a culture of excellence across all areas of Prep School life and a deep commitment and sense of involvement and belonging as part of a high-achieving, academic community.
- Maintain and sustain the strong, cohesive, engaged and proactive Management Group, ensuring that roles and responsibilities are clearly defined and that the highest standards of performance are set.
- Ensure excellent communication with the whole school community and be visible and accessible within the School to staff, pupils and parents.
- Further enhance the reputation of the School and as a result recruit and retain high-quality staff and attract outstanding pupils.
- Deliver excellence in the arts, drama, sport and music through high levels of pupil achievement and participation.
- Ensure the provision of the highest possible standards of pastoral care, and that the physical and mental health and well-being of all pupils remains at the heart of day to day life.
- Work closely with the Designated Safeguarding Leads and other senior members of staff to oversee all aspects of monitoring and safeguarding.
- Play the lead role in monitoring health, safety and welfare of all staff, visitors and pupils within the Prep School.
- Develop, implement, and maintain oversight of school policies and procedures.
- Maintain a strong working relationship with the Foundation Management teams in order to contribute effectively to the wider school community and ensure complementary onward progression for pupils to the Lower School.
- Oversee the recruitment of staff, their induction and professional development.
- Monitor staff performance, ensuring highest standards of teaching and learning whilst upholding staff welfare.
- Oversee the calendar, ensuring a full and thriving co-curricular programme.







### *Academic and Educational Leadership*

- Oversee the continual development of an inclusive and accessible curriculum informed by rigorous academic standards and create an environment of continuous evaluation and advancement.
- Ensure focus on the attainment of each pupil's individual academic potential through the delivery of value-added in pupil learning, development and achievement.
- Oversee procedures relating to assessment and regulation, reporting on pupil performance and progression.
- Maintain the highest standards of pupil culture and behaviour throughout the Prep School.
- Ensure that all required processes and procedures are in place to obtain positive results from inspections and provide guidance and leadership through the inspection process.
- Ensure that lessons and activities delivered by staff across the School provide appropriate challenge and high expectation for all learners.
- Ensure an exciting and varied co-curricular programme is available to all pupils and attracts high levels of participation.

### *Business Management*

- Contribute to the strategic financial planning of Pocklington Prep School working closely with the Headmaster, Bursar and Governors.
- Ensure appropriate deployment and overall management of resources (financial, human and physical) in support of the ethos, aims and strategic objectives.

### *External Engagement*

- Act as a figurehead and further develop the close links held by the Prep School within the local community.
- Work closely with the External Relations Director to ensure that effective and creative marketing strategies are in place.
- Take all appropriate opportunities to publicise the School and ensure positive relationships with current and potential parents.
- Sustain and build effective relationships with the Heads of all current and potential feeder preparatory, infant and junior schools, and nurseries.
- Speak and write with passion about Pocklington Prep School, eliciting recognition in local, regional and national press for the School's achievements.
- Build on the educational outreach to local maintained schools and ensure the School is proactive in the role it plays within the local community in accordance with its obligation to provide public benefit.
- Take full advantage of IAPS and HMC Junior membership.





# The Person

It is expected that the next Head of Pocklington Prep School will be a committed and inspirational leader of the highest calibre. Applications are invited from candidates with the following key skills, experience and attributes:

## Qualifications and experience

The successful candidate will have:

- A degree, with an additional post-graduate leadership and/or management qualification an advantage.
- A proven track record of success in academic leadership and management at Prep School level, most likely obtained at Senior Management level.
- Demonstrable experience of academic success and excellence in teaching.
- A proven track record of success in developing relationships with a range of stakeholders.
- Experience of building, leading and developing teams.
- Experience in managing human, financial and physical resources.
- Experience gained in a boarding school setting would be an advantage although is not essential.

## Knowledge, skills and ability

The successful candidate will have:

- Outstanding communication skills (both written and verbal).
- Ability to demonstrate commitment to the pursuit of educational excellence and achievement of the highest possible academic standards.
- Ability to inspire and motivate both staff and pupils alike, and adopt an innovative approach to the development of a clear educational vision.

- Ability to demonstrate commitment to the delivery of a broad and far reaching co-curricular programme which provides a wealth of sporting, artistic, cultural and personal development opportunities.
- Commitment to meaningful engagement and working in effective partnership with the local community.
- Strong commercial, financial and business acumen.
- A keen interest in PR and marketing and the willingness to actively engage with and provide the necessary support for them.

## Personal

The successful candidate will display:

- Evidence of sharing the values of Pocklington, with a strong commitment to the vision of the School whilst also being in sympathy with the School's Christian foundation.
- A commitment to and support of the welfare of all staff and pupils.
- Ability to inspire trust and confidence in all stakeholders: parents, governors, staff, and pupils.

The successful candidate will be:

- Authentic, genuine and resilient with excellent judgment and integrity.
- Charismatic, confident and assured with a palpable enthusiasm for all areas of school life.
- Energetic, adaptable, resilient and decisive.
- Self-aware with a willingness to seek advice and ask for support.





# How to Apply

Candidates are requested to complete an online application form via the TES website, the link for which can be found at [www.pocklingtonschool.com/Job-Vacancies](http://www.pocklingtonschool.com/Job-Vacancies), or through the TES website directly at [www.tes.com/jobs/](http://www.tes.com/jobs/)

No other form of application will be accepted unless under exceptional circumstances. If you are unable to apply online due to a disability, then please contact the Foundation's Human Resources Team on 01759 322666 or e-mail [recruitment@pocklingtonschool.com](mailto:recruitment@pocklingtonschool.com)

*The Pocklington School Foundation is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection training and screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

For an initial discussion, please contact Toby Seth, Headmaster, on 01759 321200

The closing date for applications:  
**9.00am GMT on 23<sup>rd</sup> January 2020.**

Shortlist interviews with the Selection Committee will take place at Pocklington School on 3<sup>rd</sup> February 2020, followed by briefing visits to the School later that week for those invited through to the final stage.

Final interviews will take place w/c 10<sup>th</sup> February 2020.

*The Pocklington School Foundation, Registered Charity No. 529834 comprises Pocklington Prep School and Pocklington School, Pocklington School Trustee Limited, Registered in England and Wales, Company No. 6560143 administers the Charity. Registered Office: West Green, Pocklington, York YO42 2NJ*





