



FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

HEAD

CANDIDATE INFORMATION

Introduction

This is an exceptional opportunity to be the Head of a successful independent co-educational, boarding and day school with an exciting and secure future.

Established 140 years ago, Forres Sandle Manor is a delightful family centred school with an enviable history. The School is seeking a dynamic Head, with an ability to inspire, to navigate it through the next exciting stage of its development.

Located on the edge of the New Forest, in Fordingbridge, Hampshire, Forres Sandle Manor offers a holistic, rounded education and prides itself on a strong sense of community and family.

The School is set within 35 acres of stunning grounds. The original manor house and main focal point is recorded in the Domesday Book; an Elizabethan House, largely rebuilt around 1900 but retaining the Tudor style, now home to extensive boarding facilities. Beyond lie the sports fields, an astro pitch, a heated swimming pool, cricket pitches, a multipurpose sports hall, netball/tennis courts, as well as beautiful woodland. Significant funds are set aside to construct a new STEM block, which will also include new art and design facilities.

The successful candidate will be enthusiastic, energetic and demonstrate a commitment to the highest possible educational standards to ensure that every pupil excels and every member of staff reaches their full potential; an ambitious and innovative leader, who is ready to challenge and motivate. The position affords considerable independence. It will require the capacity to lead strategically, to understand the school as a business as well as the ability to engage with all key stakeholders.



Governance and Leadership

The Governing Body provides governance oversight and will work closely with the new Head advising and supporting his or her endeavours. The Head will attend all the usual committee meetings (Main Board, Educational Sub-Committee, and Finance & General Purpose Committee).

Aims and Pastoral Care

Forres Sandle Manor School staff are dedicated to doing the very best for the pupils in their care. This is evident in the nurturing atmosphere and the positive relationships that exist between all members of the School community. Every child is made to feel important and secure, a valued member of the School, allowing their learning to develop and encouraging independence of thought. The pastoral care is excellent; teachers demonstrate concern for their pupils and readily listen to their views. The School's aim is to provide a supportive, physical, emotional, and intellectual environment, its ethos best encapsulated in the statement that "Happy Children Succeed".



Location

The school stands in acres of wonderful countryside located on the borders of Hampshire, Wiltshire, and Dorset. Fordingbridge, a small, picturesque, riverside town, is referred to as the 'Gateway to the New Forest' and is located between the cathedral city of Salisbury and the coastal conurbation of Christchurch, Bournemouth and Poole. The area is steeped in history and boasts easy access to the beaches of the Jurassic coast, riverside walks, the New Forest, and numerous historical and family attractions. It is one of the most beautiful locations in Southern England.

The School is located 12 miles from Salisbury, and less than 20 miles from Bournemouth town centre.

The Candidate

The School seeks an ambitious proven, or aspiring, Head to consolidate its strengths and to lead it into the next stage of its development whilst, at the same time, initiating and inviting new ideas and approaches on best ways to increase pupil numbers and maximise the opportunities available. The role requires a strong but empathetic leader who will engender passion in the staff and strive to inspire by example. The successful candidate will be a qualified teacher with strong communication skills, an understanding of a school as a business and will demonstrate a commitment to the School's ethos.

Job Description

The Head is appointed by the Governing Body and is accountable directly to them.

Key aims of the role

- To lead, motivate and develop the School and its staff so that it fulfils the academic, pastoral, spiritual and social needs of the pupils and their parents, by providing an excellent, broad-based education in line with the School's ethos;
- To manage the recruitment and retention of pupils and to build the reputation of the School;
- To work with the Governing Body, drawing on their experience and expertise; to fulfil all the duties and responsibilities for the proper governance of the School, and to ensure that the Governing Body receives timely notice and appropriate information on all relevant matters;
- To work closely and cooperatively with the Director of Finance and Operations, in accordance with the Governing Body's strategic direction in terms of financial matters and site development.

Key responsibilities of the role

- The leadership and management of the School;
- The care and development of each pupil whilst maintaining excellent academic standards within the School;
- The pastoral care and welfare of all staff and pupils;
- The overall financial performance of the School, in relation to which the Head will be assisted by the Director of Finance and Operations, and the annual budget agreed by the Governing Body.
- Leading, managing and motivating the Senior Leadership Team and, with them and through them, all academic and support staff;

- The appointment of all staff; the Governing Body would be involved with senior appointments;
- The assessment, appraisal, guidance, support and professional development of all teaching staff with the objective of achieving inspirational teaching at all levels;
- The marketing of the School including: the public relations profile, the establishment of positive relations with prospective parents, the production of publicity literature, any advertising and management of the School's website;
- Recruiting a full complement of pupils and overseeing admission procedures;
- Planning and implementing an effective curriculum and timetable;
- Planning and implementing the academic organisation of the School, reviewing as appropriate;
- Monitoring pupils' progress and ensuring that parents are provided with regular and appropriate feedback, setting realistic expectations;
- Creating the appropriate balance between all areas of school life, extra-curricular activity, and community involvement;
- Establishing and maintaining good relationships and regular contact with Senior Schools, and advising parents on suitable choices for their children;
- Maintaining good communications and relationships within the School and with key stakeholders, including: neighbours, local schools, the local community, former pupils and parents;
- Developing and maintaining good professional relationships with the parents of pupils;
- Delegating effectively and appropriately to achieve the above. This includes Child Protection and Safe Guarding; therefore the successful candidate should be suitably qualified.



The Head is responsible, directly and by delegation, for

- Ensuring that the School meets all its legal obligations including compliance with Child Protection, Data Protection and Health and Safety regulations;
- Implementing policies agreed by the Governing Body and contributing to the vision for the future of the School through strategic leadership and planning;
- Submitting policy proposals for the approval of the Governing Body or assisting them in the development of tactical and strategic policies, as well as implementing and monitoring these policies;
- In partnership with the Director of Finance and Operations ensuring that the Governing Body receives sufficient and timely information and advice in order to make informed decisions;
- Implementing agreed Governing Body decisions;
- Preparing and updating the School Development Plan.

General

To undertake other duties appropriate to the general purpose of the post, which may from time to time be reasonably assigned by the Governing Body ;

- To carry out teaching duties as appropriate;
- To set an example of continuous personal development, participating in appropriate training in order to maintain an up-to-date professional expertise.
- The new Head should be aware of trends in education, the requirements for Nursery, Primary and Secondary schools, public examinations and, where appropriate, recommend policy changes to the Governing Body;
- It is expected that the Head will be a member of IAPS and will represent the School on other bodies which the Governing Body deems suitable.



Person Specification

Personal Attributes

The successful candidate will have the personal qualities to lead, motivate and inspire the School, and will:

- Demonstrate authority and leadership quality, leading by example, and commanding the respect of pupils, staff, parents, Governing Body;
- Have the ability to make and implement sound decisions in the best interest of the School;
- Have a passionate commitment to the academic, personal and social development of the pupils, and understand the needs and concerns of pupil age groups, ethnic backgrounds, and parental ambitions;
- Uphold the School's ethos and act with strong moral values and judgment;
- Have appropriate resilience and self-confidence, and inspire confidence, whilst remaining considerate of the needs of others, with an ability to deal sensitively with conflict;
- Be receptive and diplomatic in all dealings with parents;
- Display enthusiasm, energy, and imagination, with the courage to innovate and an unwavering commitment to the continued development of the School;
- Have an open, empathetic, and participative style, with an inclusive and empowering approach to management, leading to good delegation with the ability to build trust and engender team spirit;
- Be a good listener with strong emotional intelligence skills, able to relate to, value and communicate well with all members of the school community, both individually and as a group;
- Be well-organised with excellent time-management skills and the ability to work to a deadline;

- Develop and maintain strong and positive relationships with the Governing Body, other members of the Senior Leadership Team, and colleagues;
- Demonstrate personal strength of character through transparency, integrity and fairness;
- Show strength and charisma in presentation and public speaking;
- Possess a sense of humour.

Professional Skills

The Head will have the professional skills, abilities, and experience to manage and develop the School effectively, and will:

- Be able to provide leadership in accordance with the School's ethos and aims;
- Be aware, at all times, of the current requirements for the safeguarding of children;
- Be a graduate, qualified, experienced and successful teacher, with a love of teaching and an awareness of developments in the wider educational environment;
- Be familiar with the demands of SEN education, recognising and supporting the School's reputation in this regard;
- Be cognisant of modern educational theory and practice and aware of national changes which affect the curriculum;
- Have relevant experience as part of a leadership team and an understanding of a School's financial environment;
- Understand the dynamics of a smaller school;
- Have the self-discipline to work within predetermined budgets;
- Show a commitment to sound principles of management through the establishment of clear standards and expectations of performance, effective delegation, and time management;
- Demonstrate sound judgment in the appointment, development and retention of the teaching staff, and in the support and encouragement of support staff;

- Have the skills and energy to drive through a programme of inspirational teaching throughout the School;
- Have the ability to plan and think strategically, and actively contribute to Committee meeting discussions on organisational strategy, priorities and imperatives;
- Be able to market and represent the School effectively, through excellent communication, to prospective and current parents and the wider community, including the local press, and foster relations with a wide range of local schools;
- Be computer literate, and a confident user of IT for communications and management purposes.



Terms and Conditions of the Appointment

This is a full time, permanent position. The Head is subject to an appraisal and performance review on a periodic basis, with the first year being probationary.

- The salary will be commensurate with experience and reviewed annually;
- A 4 bedroomed family home can be available, with extensive views over the grounds, to enable the Head to fulfil their responsibilities;
- Substantial fee remission is available at Forres Sandle Manor School for staff children meeting the entrance requirements, to allow them to be educated at the School;
- The successful candidate will enter into a formal contract of employment with the School, which will also govern occupation of the accommodation referred to above;
- The responsibilities of the Head are subject to variation, by negotiation, as the needs and priorities of the School develop over time.

Application Process and Important Dates

Applications will only be considered on the submission of a fully completed application form; **please do not send a CV.**

Applications should be emailed, in PDF format, to JHolbrook@fmschool.com.

Closing date for applications: **Thursday 26th November**

First stage interviews: **Tuesday 1st and Wednesday 2nd December**

Second stage interviews: **Monday 7th and Tuesday 8th December**

The successful candidate will take up post in September 2021.

For a confidential conversation about the role contact Richard Stevenson via rs@headspaceacademics.com, or call 07722 022390.

Recruitment process supported by Headspace Academics: headspaceacademics.com.

Forres Sandle Manor School is committed to the safeguarding and promotion of children's and young people's welfare and expects all staff and volunteers to share in this commitment.

www.fmschool.com

