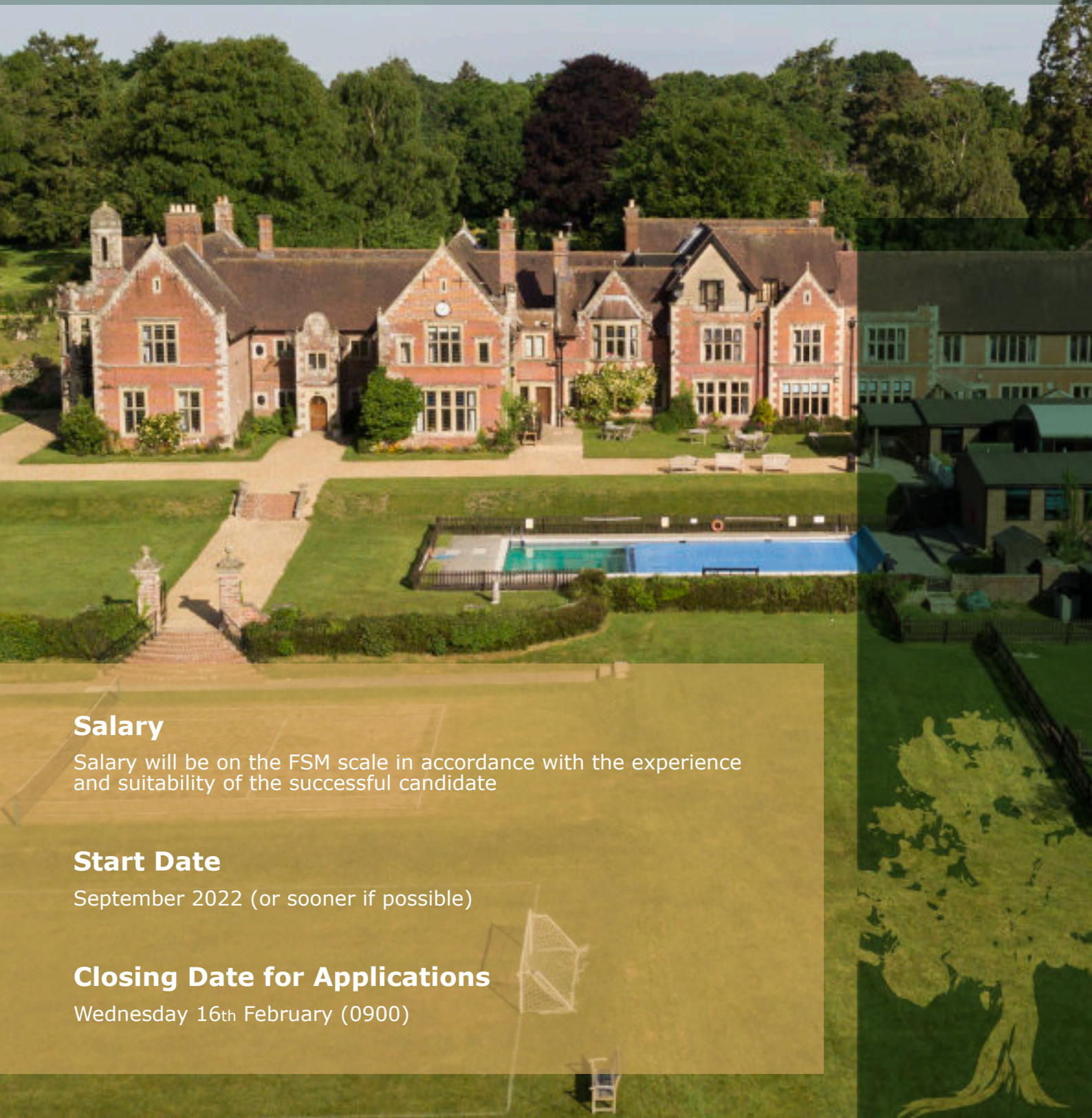




FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

APPOINTMENT OF AN ASSISTANT HEAD (PASTORAL & BOARDING)



Salary

Salary will be on the FSM scale in accordance with the experience and suitability of the successful candidate

Start Date

September 2022 (or sooner if possible)

Closing Date for Applications

Wednesday 16th February (0900)

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FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

INTRODUCTION

This is an exceptional opportunity to be the Assistant Head (Pastoral & Boarding) of a prestigious co-educational, boarding and day school with an exciting, and secure future thanks to its recent acquisition by a growing group of schools based across the United Kingdom.

Established 140 years ago, Forres Sandle Manor is a delightful family-centred School with an enviable history. The School is seeking a dynamic professional who possesses a passion for boarding and pupil wellbeing to lead on these pivotal elements across the School. The role will support an incoming Head to navigate through the next exciting stage of development, which focuses around a carefully-considered strategic move up to GCSE, commencing with an inaugural Year 9 cohort in September 2024.

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 feel.

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 the Manor House 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 STEAM block, a state of the art facility, in conjunction with a move to house older students in addition to those of preparatory age.



ROLE DESCRIPTION

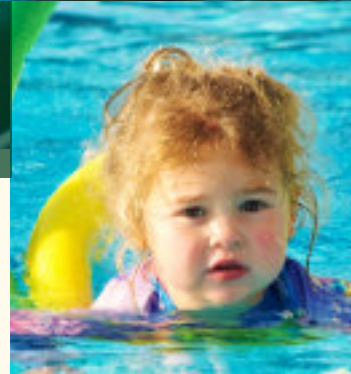
The role of Assistant Head (Pastoral & Boarding) at Forres Sandle Manor School is a newly created Senior Leadership post. This is expected to be a 'live-in' position with onsite family accommodation available for the right candidate. This is an excellent opportunity that would suit a dynamic current Middle Leader with ambition for future Headship, looking for a first Senior Leadership appointment. Alternatively, it may suit an already experienced Senior Leader wanting to broaden their reach before a next step into Headship.

The Assistant Head (Pastoral & Boarding) will be accountable to the incoming Head for all elements of the pastoral and boarding management of Forres Sandle Manor School. The prime objective of this role will be promoting the safety and wellbeing of all pupils, as well as the sustained and measurable improvement of the School's pastoral systems and boarding provision.

(S)he is responsible for excellence and compliance in boarding provision and for ensuring that pastoral care remains at the forefront of day-to-day practice. The Assistant Head (Pastoral & Boarding) will be the School's Designated Safeguarding Lead and will ensure that the School effectively applies its Safeguarding policies. (S)he will contribute to the School's overall development strategy and will support the incoming Head in its effective implementation and review.

Forres Sandle Manor has considerable strengths in different areas, in particular the commitment and quality of its staff and its familial feel which we are keen to continue fostering. The Assistant Head (Pastoral & Boarding) will work closely with the incoming Head to build purposefully on those platforms, and utilise them to develop the pastoral, boarding and safeguarding provision on offer to pupils and their families.

More specifically, the main responsibilities of the Assistant Head (Pastoral & Boarding) are as follows:





PASTORAL CARE

- To take overall responsibility for the pastoral care and wellbeing of all pupils.
- To line manage pastoral staff, ensuring that the School meets the pastoral, medical and welfare needs of all pupils.
- To oversee systems for recording pupil behaviour, rewards and sanctions, ensuring that these are used to promote excellent performance and outcomes in all areas of the School.
- To be the School's anti-bullying ambassador, actively ensuring the School's zero tolerance stance on bullying is seen to work in practice.
- To attend meetings of the School Council and help ensure that this group are enabled to affect positive improvements in pastoral elements of the School, which are communicated effectively to all stakeholders.
- To support the process of new pupil induction, ensuring that effective systems are in place to monitor and evaluate the experience of pupils joining the School.
- To organise and lead the pastoral INSET program.
- To keep and be responsible for thorough, well-organised records relating to all pastoral and safeguarding matters.
- To ensure the School is inspection-ready in all pastoral matters.
- To take overall responsibility for monitoring and maintaining excellent channels of communication to parents, educational guardians and educational agents regarding pupils' welfare and personal development.





BOARDING

- To take overall responsibility for all boarding arrangements in the School, creating a safe, familial, 'home-from-home' environment.
- To ensure all regulatory compliance for boarding is in place with respect to the NMS for Boarding.
- To act as the 'Lead Houseparent' within the boarding team taking at least 3 evening duties during the week and 1 duty on weekends.
- To effectively delegate responsibility of day-to-day boarding matters and duties when not on duty.
- To draw up week night and weekend rotas that are fair, and reflective of the skill base of the staff at your disposal.
- To line manage boarding staff, ensuring that the School promotes and secures the very best pastoral and academic outcomes of all boarders.
- To chair meetings of the Boarding Council and ensure that this group are enabled to affect positive improvements, which are communicated effectively.
- To oversee and implement the successful induction of all boarders.
- To organise and lead the boarding INSET program.
- To actively promote boarding at FSM to current and prospective parents both in the UK and overseas.
- To be responsible for excellent record keeping for boarding matters (in line with NMS appendices 1-3).
- To ensure the School is inspection-ready in all boarding matters.
- To keep all appropriate staff members abreast of key developments in the boarding house and with specific boarding pupils.





SAFEGUARDING

- To act as whole school Designated Safeguarding Lead, undertaking safeguarding training as required by Hampshire Safeguarding Children Partnership, or as suggested by best practice.
- To ensure excellent safeguarding provision across all areas of the School, and that the School's safeguarding policies are effectively implemented.
- To embed a 'Culture of Safeguarding' at FSM to ensure that the School and all staff remain committed to safeguarding and child protection.
- To ensure that all individuals and groups required to undertake child protection training receive the appropriate training and guidance.
- To ensure the School is inspection-ready in all safeguarding matters.
- To work with colleagues in the Senior Leadership Team to ensure that the School fully complies with all of its regulatory obligations as well as to ensure that appropriate emergency and critical incident plans are in place.





TEACHING

- To teach up to a maximum of .4FTE timetable, any subject will be considered for the right candidate.
- **Be the Faculty Head of Lifeskills and be accountable to the Deputy Head (Academic) and:**
- To develop Lifeskills (PSHCEE) as a high profile subject throughout FSM and to 16+ for 2024.
- To oversee the FSM Lifeskills Curriculum across the School.
- To promote Lifeskills throughout the School through leading the Faculty in the organisation and coordination of specific curriculum enrichment activities for every year group.
- To ensure effective preparation, teaching and assessment is in line with the policies and schemes of work of the School.
- To monitor the excellent teaching of well prepared lessons that engage all students throughout the faculty.
- To keep adequate written evidence of planning, evaluation, assessment and marking.
- To liaise with FSM's SENDCO to ensure the educational needs of all pupils are met.
- To write subject reports for parents, senior schools and other agencies when requested.
- To lead the faculty in self-evaluation, and producing appraisal documents for the Head and relevant members of the Senior Leadership Team (SLT).
- To promote effective teamwork and motivate staff to ensure effective, professional, working relations.
- To respond to communication from parents within 24 hours.
- To liaise with the Head of Pre Prep to ensure subject continuity throughout FSM.



TEACHING (cont)

- To attend and contribute to departmental and general staff meetings.
- To attend local cluster meetings and general involvement in IAPS meetings.
- To participate in external INSET/Professional Development days as required by the Head.
- To keep abreast of current developments in education and to provide knowledgeable and innovative leadership of teaching and the curriculum.
- To encourage and take responsibility for the learning environment by overseeing visual materials and classroom displays that promote Lifeskills around FSM.
- To provide information for the Deputy Head (Academic) regarding the timetabling of staff and allocation of teaching groups.
- To develop the Faculty Policies and Handbook.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down. This will include deploying the faculty budget, acting as a Cost Centre Holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.



MANAGEMENT AND LEADERSHIP

- To embody the very highest standards of professionalism in all areas and to help ensure that high expectations of all are promoted throughout the School.
- To maintain a visible presence around the School by interacting daily with both staff and pupils to ensure that the welcoming, supportive and familial ethos of the School is maintained and built upon.
- To work closely with the incoming Head and other school leaders on the formulation, implementation and review of the school development plan as well as leadership of the pastoral and boarding elements.
- To participate in the review of staffing and performance as well as new staff recruitment as directed by the incoming Head.
- To work with all stakeholders to ensure that regular effective feedback is gathered from staff, parents and pupils and used to sustain continuous improvement.
- To assist in the creation and maintenance of school policies and documentation.
- To promote the pupil voice in all areas of the School, particularly in the pastoral and boarding elements of FSM.
- To provide regular feedback to the incoming Head (and other stakeholders if required) on school improvements and areas for further development.
- To support the incoming Head in ensuring that the School enjoys growing commercial success.
- To undertake any reasonable task 'above and beyond' at the request of the Head as circumstances dictate.





PERSON SPECIFICATION

The Assistant Head of School (Pastoral & Boarding) of Forres Sandle Manor will be an inclusive and collaborative leader of exceptional calibre. (S)he will possess the following experience, knowledge, skills and personal qualities.

Essential Experience:

- A minimum of three years' experience in a middle/senior leadership role with responsibility for pastoral care within a boarding school setting.
- A proven track record with evidence of successful middle/senior leadership impact within a boarding school setting.
- Experience of acting as a Designated Safeguarding Lead (DSL) or as a Deputy DSL.
- Experience of working with various external agencies to improve outcomes for pupils and families.
- Experience of ISI/Ofsted inspection in a boarding setting.



PERSON SPECIFICATION (cont)

Knowledge and Skills

- Significant knowledge of boarding and pastoral care, and experience of supporting a school through a period of change or growth.
- A thorough understanding of compliance and regulatory frameworks as it pertains to a boarding environment.
- A deep knowledge of safeguarding regulations and procedures.
- Excellent communication skills and the ability to be clear, concise, timely and appropriate in both oral and written communication.
- Excellent organisational skills; in particular the ability to be systematic, efficient and timely in meeting agreed targets.
- Good technical skills across the areas of IT literacy, budget management and time-management.
- The capacity and ability to contribute strategically at a senior level within a wider group of schools on pastoral and boarding matters if required.

Personal Qualities

- High levels of self-motivation and personal drive.
- A clear, confident and collaborative leadership and decision-making style.
- An inclusive and sensitive manner towards colleagues, pupils and parents.
- Ability and confidence to have difficult conversations with parents and/or colleagues that will drive positive outcomes for these stakeholders.
- A flexible and co-operative team player.
- An enthusiasm for the entrepreneurial, adventurous and innovative.
- A commitment to continuous self-development and a willingness to attend ongoing CPD as appropriate.



HOW TO APPLY

Visits to the School, or informal conversations with Rob Tasker, the Interim Headmaster are welcome. If you would like to book a visit or to speak to the Interim Headmaster about this role please contact Julia Holbrook, PA to the Headmaster (jholbrook@fsmschool.com) or on 01425 653181.

Completed application forms with covering letter no longer than 2 pages explaining experience and suitability for the role should be emailed to Sadie Pretty, HR Administrator (spretty@fsmschool.com) no later than 9am on Wednesday 16th February 2022. CV's will not be accepted. Interviews will take place week beginning 21st February 2022.

Application forms can be found on our website www.fsmschool.com/vacancies

Forres Sandle Manor School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, two work references and other relevant employment checks to this role.

We are an equal opportunities employer.