



Head Great Ballard School

CANDIDATE INFORMATION

Great Ballard School: a safe space in which pupils can be inspired to discover what they can achieve



Introduction

Great Ballard School is a delightful, co-educational independent boarding and day school, for children aged 2½ - 13 years, with ambitious plans to extend the offering to 16 years in the very near future. Set within 30 acres of the South Downs National Park and the Moore's International Dark Sky Reserve yet only 10 minutes from Chichester, it is ideally situated to provide a stunningly natural educational environment combined with excellent transport links across the County.

The school nurtures its pupils and furnishes them with the skills required to best prepare them for their next stage of education. There is a strong focus on core subjects which are taught in small classes via a personalised learning approach. The school also embraces a balance of personal, health and social education with a superb mental health and wellbeing educational programme. It is passionate about extra-curricular activities, drama holds a strong place within this and is proud to be a 'pioneering school' for iSpace.

Whilst there are a number of independent schools in the area, Great Ballard School is truly unique with provable individualised care and support for the children. It provides a safe space in which pupils can be inspired and discover what they can really achieve. Pupils are known by all staff, not just their form tutor, a particular strength and excellent foundation for progress.

Great Ballard understands that many of their parents have work commitments and busy lives and the full, weekly or flexi boarding options available, supported by a small dedicated Boarding Team, reflect this. Described in their last ISI inspection as 'delivering highly effective teaching, including in the EYFS with pupils demonstrating

a love of learning and considerable maturity as they move through the school'; the school intends to build on this by introducing the Prep School Bacculaureate in September 2020.

Founded in 1924 by Ivor Poole, a choral scholar from King's College Cambridge, Great Ballard was based initially in New Milton, Hampshire. Originally, there were 20 boys and it was the aim of Mr Poole to run a school that was different to the traditional perception of a boarding school by engendering a love of the environment and nature, where education was provided in a caring environment and everyone was treated fairly. The school motto, "Vincit qui se vincit" which means "He conquers who conquers himself" was established then and is still as relevant today.

With the onset of the Second World War, the school premises were commandeered by the Canadian forces so had to find a new home. The desire was to find another countryside location close to urban centres and after several moves, in March 1961, Eartham House became the home of Great Ballard School where it remains today still upholding the original ethos and values started back in 1924 by Ivor Poole.

The current proprietors have had longstanding ownership and retain a strong emotional and financial investment which they are committed to handing to the next generation to ensure the school continues to benefit children in the years to come.

Governance and Leadership

The Proprietor is supported by an advisory Board of Governance drawn from the worlds of both education and business. This wide range of skills is invaluable for developing a clear vision for the future, and together they work hard to ensure that the school stays true to its ethos. The Proprietor and Board of Governance work closely with the Senior Leadership Team, (consisting of the Head, Business Manager, Deputy Head Academic, Head of Pastoral Care and a senior teacher from Pre-Prep) advising, monitoring and supporting their endeavours. All those involved at the school work towards the aim of creating a caring learning environment where every child can flourish.

Aims and Pastoral Care

Great Ballard School staff are dedicated to doing the very best for the pupils in their care. This is evident in the positive relationships that exist between all members of the school community, which was highlighted in the last inspection report. Every child is made to feel important and 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. This is underpinned by the PSHE programme and the school has invested in iSPACE to help teach and promote mental health and wellbeing.





Location

The school stands in 30 acres of wonderful countryside in the South Downs. It is located between the cathedral city of Chichester and the charming market towns of Arundel and Petworth, an area steeped in history and boasting easy access to sandy beaches, fishing villages, historical and family attractions; it is one of the most beautiful locations in South-East England. Although the school is nestled on the edge of the south coast, London Victoria is approximately a 75-minute ride away from Barnham or Chichester train stations, Gatwick and Heathrow are easily accessible and Great Ballard School is less than 30 miles from Brighton and Portsmouth.

The candidate

The school seeks an ambitious proven, or aspiring, Head to consolidate its strengths and to lead the school in the next stage of its development by taking the first pupils into year 9 in September 2021 with the first GCSEs being sat in Summer 2024, whilst at the same time initiating and inviting new ideas and approaches on best ways to increase pupil numbers and maximise the opportunities available; a 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 and will demonstrate a commitment to the school's ethos.

Job description

The Head is appointed by the Proprietor and Board of Governance and is accountable directly to them. The Head and Business Manager report to and attend meetings of the Board of Governance and sub-committees.

Key aims of the role

- To manage the recruitment and retention of pupils and to build the reputation of the school;
- 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 work with the Board of Governance and Proprietor, 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 Proprietor and Board receive timely notice and appropriate information on all relevant matters;
- To work closely and cooperatively with the Business Manager, in accordance with the Board'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 Business Manager, and the annual budget agreed by the Proprietor and the Board;
- 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 proprietor or her representative to be involved with all senior appointments/appointments to the SLT.
- 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 colleges and sixth forms, 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 while the Head will not be the DSL, (this role is fulfilled by the Pastoral Leader), he/she should be qualified to DSL level.

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 Board of Governance and contributing to the vision for the future of the school through strategic leadership and planning;

- Submitting policy proposals for the approval of the Board or assisting the Board in the development of tactical and strategic policies, as well as implementing and monitoring these policies;
- In partnership with the Business Manager, ensuring that the Board receives sufficient and timely information and advice in order to make informed decisions;
- Implementing Board 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 Proprietor or Board of Governance;
- To carry out teaching duties as appropriate;
- To set an example of continuous personal development, participating in appropriate training in order to maintain 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 Board;
- It is expected that the Head will be a member of IAPS and will represent the school on other bodies which the Proprietor and Board deem 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 qualities, leading by example, and commanding the respect of pupils, staff, parents, Proprietor and Board of Governance;
- 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 and be 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 Proprietor, Board of Governance, 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 being 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 Board 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 three bedroomed family apartment is provided, with extensive views over the grounds, to enable the Head to fulfil their responsibilities;
- Substantial fee remission is available at Great Ballard 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 Dannielle Hutchings, dh@headspaceacademics.com or posted to Richard Stevenson, Headspace Academics Limited, 8A Westminster Road, Poole, Dorset BH13 6LW.

The closing date for applications is Tuesday 4th February 2020.

It is anticipated that the first-round interviews will be held week commencing 24th February and the second-round interviews will take place week commencing 2nd March 2020.

The successful candidate will take up post in September 2020.

Great Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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

Recruitment process supported by Headspace Academics:
<https://headspaceacademics.com/>



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