



MOOR PARK

AD DEUM QUI LAETIFICAT JUVENTUTEM MEAM

HEADTEACHER CANDIDATE PACK



Introduction

Moor Park is a delightful co-educational preparatory school located in Ludlow, Shropshire. The school provides its 215 pupils with an education tailored to the way children learn best. It is a truly inclusive school, offering a bespoke learning journey starting with Tick Tock, our nursery which caters for children from 3 months to 3 years, 50 weeks of the year, then kindergarten through to thirteen (day from age 3 and full, weekly and flexi-boarding from Year 3).

Moor Park children transfer to a wide range of schools including some of the finest in the country, many of which have a reputation for extremely rigorous entrance criteria such as Cheltenham Ladies' College, Eton, and Winchester College. The October 2020 Tatler School Guide celebrated Moor Park's record of 84 scholarships to the likes of Harrow, Radley, Shrewsbury, and St Mary's Calne, all of which were awarded to leavers in just four years, an accolade the Moor Park team is understandably proud of. An ISI report completed in 2019 deemed Moor Park to be 'excellent in all areas', the highest rating available, and the School was a finalist for the Independent Schools Prep School of the Year 2021 award.

Part of the school's success is due to its Roman Catholic ethos, the foundation of its nurturing environment, which welcomes children and families of all faiths and beliefs. Kindness, compassion, respect, politeness are traditional Moor Park values.

Steeped in history, Moor Park has nestled quietly on the Shropshire/Herefordshire border for over 300 years. Built around 1720, the house boasts a well-documented past. It became home

to Lancing College as a result of its evacuation from Sussex during the war, and thus began Moor Park's conversion to a school. After the war, the mansion and immediate grounds became St Margaret's girls' school and remained so until 1962. The following year, the main house and immediate parkland were bought by Hugh Watts and Derek Henderson who founded the present Moor Park school.

Henderson and Watts were housemasters at Downside School and founded Moor Park as a Catholic feeder for their old school. Over the decades, Moor Park has become multi denominational but retains the original ethos of kindness, inclusivity and endeavour to this day.

A key feature of Moor Park today is its unique atmosphere, a warmth and peace, almost informality. For a large house (there are over 80 rooms), it exudes a very domestic feel – almost like a family home. This, combined with its marvellous position in the glorious Shropshire countryside, has provided some 3,000 plus children with a wonderful start to their lives.

The school invests in a high level of pastoral care and takes great care to get to know each child and their individual needs, strengths and desires. It has a caring family atmosphere, with a welcoming staff who work closely in partnership with parents to ensure that each child achieves their best and discovers what it is they are particularly skilled at. Moor Park's educational approach encourages pupils to become responsible members of their local and global community. The staff are committed to providing each child with the guidance and support they need to succeed.

Pupil numbers at Moor Park are growing with an increase of 10% in Sept 2021 and a similar increase forecast for Sept 2022. Consequently, the school is cashflow positive and financially stable.





Aims

Moor Park aims to prepare each child to leave the school happy, confident and at ease with themselves, as a curious, independent, and creative learner.

The school strives for its pupils to be culturally aware, spiritually fulfilled, content with life whilst retaining a high self-esteem and a positive regard for themselves and others.

From Nursery to Year 8 pupils are encouraged towards specific thinking skills as part of the school's Moor Park Mindsets initiative. Creativity, curiosity, confidence, critical thought, independence, and resilience are all outcomes from a Moor Park education. The Moor Park staff are extremely well qualified, passionate about their craft and the children they teach and they create an environment in which it is cool to be bright, curious, and hard working. They recognise that not every child can be good at everything but every child can be good at something. They believe it is their job to discover that special something within every pupil.

Governance and Leadership

The school is administered by dedicated and hardworking trustees who have a clear understanding of the school; they work hard to ensure that the school stays true to its ethos. They offer a wide range of effective skills to support the Head and the school. As a result, the school benefits from outstanding leadership. A clear and well-communicated vision for the future of Moor Park is supported by the Governing Body and a committed Senior Leadership Team. All those involved at the school aim to create a caring, learning environment. The Senior Leadership is made up of the Head, Deputy Head, Bursar, Head of Early Years and Pre-Prep Coordinator.

Pastoral Care

It is very evident that positive relationships exist between all members of the school community.

The staff are committed to doing the very best for the children in their care; the pupils feel valued and know that their teachers demonstrate concern for them and readily listen to their views.

Location

Ludlow itself is a thriving medieval market town with a lively community feel, busy with events and festivals throughout the year. Not only is it surrounded by beautiful countryside, an excellent base for walking and cycling, but it also has an enviable reputation for the quality of its food and drink.

The Welsh Marches railway, located near Ludlow town centre, connects at Crewe and Manchester for the North and Shrewsbury for Birmingham and the Midlands. The Cambrian Line connects at Newport (Wales) for Cardiff and South Wales, London, the south east and south west.

The Candidate

Moor Park seeks an ambitious proven or aspiring Head to consolidate the school's strengths and continue its development, whilst at the same time initiating and inviting new ideas and approaches to generate further improvements.

The school is seeking a leader who will enhance the 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 an unwavering commitment to the school's ethos.

While the school celebrates its Roman Catholic ethos, there is no requirement for the Head to be a member of the Catholic Church and candidates from all churches will be treated equally.





Job Description

The Head is appointed by the Governors and is accountable to them through the Chairman of the Governing Body.

The Head and Bursar attend meetings of the Board of Governors and its subcommittees.

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 children and their parents, by providing an excellent, broad-based education in line with the school's ethos;
- To work with the Board of Governors, drawing on their experience and expertise, to fulfil all the duties and responsibilities for the proper governance of the school; to ensure that the Chairman and Board receive timely notice and appropriate information on all relevant matters;
- To work closely and cooperatively with the Bursar, in accordance with the Board's strategic direction, in terms of financial matters and site development.

Key Responsibilities of the Role

The Head is responsible, directly and by delegation, for:

- The leadership and management of the school;
- The care and development of each child and for maintaining excellent academic standards within the school;
- The pastoral care and welfare of all staff and pupils;
- The overall financial performance of the school, for which they will be assisted by the Bursar, and meeting the annual budget agreed by the Governors;

- 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 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 fundraising, the production of publicity, literature and any advertising, the public relations profile, management of the school's website and the establishment of positive relations with prospective parents;
- Recruiting a full complement of pupils, and overseeing admission and entrance procedures;
- Planning and implementing an effective curriculum and school 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 child;
- Maintaining good communications and relationships within the school and with key stakeholders including neighbours, local schools, the local community, and former pupils;
- Developing and maintaining good professional relationships with the parents of pupils;
- Delegating effectively and appropriately to achieve the above.

Working with the Board of Governors

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 Governors 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 Chairman, 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 Chairman or the Board of Governors;
- To carry out teaching duties as appropriate and time permits;
- 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 of secondary schools and public examinations and, where appropriate, recommend policy changes to the Governors;
- It is expected that the Head will be a member of IAPS and will represent the school on other bodies which the Governors deem suitable.





Personal Attributes

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

- The successful candidate will have the personal qualities to lead, motivate and inspire the school, and will:
- Demonstrate authority and quality of leadership, leading by example, and commanding the respect of pupils, staff, parents and Governors;
- 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 and 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, 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 Governors, 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.

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, will be finalised with the successful candidate and reviewed annually.

To enable the Head to fulfil their responsibilities, they (and any family) are required to live in the Clock House, a beautiful, Georgian, four bedroomed home situated on the edge of the Moor Park site with a private garden and far reaching views across the Shropshire countryside. The Clock House benefits from two bathrooms, kitchen, and various reception rooms. It is a spacious home with plenty of ancillary accommodation and storage. Parking is available adjacent to the house. Gardening and cleaning are covered by Moor Park staff.

There is a fee remission at Moor Park for staff children, to allow them to be educated at the school.

Closing date for applications: Thursday 3rd February

First stage interviews: Thursday 10th and Friday 11th February

Second stage interviews: Tuesday 22nd and Wednesday 23rd February

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

Recruitment process supported by Headspace Academics: headspaceacademics.com.

Useful links:

<https://www.moorpark.org.uk/>

<https://www.moorpark.org.uk/about-us/independent-schools-inspectorate-report/>

<https://www.tatler.com/article/moor-park-tatler-school-guide>

