



CANBURY
SCHOOL

Head of Canbury School Candidate Information

Canbury School
Kingston Hill
Kingston upon Thames
Surrey KT2 7LN
www.canburyschool.co.uk

An Introduction to Canbury School

The Governors of Canbury School are seeking to appoint a talented and inspirational new Head to succeed Louise Clancy, who will be leaving her position as Headmistress in 2021 after seven highly successful years.

The School was founded by John Wyatt, who identified a need for a school to cater for students who found the large comprehensives of the time too big and anonymous. He converted the original home of Sir Malcolm Campbell and his son Donald, the famous land and water speed record holders, into a school which opened in September 1982 with just five students. Canbury School has grown to a maximum of 75 students on roll, attaining charity status in 1990. It is located on Kingston Hill in a lovely part of south west London close to Richmond Park. In 2018, the School welcomed the addition of its sixth form which was set up to enable students to continue to benefit from the individual education offered at Canbury.

The School has one form in each year group, with 65 students currently on roll, ten of whom are in the Sixth Form. Students come from mainly professional and business families and from a wide range of other ethnic and cultural backgrounds.

Further information about the school is available on our website which provides a good flavour of life at the School www.canburyschool.co.uk.

Canbury is not selective, nor are we a hot-house. We simply have extraordinary students doing extraordinary things. As a completely mainstream independent school, we have established a reputation for delivering first class education to students of all academic abilities, especially students with SEND. We offer a varied and balanced curriculum which allows students to achieve their personal bests – often beyond previous expectations – in a stimulating, supportive and caring atmosphere. In addition to in-class support, students are able to use our small rooms for all areas of learning via one-to-one support or in small groups with either a designated Learning Support Assistant or with specialist therapists. Canbury School offers facilities for Speech and Language Therapy, Occupational Therapy and Social Communication Groups. The vast majority of our students continue their education at sixth form and a significant number go on to university.



Aims and ethos of the School

We are small and deliberately aim to remain so, as we believe that our small and nurturing environment allows students who might have disappeared in a larger environment to flourish, hence our motto “Embracing Difference - Harnessing Talent”.

The benefits of being so small are numerous:

- Every student can be observed and have his or her individual skills drawn out.
- Strengths and weaknesses in ‘learning’ can be identified and addressed early.
- Students develop self-confidence and make friends more easily.
- The work as well as the workload can be tailored to each student.
- Higher levels of participation are achieved in and out of class; each student has a greater chance of experiencing a position of responsibility, such as being a prefect, house captain or member of the School Council.
- Teachers will have a deeper understanding of every student.
- Different teaching styles can be selected to suit the needs of each student.

Our aim is to create a genuine community in which no child is anonymous and is enabled to acquire the self-confidence that comes from being recognised for their achievements. We create such a community by:

- Delivering outstanding pastoral care so that every student feels fully supported, happy and confident in themselves and their relationships.
- Continually evolving the curriculum to encourage and challenge each student to realise their full academic potential.
- Creating an ethos and atmosphere in the school that promotes high standards of mutual respect and tolerance both within the school community and in the wider world.
- Developing strong and constructive relationships between students, staff and parents.
- Supporting and developing a committed and enthusiastic staff, and offering the breadth of opportunities and experiences that helps each student to develop their personal qualities and talents.



Inspection Reports

In December 2019 Canbury School was inspected by the Independent Schools Inspectorate (ISI) and the report, of which the School is understandably proud, is attached and can also be found on our website www.canburyschool.co.uk



Job Description

JOB PURPOSE

The Head is responsible for all aspects of leading and managing the School. They will provide strong, visionary and inspirational leadership to enable each student to achieve their potential. Committed to the development of the whole child, the Head will work collaboratively with the Governing Body, a strong SLT and dedicated staff to deliver a shared vision and strategy that inspires and motivates the students, staff and all other members of the wider school community.

The Head will be accountable for the following:

STUDENTS

- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
- Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being.
- Provide an outstanding education to those who would most benefit from it.
- Empower students to achieve their potential, supporting the best possible outcomes for the students.
- Ensure that the needs of **all** students are identified and met effectively.
- Support the provision of outstanding pastoral care.

STAFF

- Attract, develop and maintain high-quality teaching, administrative and support staff through effective recruitment and professional development.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject/area knowledge.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard.
- Hold all staff to account for their professional conduct and practice.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice

GOVERNANCE, LEADERSHIP & MANAGEMENT & COMPLIANCE

- Support, promote and act within the School's Safeguarding Policy.
- Ensure the School takes all appropriate measures to comply with its safeguarding policies and responsibilities, and support the Designated Safeguarding Lead in promoting and developing best practice in safeguarding.

- Hold and articulate clear values and moral purpose, focused on providing an outstanding education for the students.
- Provide moral and ethical leadership and promote positive behaviour.
- Create an environment where everyone is clear about their role and feels positive and valued.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Work with political and financial astuteness, within a clear set of principles centred on the School's vision, ably translating local and national policy into the School's context.
- Communicate compellingly the School's vision and drive the strategic leadership, empowering all students and staff to excel.
- Be responsible for student recruitment and retention, adopting rigorous processes and practices to underpin this.
- Take the lead in actively promoting the School to all internal and external stakeholders, including overseeing school publicity, such as the website, newsletter and social media.
- Ensure that the School's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Welcome strong governance and actively support the Governing Board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Head to account for student, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the School's sustainability.
- Work with the Bursar to oversee and evaluate the subject/area budget allocations to ensure the budget is spent in line with subject/area learning priorities and best value principles.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the School as a centre of excellence.
- Report fully and frankly to the Board of Governors.
- Participate positively in own regular appraisal and performance management review.
- Develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences including governors, parents and carers.
- Develop the management structure of the School so that vision and strategy are shared, development is planned, targets are set and results are evaluated and acted on.
- Appoint, support and nurture the Senior Leadership Team, regarding them as a prime resource for Canbury School's future development.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- Ensure the School's compliance with all legal and regulatory requirements, including oversight and implementation of all necessary policies and other documentation within the relevant inspection frameworks.

Person Specification

- Experienced leader with strong academic credentials.
- Experienced in strategic leadership and thinking.
- Demonstrate optimistic personal behaviour and positive relationships and attitudes towards students and staff, and towards parents, governors and members of the local community.
- Sustain wide, current knowledge and understanding of education and school systems and promote and pursue continuous professional development.
- Knowledgeable about education and passionate about delivering the best possible education for the students.
- Confident in their ability to make a positive difference to students and staff.
- High level interpersonal and influencing skills.
- Exceptional communication skills, confident and at ease communicating with all stakeholders.
- Experienced in delivering evidence-based information.
- Driven and motivated.
- Experience of staff and student recruitment.
- Empathetic, compassionate and respectful of others.
- Has high expectations of self and others.
- Has a sense of humour and a sense of fun.
- Ability to be an excellent ambassador for the School.
- Financially and commercially astute.

This job description should be seen as enabling rather than restrictive; it is not to be regarded as exclusive or exhaustive and does not form part of a contract of employment. It is an outline of the areas of activity and responsibility of the role and, like all such documents, will be amended from time to time, in the light of the changing needs of the School.





Terms and Conditions

The basic salary will be on the Canbury School leadership scale and will be based on the successful candidate's skills and experience. The Head will receive an annual salary review on 1st September.

The Head will be required to undertake a formal appraisal agreed by the Chair of Governors, which will be carried out in accordance with best practice.

The appointment will commence in April or September 2021 depending on the availability of the successful candidate.

Canbury School is an equal opportunities employer and welcomes applications from appropriately qualified applicants irrespective of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

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

How to Apply

Candidates wishing to apply for the position of Head of Canbury School are invited as soon as possible to send:

1. a letter of application; and
2. a completed application form

to the Chair of Governors at bursar@canburyschool.co.uk or by post to the Chair of Governors, Canbury School, Kingston Hill, Kingston upon Thames KT2 7LN. The closing date for the receipt of completed applications is: **16th November 2020.**

