



Background

Howe Green House School is a co-educational, independent preparatory school for children aged 2 to 11 years. We are broadly selective and foster a culture of inclusion, acceptance, and understanding, whilst maintaining excellence in all areas of school life. Our aim is for all our pupils to achieve their full academic potential, and we strive to ensure that each child in our care feels valued, fulfilled, and confident. At the end of Year 6, our pupils move on to a range of independent senior schools (often with scholarships), or to one of the excellent local state secondary schools.

The school was established in 1987 by the founding Head and a group of dedicated parents. This ethos of family involvement still pervades today. Staff, governors, and parents all work together to provide an outstanding education for our children in a positive and supportive environment, where success is celebrated, and challenges are embraced.

We enjoy a rural location close to the village of Great Hallingbury. Our campus offers lots of outdoor space, plus a range of attractive school buildings, both modern and historic. These include a light and airy Art, Design, and Technology building, plus Bayford Hall, our beautiful timber framed main school hall, which is the venue for assemblies, productions, and a host of other events and activities. In addition to our own facilities, we also make use of the AstroTurf pitches at nearby Herts and Essex Sports Centre, and the indoor swimming pool at Grange Paddocks Leisure Centre.

Additional information about Howe Green House School can be found on our website:

<https://www.howegreenhouse.essex.sch.uk/>

The Role

Strategic Vision and Direction

- Develop and implement a strategic plan that encapsulates how to deliver the school's vision and strategy, whilst being grounded in practical and financial reality.
- Articulate the aims and ethos of the school and maintain the commitment of staff, pupils, parents, and the wider community, to the vision and overall direction of the school.
- Be aware of, and respond to, strategic considerations posed by the local and wider external environment of the school, adapting plans and strategies in response as necessary.
- Continually seek ways to enhance and develop the school and make recommendations to the Governors as appropriate.
- Identify and leverage opportunities for generating additional income across a range of enterprise activities including but not limited to fundraising.

Leadership and Management

- Provide overall leadership to all staff within the school, fostering a strong commitment to the ethos, standards, and values of the school.
- Develop, motivate, and lead all staff to achieve the highest professional standards and maximum contribution.

- Lead a strong, cohesive senior leadership team and ensure that roles, responsibilities, and expectations are clear.
- Ensure that staff resources are allocated efficiently, and individual roles, responsibilities, objectives, and targets are clear.
- Recruit and retain staff of the highest quality with the ability to act as role models, inspire pupils, and develop the reputation of the school.
- Deploy strategies for developing effective teachers and managing performance.
- Ensure performance management for all staff is based on clear roles and responsibilities and reviewed at least annually. This should reflect current conditions of employment and school priorities.
- Build a culture of continual professional development and take a long-term view of staffing, planning effectively for progression and succession.

Management of School Finance and Operations

- Work in partnership with the Bursar to set budgets and to ensure that the Governors are briefed on the school's resource and development needs based upon forecast pupil numbers and the educational requirements of the school.
- Ensure that significant financial and management decisions are carried out in consultation with the Governors and in accordance with delegated authorities.
- In collaboration with the Bursar, be responsible for the overall management of the school and be accountable to the Governors for the use of all funds and resources.
- Work with the Bursar and other members of the Senior Leadership Team, to ensure the appropriate deployment and management of all resources (financial, human, and physical) across the school in support of the overall vision and plans.
- Ensure a coherent administrative and support structure is in place and that operational matters are dealt with efficiently and effectively.
- Develop and maintain a strong grasp of financial planning and budget management for the school and ensure its sound financial performance.
- In collaboration with the Bursar, prioritise and plan capital expenditures, making appropriate recommendations to the Governors.

Governance

- Ensure that the school maintains legal and regulatory compliance, that risks are monitored and mitigated, that safe recruitment procedures are in place and are followed, and that the health and safety of all members of the school community is safeguarded and prioritised.
- Maintain open lines of communication to develop and maintain good relationships with the Governors.
- Provide all relevant information, highlight risks, and offer recommendations and advice to the Board of Governors to enable them to meet their respective responsibilities.
- In cooperation with the Board of Governors, formulate, develop, and review the school's strategy and how it will be delivered.
- Ensure all policies are kept up-to-date and are implemented effectively, working closely with teaching staff, the senior management team, and the Board.
- Ensure that all responsibilities delegated by the Board are carried out to ensure compliance with the requirements of the Charities Commission and all applicable regulations or legislation.

Marketing, Communication and Engagement

- Ensure effective marketing and admissions strategies are in place and develop and maintain good relationships with both current and prospective parents.
- Act as a figurehead and be personally visible and actively involved in school events and activities.
- Maintain a detailed understanding of the selection and admissions processes at 11+ and strong personal relationships with the Heads and other key individuals in relevant senior schools to support parents and pupils in navigating the entrance to their next schools.
- Regularly and effectively communicate the progress of each child to his or her parents/carers and the summarised progress of different groups of children to other relevant parties, e.g., the Board, ISI.
- Promote the development of information systems and the use of technology and appropriate media to ensure effective communication links with all members of the immediate school community and with other relevant bodies.
- Work with the Board to provide information on relevant aspects of the school, its progress, and its intended development to parents and other relevant parties as appropriate.
- Maintain membership in the Independent Schools' Association, playing a proactive role to ensure the school's current profile is maintained and further enhanced.

Academic and Educational Leadership

- Lead in the design and implementation of a curriculum that inspires and engages all pupils and provides an enriching experience.
- Ensure regular pupil assessment and engage with the resulting data to monitor, track, and evaluate individual pupil progress and to inform future planning.
- Support and develop the programme of co-curricular activities, including sport, drama, the arts, and music.
- Ensure that all required arrangements are in place to facilitate inspections of the school and that the school's excellent inspection record is maintained.
- Ensure an appropriate work/life balance for yourself and for staff to support your own and others' well-being.
- Maintain and monitor an environment that promotes and safeguards the welfare of pupils and staff as a top priority.

This is not an exhaustive description of the role, and the Head will be expected to fulfil any other duties required by the Board that could be considered reasonable and commensurate with the post.

The Person

The Governors of Howe Green House School are looking for an outstanding individual who will lead the school with a tangible sense of ambition for the future while also being wholly committed to maintaining the school's special identity, values, and ethos. The successful candidate will have the following qualifications, experience, knowledge, key skills, and personal attributes.

Qualification and Experience

- Qualified Teacher Status.
- Honours degree.
- Evidence of continuing professional development with any management or leadership qualifications an advantage.

- A proven track record of effective senior leadership.
- Substantial and successful teaching experience and experience in curriculum development.
- Good understanding of the 2-11 age group and of the current opportunities and challenges in the independent school sector.
- Demonstrable experience of engaging and building relationships with the whole school community, both internally and externally, and fostering good relationships with the parent body.
- Experience of developing, implementing, and monitoring strategic plans in support of the aims and values of a school.
- Experience of leadership and management of staff and developing an open, inclusive, and supportive working environment and culture.
- Experience of, or the potential capacity to supervise, the full range of staff management processes, e.g., recruitment, development, retention, and performance management.
- Experience of, or the potential capacity to supervise, resource management (financial, human, and physical).
- Detailed knowledge of the most recent safeguarding legislation and an understanding of whole school safeguarding policy.

Knowledge, Skills, and Abilities

- Ability to inspire, lead, motivate, and develop staff and children.
- Can articulate and implement a shared vision, gaining full commitment from staff, parents, pupils, and Governors.
- Experience working in partnership with a Board.
- Demonstrable skillset in building and maintaining strong relationships, both internally and externally.
- Excellent communicator (both verbally and in writing) with the confidence to engage meaningfully with diverse audiences.
- Excellent decision-making and problem-solving ability, including evidence of having dealt successfully with a range of challenges.
- Excellent digital skills with an understanding of the increasingly prominent role technology has to play in education.
- Strong financial and resource planning skills.
- Ability to work with conflicting demands and timescales.
- Excellent up-to-date knowledge of, and ability to manage risk and regulatory issues, including inspection, legal compliance, child protection, safer recruitment, and health and safety.
- Familiar with the Independent Schools' Association and committed to maintaining the school's current good standing within that professional association.

Personal Attributes

- Wholly committed to the educational values of Howe Green House School.
- Inspirational and enthusiastic leader with the gravitas needed to empower and motivate others.
- A selfless and collaborative approach to leadership and management, building trust, inspiring confidence, and fostering team spirit.
- Highly visible and approachable. Able to engage and present compellingly in front of pupils, staff, parents, and external bodies.

- Strategic and forward-looking, with the confidence required to drive innovation and change across all areas.
- Promotes equality and diversity in working practises.
- A strong commitment to the academic, personal, and social development of pupils.
- Understanding the needs and concerns of pupils and placing their well-being at the heart of the school.
- Open, participative, and collegiate by nature, receptive to new ideas and thoughts, with an ability to listen, consult, and discuss.
- Excellent judgement, integrity, and sense of fairness.
- Able to act as an ambassador and professional advocate for the school, with strong personal credibility and the capacity to build relationships with a wide range of people.
- Resilient, driven, and dedicated, with a positive outlook on life and a good sense of humour.

Salary and Benefits

A competitive salary range of £75,000 - £85,000 commensurate with the experience of the successful candidate.

How to apply

Anderson Quigley is acting as an advisor to Howe Green House School to assist with the recruitment of the Head.

We welcome inquiries prior to the closing date. For an informal conversation on the role, please contact Governors Sam Bristow: Sam@stclouds.co.uk or Ed Fielding: Efielding@savills.com

Additional information about Howe Green House School can be found on our website:

<https://www.howegreenhouse.essex.sch.uk/>

To apply, please submit a full CV and a supporting statement (maximum two pages) that sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria.

Please include the names and addresses of three referees. Referees will not be approached until the final stages, and not without prior permission from candidates.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form as part of the application process. Any information collected from the Equal Opportunities Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

Please submit your documents to <https://andersonquigley.com/> using the reference AQ2029

Howe Green House School is committed to equality, diversity, and inclusion and welcomes applications from all sections of the community.

Timetable

The anticipated timelines for interviews are outlined below as a guide:

- 3rd July 2023: Applications close at 5:00 p.m.
- 6th and 7th July 2023: Initial interviews with Anderson Quigley held virtually.

- w/c 10th July 2023: Shortlisted candidates will interview on site with the Selection committee.

Additional details will be provided to candidates nearer the time.

Preliminary interviews with Anderson Quigley will take place on 6th and 7th of July virtually.

Shortlisted candidates will be invited to interview on site with the Selection committee during the week beginning 10th of July. Additional details will be provided to candidates nearer the time.

Personal data

In line with GDPR, we ask that you do not send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember not mention anyone's information or details (e.g., referees) who have not previously agreed to their inclusion.

Howe Green House is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview you will need to bring your driving licence, passport or other photographic ID and original examination documents or certificates for verification. Online searches may be carried out as part of pre-recruitment checks for short listed candidates The interview will assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.