

Brief for the position of

# FOUNDATION DIRECTOR

Woldingham School





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## BACKGROUND

Woldingham is one of the UK's leading day and boarding schools for girls aged 11 to 18. Set in 700 acres of beautiful Surrey countryside, the School's vision is to provide an outstanding education that empowers women to change the world.

As one of the oldest girls' schools in the country, Woldingham is a proud pioneer of women's education, with a single-sex environment that is supportive and stimulating.

There are 570 students currently enrolled in the School and it expects to have around 600 students from September 2021. Most girls join the School aged 11, with an intake of 80 in Year 7 and around 25 in Year 9. Woldingham is an increasingly popular choice. The School received more applications for school places for September 2020 than ever before.

Academic results at Woldingham are strong and the A Levels and GCSEs achieved by girls this year were no exception. Woldingham's value-added data puts it in the top 10% of all schools. On leaving Woldingham, Sixth Form students typically go to top UK and international universities, including Oxbridge, Durham, Edinburgh and St Andrews.

Academic and personal growth are two sides of the same coin at Woldingham. The School aims to nurture confident, happy and successful young women, who are well-equipped to make a positive difference to the world and to instil a lifelong love of learning.

Around 50% of students board – full, weekly or flexi. UK day students come from London, Surrey, Kent and Sussex. In addition, 25% of girls are international and from over 30 different countries. The majority of international girls are boarders.

The Board of Governors agreed a new strategic development plan for 2019 – 2024, with a refreshed vision and mission underpinned by the School's Sacred Heart values of faith, community, intellectual values, social awareness and personal growth. The plan has been extremely well received and the School has made a very positive start to achieve the ambitious vision.





## History

Founded in 1842 by Saint Madeleine Sophie Barat, the School was originally based in Acton, West London, and later moved to Roehampton. Woldingham School has been based at its current site at Marden Park since 1946. For many years it was a full boarding school. Woldingham now has a well-balanced mix of day girls and boarders.

As the first Sacred Heart school in England, Woldingham was initially called the Convent of the Sacred Heart. It became Woldingham School in 1985 when it moved to lay leadership.

In 2017 Woldingham celebrated its 175th anniversary with a year of high-profile events. Today the School is forward-looking, open-hearted and vibrant.

## Ethos

Woldingham is a happy and successful school, which aims to develop confident, compassionate and courageous young women.

Girls are encouraged to nurture respect for self, each other and for the environment.

The Woldingham community is strong, forward-thinking and kind. Students leave Woldingham with academic results that open doors, values to navigate careers and life ahead, and friendships that last a lifetime.

Woldingham is a Catholic school, with a chapel at its heart and an ethos resonating throughout the School. Around one third of students are Catholic and the School welcomes girls of all faiths and none.

As a member of the International Network of Sacred Heart Schools, Woldingham has a strong sense of community based on a set of shared principles which are:

- Faith and living responsibly in the world today.
- Social justice and an awareness which impels to action.
- Community and sharing friendships with those outside it.
- Scholarship and a deep respect for intellectual values.
- Personal responsibility and growth in an atmosphere of wide and appropriate freedom.





## Academic Excellence

Woldingham is committed to fulfilling the academic potential of every student. A selective school, Woldingham is proud to be in the top 10% of schools in the UK for 'value added education.' In 2020, 72% of A Level grades were A\*-A and 62% of GCSE grades were 9-8. In 2020, 10 Sixth Formers took an EPQ and seven achieved an A\*. Most Sixth Form students leave Woldingham for places at leading UK and international universities, with four girls securing places at Cambridge and 89% securing a place at their first or second choice university in 2020.

Teaching and learning are centred around the School's unique WOLD model:

**Willingness**  
to work hard and make mistakes

**Opportunities**  
to maximise all learning

**Learning**  
is a life-long process

**Determination**  
to succeed

The School offers a broad curriculum with 26 A Level choices available in the Sixth Form. There is an excellent academic enrichment programme for all students, as well as a dedicated programme for academic scholars called Kritikos, and intensive support for students applying to Oxbridge, medicine, dentistry and veterinary science.





### Pastoral Care

Pastoral care is at the heart of the School. At Woldingham every girl is known and supported as an individual by both teaching and support staff. The School supports – and expects – girls and staff to be kind to each other. The single-sex environment is supportive and stimulating. It enables girls to be themselves and to grow into independent women.

Relationships amongst the pupils and the staff are excellent. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

### THRIVE

The School's THRIVE programme promotes emotional well-being and enables every girl to develop the growth mindset, resilience and self-worth to enjoy success as well as learn from setbacks. It helps students face the outside forces of change and failure with resilience, flexibility and calm.

As part of the THRIVE programme, girls learn study skills. These are developed as students move up through the School, with the foundations built in Years 7 and 8 carried on through the Sixth Form.

THRIVE also focuses on the importance of well-being. Girls learn about handling social media, self-esteem and body image. This includes how to deal with pressure, responsibility and making the right choices – all skills needed to be successful at school and as an adult.

### Boarding

Woldingham's boarding tradition remains strong with the School providing a flexible approach to boarding to meet the needs of families today. Around half of current students board with options including full, weekly and flexi-boarding.

Boarders live in their own year group and are cared for by their Housemistress, Head of Year and a team of residential assistants. Girls in Year 7 and 8 live in Marden and Years 9 to 11 in Main House, with individual study bedrooms from Year 10 upwards. In the Sixth Form, students live in purpose-built accommodation with their own studies, social spaces and kitchens preparing them for university life.

There is a busy range of evening and weekend activities with students in the older years provided with greater independence.

### Co-curricular

Woldingham has a rich and varied co-curricular programme with more than 80 clubs and activities to choose from. Students are encouraged to balance study with activity, be proud of their wider abilities, and ensure they are as busy outside the classroom as they are in.

The house system fosters community across the School, with an active house programme of activities and competitions. Woldingham has four mixed-age houses, each of which promotes a spirit of community among girls of different ages. Students belong to one of the four houses named after patrons with close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fundraising events, inter-house competitions and, a highlight of the year, the House Festival in September. Each house celebrates its own annual mass and feast where girls and staff celebrate together and focus their fundraising efforts.

A growing outreach programme provides opportunities for students to give back to the local and wider community.



## Sport

Sport is important at Woldingham with students regularly representing their county, region and country in a wide range of sports. School teams do very well in local and regional competitions.

Woldingham has excellent sports facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance/gymnastics studio. There are extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

Netball and hockey are the major sports in the autumn and winter. In the summer the girls play cricket, tennis and athletics. Students also compete in sports such as swimming and cross-country. However, sport at Woldingham is not just about competition. It is also about enjoyment and team spirit, as well as supporting physical and emotional health and well-being.

The School has a busy weekday and Saturday fixture list and teams participate in district and county tournaments. There are inter-house sport competitions throughout the year, culminating in the annual sports day. Woldingham offers a wide range of sport trips within the UK and overseas.



## Creative and Performing Arts

Drama and music are integral to everyday life, with the School's Millennium Centre providing some of the best facilities for music and drama performance of any school in the country. The 600-seater acoustically designed Dineen Auditorium includes an orchestra pit and fully computerised sound and lighting system. The Millennium Centre also has recital and rehearsal rooms, a studio theatre, wardrobe room, dressing rooms and fantastic foyer area.

Many students learn one or more musical instruments, and many have individual singing lessons with specialist instrument and voice teachers. There is a huge range of choice of co-curricular musical activities. Students of all standards are encouraged and there is a busy concert schedule, providing all girls with opportunities for public performance.

The art studios are first-rate with students producing outstanding art work and gaining excellent results at both GCSE and A Level.



## Looking Forward

The School published a new five-year strategic plan in 2019 with a refreshed vision and mission. The School's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous young women.

The plan centres around six key strategic objectives: developing people; developing learning; developing ethos and community; developing infrastructure and operations; developing sustainability; and developing communications.





# THE ROLE

<b>Job title:</b>	Foundation Director
<b>Department:</b>	Development
<b>Responsible to:</b>	Head
<b>Responsible for:</b>	Fundraising and Alumnae Relations



## General

Please refer to the Recruitment Pack for further information about Woldingham School.

## Role and Purpose

This is a new and exciting opportunity for an experienced development fund-raiser to take on the role of Foundation Director at Woldingham, building upon the achievements of the existing Development Office; they will set an ambitious strategy which will take the School's philanthropic endeavours to the next level and beyond. This is a strategic, senior leadership role and the post-holder will be a member of the Senior Leadership Team.

The Foundation Director will be responsible for defining and implementing a clear strategy to deliver a significant step-change in development activities. There is a strong degree of engagement and support for the Development function from the School leadership, in

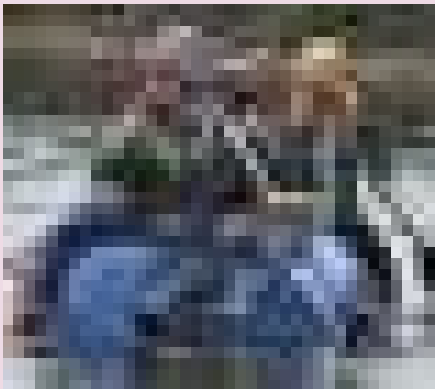
particular the Head, who has good experience of fundraising, and the Governors. The successful candidate will need to demonstrate an understanding of how activities can be tailored to the girls' school market.

Reporting directly to the Head, the Foundation Director will lead and grow the Development team in all aspects of fundraising and alumnae relations. One key priority will be to raise funds for transformational bursaries. The School also has exciting plans for a number of discrete building projects over the next few years, which present the opportunity for some creative future campaigns.

The Foundation Director will be a proven fundraiser who can recognise the opportunities and challenges associated with the role. S/he should have had success securing gifts of six figures and above, and will be adept at building strong, effective relationships across the School's stakeholders, from

parents and alumnae to academic and support staff at all levels. The ideal candidate will demonstrate a track record of success and may well be an accomplished leader in a comparable organisation, either in education or a charity. They will possess the drive and vision needed to grow an ambitious and innovative Development programme.

The successful candidate will be a creative thinker with proven track record in securing major philanthropic gifts. The Director will bring experience of developing inspiring campaign messaging, whilst establishing robust systems and processes; they will also demonstrate expertise in relationship management, outstanding interpersonal and communication skills, and the presence and intellect to operate at the highest levels. Above all, this individual will have a passion and empathy for the Sacred Heart values that underpin Woldingham School.





## Duties and Responsibilities

### Key responsibilities

- Lead and direct the School's development and alumnae programme and ensure an effective fundraising strategy is established and fully aligned with the school's strategic aims and ethos.
- Maintain an excellent relationship with the Head, involving him in key donor meetings and managing his involvement in major gift activity.
- Lead major gift fundraising, reaching, qualifying and cultivating prospects with parents, alumnae, trusts and other identified groups through events, individual meetings and presentations. Develop strategies to meaningfully engage with these groups.
- Work with the Head, Director of Finance and Operations (DFO) and Governors to further develop the School's fundraising strategy and increase philanthropic income.
- Achieve an agreed annual financial fundraising target, including major gifts from individuals, companies, charitable trusts, legacies and the annual fund.
- Co-ordinate and build upon an active, integrated, and relevant alumnae relations programme and maintain and develop strong relationships with current donors and supporters.
- Represent the School externally at events to enhance its reputation and to maintain a high profile for the Development Office.

- Attend alumnae events to build links with potential donors and raise the profile of the fundraising campaign.
- Identify potential donors and undertake engagement in preparation for fundraising.
- Build cases for support and manage campaigns from initial concept planning to completion.
- Work closely with the Director of Communications and the Marketing Department to determine the appropriate communications strategy for enhancing the development message to all potential donors, using existing and new publications and channels of communication, including the School's website.
- Cultivate strong relationships with SLT, colleagues within the School community and the Parents' Association.
- Manage the work of the development office team and continually motivate, support and encourage the department to achieve at the highest level.
- Manage the expenditure budget and work with the DFO to ensure the work of the development office is delivered effectively in line with budgetary constraints.
- Ensure that the appropriate systems are in place for gift administration, gift acknowledgement and cultivation of donors at all levels.

- Prepare regular financial and analytical reports of giving for the DFO and relevant committees.
- Ensure all work and activities meet with the requirements of the Data Protection Act and other relevant legislation (including GDPR and the Fundraising Regulator).
- Manage and monitor the expenditure budget and plan future expenditure budgets.
- Oversee the efficient use of the School's database, maximising its use within the organisation and links with other systems.



# THE PERSON

## Skills

### Essential

- Experienced fundraiser who has a proven track record of raising sums on behalf of a complex organisation.
- Evidence of strategic leadership with the ability to develop and lead a sustained programme of strategic donor development.
- Proven experience of successful project management.
- Excellent ICT Skills.

### Desirable

- A background of fundraising within the independent education sector.
- Experience of working with and organising volunteers.

## Personal Behaviours

### Essential

- Have a professional approach to work and conduct yourself with integrity and respect for confidentiality.
- Experience of running a Development team.
- A persuasive, credible and empathetic communicator who can engage with the whole School community and win support.
- Willingness to commit to a busy schedule, including travel (UK and abroad) and regular evening and weekend events.

## Specialist skills

### Essential

- A high level of commercial awareness appropriate to independent school education.
- Proven knowledge and understanding of fundraising best practice.
- Excellent knowledge of charity law aligned to tax-effective giving, legacies, GDPR and compliance.
- An understanding of budget management and financial planning.

## Ethos and Whole School Values

### Essential

- Committed to operating as part of the School community and having sympathy with independent education and the values of the Catholic nature of the school.
- Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.

### Desirable

- Ideally the successful candidate will have experience of working in schools.



## Safeguarding and Pastoral

### Essential

- Committed to safeguarding and promoting the welfare of children and young people.

## Qualification

### Essential

- Degree or equivalent qualification.

### Desirable

- Marketing or Fundraising qualification.







## TERMS AND BENEFITS

### Start Date

As soon as can be arranged with the successful candidate.

### Working hours

This is a full-time role, Monday to Friday, 37.5 hours per week, 52 weeks of the year plus attendance at some evening events and meetings throughout the year, as well as some weekend events; as this is a senior post, the post-holder will need to manage their time effectively and ensure that their time contribution meets the requirements of the role. This may also involve occasional overseas travel.

### Salary

A competitive salary, depending on experience. This may be linked with fundraising targets.

### Holiday

The holiday entitlement is 5 weeks per year plus public holidays. It is expected that holiday will normally be taken in school holidays.

### Pension

The Director will be auto enrolled into the School's pension scheme, which includes life assurance.

### Lunch

A free lunch is available in the dining room each working day when the kitchens are open.

### Parking

There is free parking on site.

### Gym and Pool

There are staff sessions for use of these facilities.

### Fees

School fees remission for dependants of the job holder attending the School; if not already at the school, any child would have to meet all of the normal entrance requirements.



# HOW TO APPLY

Woldingham School is recruiting a new Foundation Director.

The closing date for applications is 9:00am on **8 March 2021**

Interviews will take place week in the week beginning **8 March 2021**.

To apply please submit your completed application form to **hr@woldinghamschool.co.uk** with a supporting letter.

If Candidates wish to have a conversation with the Head prior to interview please email **head@woldinghamschool.co.uk**.

## Professional development and staff welfare

Our professional team of staff is Woldingham's greatest asset, and we want to ensure that everyone is supported to work in an effective, enjoyable and fulfilling way. Staff Development is a high priority, with induction and mentoring programmes for Newly Qualified Teachers and new colleagues, plus an annual cycle of Personal Professional Development planning for all colleagues and a new Leadership Programme in development for September 2021.

Staff are welcome to use our range of outstanding facilities including the gym, squash and tennis courts and the swimming pool. Our Staffroom Committee organises regular social events, and a range of wellbeing initiatives support staff in their working life.

*Woldingham 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 Disclosure and Barring Service.*





WOLDINGHAM  
SCHOOL

[woldinghamschool.co.uk](http://woldinghamschool.co.uk)