

BRIEF FOR THE POSITION OF

HEAD OF LOWER SCHOOL

(Marden)

WOLDINGHAM SCHOOL



February 2023



The school

Set in 700 acres of beautiful Surrey countryside, Woldingham is one of the UK's leading day and boarding schools for girls aged 11-18. Woldingham is an inspiring place for students to become confident, compassionate and courageous young women. It's where students learn to 'write your own story' through excellent teaching, boundless opportunities and first rate pastoral care.

As one of the UK's oldest girls' schools, Woldingham is proud to be a pioneer of women's education. Our single-sex environment is supportive and stimulating.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers.

Woldingham is increasingly popular with a record number of applicants for September 2023.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers. Woldingham is in the top 10% of schools for added value.

Students leave Woldingham to take university places at prestigious institutions in the UK and overseas. Around 75% go to courses at Oxbridge or Russell Group universities. In the past five years we have had 26 Oxbridge offers. In recent years some of the most popular UK universities for students have included Bristol, Durham, Edinburgh, Exeter, Manchester and

UCL. Woldingham students have also taken up places at a range of universities overseas including Princeton, NYU and Cornell in the USA.

Academic excellence in all subject areas goes hand in hand with learning beyond the classroom. Our exceptional extra-curricular programme of sport, clubs, performing arts and outreach into our local community enables students to develop a wonderful range of skills, expertise and interests, alongside high-level academic achievement.

Around 50% of students board – full, weekly or flexi. Around 40% of our students live locally, 35% come from London and 25% from overseas. Our global community is very important. More than 40 nationalities make up the Woldingham staff and student community.

Woldingham is increasingly popular, with a record number of applicants for September 2023.



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 positive start to achieve the ambitious vision.





HISTORY

Founded by Saint Madeleine Sophie Barat in 1842, Woldingham is one of the oldest girls' schools in the UK. Initially based in Acton, the school later moved to Roehampton and in 1946 moved to our current home at Marden Park. Initially a full boarding school, Woldingham now has a well-balanced mix of boarders and day students.

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.

Woldingham celebrates our 180th anniversary in the 2022-23 school year.

ETHOS

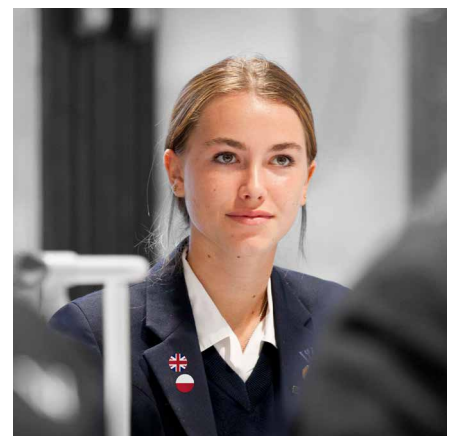
Woldingham is a happy and successful school where students become confident, compassionate and courageous young women.

Students 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 successful careers and family life ahead, and friendships that last a lifetime.

Woldingham is a Catholic school, welcoming people of all faiths or none. Woldingham is part of the Sacred Heart Network, which has schools in more than 40 countries around the world.

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 1% of schools in the UK for 'value added education.' In 2022, 55% of A Level grades were A*-A and 58% of GCSE grades were 9-8. In 2022, our EPQ students achieved 11A*s, 11As and 7 Bs. Teaching and learning are centred around our unique WOLD model, which sets out our expectations of every lesson.

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 28 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 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 student is known and nurtured as an individual by both teaching and support staff. The school encourages – and expects – students and staff to be kind to each other. Woldingham's single-sex environment is supportive and stimulating. It enables students to be themselves and to grow into independent women who will make a positive contribution to the world. Relationships amongst the students 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 underpins everything at Woldingham. THRIVE promotes emotional wellbeing and enables every student to develop the growth mindset, resilience and self-worth to enjoy success as well as learn from setbacks.

woldinghamschool.co.uk

as well as learn from setbacks. It helps students face changes with flexibility, meet failure with resilience and manage their own busy lives calmly.

As part of the THRIVE programme, students develop study skills. Study skills are developed as girls move up through the school, with the strong foundations built in Years 7 and 8 carried on through to the Sixth Form.

THRIVE focuses on the importance of wellbeing. Students learn about handling social media, self-esteem and body image. They learn 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 a dedicated Head of Year, housemistress and assistant housemistress.

Boarders in Years 7 and 8 live in Marden and Years 9 to 11 in Main House, with individual study bedrooms from Year 10 upwards. Students in the Sixth Form live in purpose-built modern accommodation, providing the perfect transition from school to university.

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

EXTRA-CURRICULAR

Woldingham has a rich and varied extra-curricular programme with more than 80 clubs and activities to choose from. Students are encouraged to balance study with activity, and to be committed and proud of their wider abilities.

The House system fosters community across the school, with a busy programme of activities and competitions. Woldingham has four mixed-age Houses, each of which promotes a spirit of community among students of different ages and staff. Students belong to one of four Houses named after Patrons with a close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fund-raising events, inter-House competitions and, a highlight of the year, the House Festival in September. House assemblies are held fortnightly. Each House has its own Mass and feast where students and staff celebrate together and focus their fund-raising efforts.

Woldingham has an active outreach programme to give back to the community – both locally and more widely.



SPORT

Sport is extremely important to life at Woldingham and plays a vital role in supporting physical and emotional health and wellbeing. Sport is about enjoyment, inclusion, team spirit, fitness, competition and performance. By the time our students leave, our aim is for them to have a lifelong commitment to sport and healthy living. We rightly celebrate the achievements of our athletes, some of whom represent their county and even country, and our school teams who do 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. We have extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

In the autumn and spring terms, netball and hockey are our major sports. In the summer we play cricket, tennis and athletics. In addition, students compete in sports such as swimming and cross country. We place great value in being part of a team as well as excelling as an individual.

The school has a busy weekday and Saturday fixture list and participates in district and county tournaments. There are strongly contested House sport competitions throughout the year, culminating in our annual sports day. We also offer a fantastic range of sport trips within the UK and overseas.

CREATIVE AND PERFORMING ARTS

Woldingham's Millennium Centre has some of the best facilities for music and drama performance of any school in the country. The 630-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.

Woldingham School has an outstanding reputation for drama. The industry standard facilities and specialist drama staff support students to create productions of the very highest standard. The school has high specification technical support with state-of-the-art sound and lighting run by a highly-qualified technical crew.

The Music Department is well resourced, dynamic and busy, providing many and varied opportunities for our musicians to perform. Standards and expectations are very high. In each term there is a large-scale concert and a number of informal and formal recitals. Our musicians perform in the numerous joint productions with the Drama Department and the choirs lead the singing at Westminster Cathedral for Masses and the school carol service.

Woldingham's art facilities are outstanding with purpose-built accommodation comprising two studios, a 3-D area equipped with a range of power tools and two kilns, a dark room and a textile room. Student artwork is displayed throughout the school.

LOOKING FORWARD

As one of the top 100 independent schools in the country, we are not only ambitious for our students, we are ambitious for the school as a whole.

In July 2021 the school outlined far-reaching plans to further develop our wonderful 700-acre campus with an outdoor education and adventure centre, a new library and Sixth Form centre, a replacement swimming pool, a sports pavilion, and cookery school and vineyard.

Our fantastic Adventure and Outdoor Education Centre opened in spring 2022. In summer 2023, construction will start on a superb new Sixth Form Centre and Library, due to open in September 2024. The other projects will follow within the next few years.



The role

Job title:	Head of Lower School (Marden)
Department:	Academic and Pastoral
Responsible to:	Head
Responsible for:	Marden Tutor Team, Marden Housemistresses (alongside Head of Boarding), Various Heads of Department

SUMMARY OF ROLE

The Head of Lower School (Marden) oversees the academic and pastoral progress of all pupils, both day girls and boarders. Marden House incorporates day students but is also home to our youngest boarders in Year 7 and 8, a mixture of full, weekly and flexi boarders. The School is organised horizontally in Year groups, with Marden combining our youngest cohorts. The Head of Lower School (Marden) is the senior member of staff (SLT) responsible for the smooth functioning of Marden in all its aspects, while the Marden Housemistress is primarily responsible for the Boarders within the Year group and is supported by an Assistant Housemistress, as well as Residential Tutors on some evenings and weekends. The House Staff always ensure that they get to know day girls and boarders equally well; flexi boarding is a popular initiative in Marden and many day girls chose to board one or two nights a week each term.

The Head of Lower School (Marden) works with the residential team who act "in loco parentis" for all girls in the Year, being responsible for the general well-being, academic progress, and discipline of individuals in their care.

They focus on fostering that special sense of community wherein each girl feels that she is valued and is encouraged to take responsibility for herself and to contribute to the good of the whole school community. It is especially important that day girls receive no less attention than boarders during the time they are in school. The Head of Lower School (Marden) also has responsibility for the staff working with them. They should maintain a programme of support, supervision and development for the Housemistress, Tutors and Residential Assistants working as part of the Year team.

AIMS

- To oversee the general welfare and progress, both academic and pastoral, of Marden students.
- To lead Marden girls in meeting the goals of Sacred Heart Education, by building and maintaining an ethos of high expectations, hard work and independence in learning and preparing girls for their progression to life in Main House.
- To role-model and actively promote the School's Catholic Sacred Heart ethos and values.

- To work closely and cooperatively with the Senior Deputy Head and the Assistant Head: Director of Safeguarding within the school's pastoral system to ensure that the students receive the best possible pastoral care.
- To work closely and cooperatively with the Deputy Head Academic to ensure the highest standards of learning for the students in a year group, to support the raising of pupil achievement throughout the year group and to promote behaviour for learning throughout the school.
- To advise SLT of appropriate curricular and extra-curricular opportunities for Marden.
- To provide leadership and support to Housemistresses and Marden Tutors and to encourage 'mixing' of the Year groups.

OBJECTIVES

- To lead in a positive, motivational and decisive manner, being a role model for the staff in your Year group, building strong relationships, ensuring clarity of roles and responsibilities, and engendering a team spirit in Marden (Lower School).





CANDIDATE BRIEF | HEAD OF LOWER SCHOOL (Marden)

- To keep abreast of curriculum and academic developments and to review Woldingham's KS3 curriculum in liaison with the Deputy Head Academic, the Director of Empowered Learning and the Head of Learning Enhancement.
- To ensure that the Marden students involve themselves in a variety of extra-curricular activities, checking that Marden tutors monitor each girl's individual involvement and to recommend additional opportunities as required.
- To liaise with the PSHE Co-ordinator regarding the provision for the PSHE programme.
- To hold fortnightly meetings with Year 7 and 8 Tutors and Housemistresses, to ensure smooth and consistent running of Marden House, pastorally, through Tutor Time, academic monitoring etc.
- To oversee communication with parents on all Marden matters and to ensure that parents receive appropriate information.
- To arrange the Year 7 and 8 Parent Teacher Meetings.
- take responsibility for Marden girls' punctuality, appearance and disciplinary issues as necessary.
- To act as the Supervisor and Centre Co-ordinator for the delivery of the AQA Level 1 Project Qualification for between 3-6 of the most academic Year 8 students.
- To run the application process and manage the Year 8 Prefects (Marden Enterprise Committee).
- To ensure the good order and maintenance of Marden House.
- To carry out evening residential duties on one evening each week.
- To cover a one-day weekend residential duty each term.
- To work with SLT, Marketing and Admissions to promote Woldingham School to potential families.
- To liaise with prospective families to ensure a smooth transition to secondary school.
- To welcome new families to the school and to manage the Year 7 Induction programme.
- To liaise with the Admissions team regarding the organisation and planning of Year 5 and Year 6 Taster Days.

- To become acquainted with feeder prep schools, building positive relationships with their key staff.
- To strengthen charitable links between Marden and the wider community, such as the Marden Christmas Appeal and work with the Orpheus Centre.
- To be the initial point of contact for Sacred Heart exchanges.

PASTORAL AND CO-CURRICULAR

- To liaise with the Senior Deputy Head to ensure consistent pastoral practice across the school community.
- To seek all opportunities to develop proactive pastoral care by ensuring that girls are engaged, busy, fulfilled and content in their daily lives.
- To lead and develop the THRIVE programme (PSHE) for Marden, taking responsibility for ensuring that the programme meets student needs, adapting and developing these accordingly over time.
- To lead weekly Year group assemblies.
- To have oversight of punctuality, behaviour and discipline in Marden, in conjunction with the Deputy Heads.
- To act as the principal point of contact for tutors and subject teachers regarding disciplinary matters in Marden.
- To ensure the school uniform is worn appropriately, and to a high standard by students.
- To have awareness of appropriate cyber usage within Years 7 and 8.
- To work with the Extra-Curricular Coordinator to advise on a broad and fulfilling extra-curricular provision for the girls in Years 7 and 8.
- To ensure that Marden girls take part in extra-curricular activities to develop their personal growth, and to ensure that tutors monitor each girl's individual involvement and recommend additional opportunities as required.
- To model informal communications with parents to set an example for your tutor team.
- To monitor, review and track Rewards and Sanctions.

- To work with the Senior Deputy Head and Head of Learning Enhancement to ensure that ICPs/Health Care Plans are implemented and reviewed regularly, and that relevant staff are informed on a need-to-know basis.
- To implement and review the relevant Pupil and Parent handbooks.
- To encourage participation in student-led initiatives and in the Student Voice programme.

ACADEMIC

- To work with the Deputy Head Academic in the management and organisation of relevant groups of pupils to ensure effective teaching and learning takes place, that pupil personal development needs are met, and pupil achievement and the evaluation of baseline and performance data are monitored and implemented through effective tracking.
- To explore, set-up and manage effective methods of raising academic standards, including enjoyable forms of academic enrichment.
- To ensure that SLT, tutors, the Deputy Head Academic and, where relevant, the Head of Learning Enhancement and Head of EAL are kept fully informed of the academic progress of the girls in the year group.
- To work closely with the Deputy Head Academic on effective reporting to parents.
- To oversee the smooth running of the end of year examinations and effectively analyse exam results, to monitor and track student progress.
- To liaise with the Deputy Head Academic over possible problems/clashes with regard to the annual timetable of assessments, examinations and trips.
- To keep abreast of curriculum and academic developments and to assist the Deputy Head Academic in the strategic development of Woldingham's Key Stage 3 curriculum.
- To teach a timetable of approximately 0.5FTE.





INDUCTION, RECRUITMENT AND RETENTION

- To liaise with the Registrar concerning new entrants, Taster and Welcome Events, and the meeting of prospective families.
- To develop and implement the student buddy system and the induction of new students.
- To ensure tutors new to Marden have a thorough programme of induction.
- To liaise with the Marketing department of the School.

OTHER

- There may be the opportunity to train as the one of the School's Deputy Designated Safeguarding Leads.

There is the possibility that the post-holder may be allocated rental accommodation on site, according to suitable availability. If resident on site, additional duties include:

- To assist the SLT in sharing weekend responsibility on-site in rotation.
- To provide emergency cover for absent House staff.
- To escort students on Doctor's/Hospital visits, if needed.

The post holder will be expected to carry out such other duties as reasonably requested by the Head that are commensurate with its level of responsibility.

The person

OPERATIONAL EXCELLENCE Essential

- A strong academic profile, including a bachelors' degree.
- Successful teaching experience with a track record of consistently enabling pupils to achieve high standards.
- A clear understanding of recent developments in teaching and learning and an awareness of national educational developments.
- A clear understanding of the principles of personalised learning, including G&T, SEND and EAL.
- Strong analytical and problem-solving skills, combined with a proactive and positive approach to change management.
- Sufficient numeracy to interpret statistical data.
- Fluent and accurate written and spoken English.
- Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.

OPERATIONAL EXCELLENCE Desirable

- Fully qualified teacher status
- Teaching experience across the full age range 11 – 18, up to and including A Level.

PERSONAL BEHAVIOURS Essential

- Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.
- Energetic and dynamic, with the ability to promote new ideas and see projects through to completion.
- First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.

SAFEGUARDING AND PASTORAL Essential

- Committed to the highest standards of safeguarding and promoting the welfare of children and young people.
- Experience of managing pastoral issues
- Experience of being a tutor, managing the pastoral and academic progress of students
- Experience of pastoral support of KS3 students

Desirable

- Safeguarding training
- Experience of running a pastoral team

LEADERSHIP AND MANAGEMENT Essential

- Able to see through complex strategies from concept to conclusion.
- A positive, kind style of communication
- A collegial approach to working with other senior colleagues
- A good sense of humour and a sense of perspective
- A determination to be an early adopter of educational best practice

Desirable

- Some experience of strategic planning or of curriculum evaluation.

ETHOS AND SCHOOL VALUES Essential

- Committed to operating as part of the School community.
- Committed to the Sacred Heart Values.
- Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.





How to apply

WOLDINGHAM SCHOOL IS RECRUITING A NEW HEAD OF LOWER SCHOOL (Marden)

The closing date for applications is 9.00am on Monday 20 February 2023.

First list interviews will take place on Friday 24 February 2023. Second list interviews will take place on Thursday 02 March 2023.

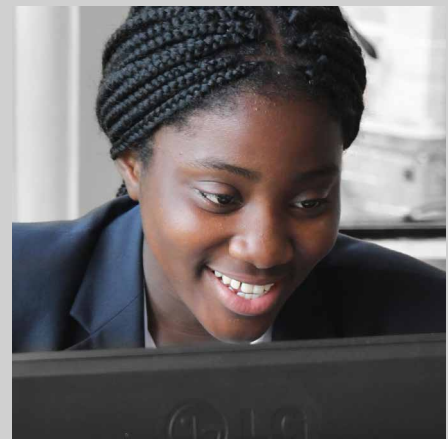
To apply please submit your completed application form to hr@woldinghamschool.co.uk with a supporting letter.

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 bespoke Leadership Programme in place.

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, Marden Park, Woldingham, Surrey, CR3 7YA
T: +44 (0)1883 654308 E: hr@woldinghamschool.co.uk
woldinghamschool.co.uk