



Finding a new Head for King's School, Plymouth:
Candidate Brief





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Introduction

Thank you for expressing an interest in post of Head at King's School. We hope you find the candidate brief useful. If you require any further information, please do not hesitate to contact Mrs Jane Lee on 01752771789. It is important to us that you feel well informed in your decision making.

I am aware that when looking at this headship opportunity, you may equally have questions about the school and Cognita as a schools group. Cognita is an exciting place to work. We are a family of schools that has ambition and drive – ultimately this is an ambition for each school to be the very best it can possibly be for the children in its care.

We work within a framework which allows each school to have its own identity and ethos. This is critically important, firstly because our schools are very different and secondly because each school needs to meet the needs of the distinctive community it serves. The Head is the key leader who works with the staff to steer this direction. Within Cognita we aim to ensure that every school fulfils the requirements of our Cognita Education, our promise. In essence, to deliver academic excellence, provide strong character development and engender a global mindset. What this looks like in reality will be distinctive to each school.

When appointing a Head, we always look to welcome colleagues who weave together the essential elements of school leadership. An ability to keep academic and pastoral matters at the heart of the school's purpose, while ensuring effective operational and commercial oversight and direction is crucial. These elements are underpinned by a tangible sense of moral purpose and an intelligent drive to constantly improve.

Welcoming a new Head to King's School is a very significant milestone in the journey of the school. Jane Lee has led King's for over 25 years. She is a remarkable Head and an equally remarkable person. We are not looking to appoint a clone. Every Head is unique and has their own talents. However, we do want to appoint someone who can demonstrate that they will care for the community and lead the school with similar values. King's is a special place. People work in a collegiate manner, characterised by everyone rolling up their sleeves and playing their part. We are looking for a leader who values the past and all that King's has built and become known for, alongside a strategic thinker who can work with the community to keep King's fresh and find the best ways for the school to innovate and continue improving.

I hope that you feel energised by the prospect of leading King's School. Cognita is a family of schools that is constantly looking to find new ways to work and to improve. If appointed, you have the opportunity to lead a school and contribute to our shared learning as a family. I wish you every success, whether that be as part of the Cognita family or elsewhere.

Best wishes,



Simon Camby - Director of Education

King's School, Plymouth

Under the caring and nurturing leadership of Mrs Jane Lee over the last 25 years, children have flourished within a dynamic setting; the provision is ever-evolving in the pursuit of the very best programme of academic and pastoral learning. Children perform extremely well academically and secure places in the top senior schools in the region. They also develop advanced personal and social confidence and an exceptional positive outlook towards learning, as well as a remarkable, genuine sense of community spirit. The boys and girls at King's School report the highest well-being scores within the Cognita Group: they love coming to school!

The School is designated as a school with a religious character and aims to 'provide, within a nurturing Christian environment with an excellent, child-centred, holistic education'. The strong family atmosphere and Christian values where every child is respected as an individual is an important feature for any candidate to take into consideration.

King's School is a non-selective independent day school for boys and girls aged between three and eleven years. It is a registered setting, with an attached day care nursery for 0-3 years. The School opened in 1989 and following rapid growth moved to its current premises in Mannamead in 1991 at which time the nursery provision was added. King's became a Cognita School in February 2008. Recent works include the nursery refurbishment in Summer 2017 and plans are in place to develop learning space outside the Dining Room. The plan for main school to be 2-form entry will be completed in September 2018. There are 247 pupils on roll of whom 83 are in early years (0-4).

King's has a strong teaching team who strive for high standards in all areas. The King's curriculum is based on National Curriculum and enhanced by specialist teaching in French, Music, Computing, Forest School, Dance, Tennis and Swimming. There is a wealth of extra-curricular activities, currently 31 different choices each week. The School is an ever-involving place, currently focusing on Learning Outside the Classroom to enhance the overall offer from Nursery through to Year 6. In the last inspection (2016) the lead inspector said "King's provides an outstanding quality of education for its pupils. They make excellent progress in their learning. Personal development is excellent and pupils' behaviour is exemplary. The level of care and nurture for pupils throughout school is exceptional."

The Cognita family

Cognita is a global leader in independent education. Founded in 2004, we are a growing family of some 70 schools in eight countries in Europe, Latin America and South-East Asia, serving around 35,000 pupils. Although each school is different, our over-arching purpose is to provide '**An inspiring world of education**'.

We have a clear and simple framework for our schools. We expect each school to provide a **Cognita Education** which involves:

- Delivering academic excellence
- Developing character
- Nurturing a global perspective

Underpinning a Cognita Education is the **Cognita Way**, a simple way of operating based on ensuring:

- Energised leadership
- Personalised learning
- People growth
- Community engagement
- Innovation
- Brilliant basics (efficient systems)

Working together

To find out more about the Cognita family, take a look at our website – www.cognita.com

We are a family. Our schools are, without doubt, unique places each with a distinctive ethos. However, they are not stand-alone schools. Our schools are part of a family and we expect schools to engage and work together. We are stronger by sharing. Our heads meet termly, and other groups of leaders meet throughout the year. You will be joining a professional and well-connected network.

Our schools in the UK are members of independent association groups: ISA or IAPS in England and WISC in Wales. Our schools in England are inspected by ISI and our schools in Wales are inspected by Estyn.

How do I spend my time?

a message from Jane Lee



I have had the privilege to lead this wonderful school for 25 years and still have a real passion and desire for it to grow and flourish under a new Head. It is hard to put in words the uniqueness of King's but when you walk through the doors you will I'm sure understand, so I warmly invite you to visit us and experience this for yourselves.

As Head of King's School, you will have the joy of leading and working with an enthusiastic, talented and hardworking team; from the Site Manager to the SLT and everyone in between. You will require the drive, dedication and vision to match this, together with the ability to promote the Christian ethos and family feel which make this a special place to work. You'll be available for the children, parents and staff on a daily basis.

King's is a thriving school with a strong sense of community. Staff parents and pupils embrace the aims and ethos with a commonality of goals. That being a rich high-quality education, both inside the classroom and outside too. The children take ownership of their school, they are eager to share with visitors their enthusiasm. Staff enjoy the opportunity to teach in a system that suits them whilst having a desire to treat every child as an individual. Parents both past and present affirm their support and praise of King's values and Golden rules that underpins daily life, it is an ever-evolving school eager to be outstanding in every way.

How King's makes me feel

comments from staff



“I love my job and really look forward to coming to work. I feel valued and part of a caring team”

“I feel well supported and trusted by the Head teacher”

“I would highly recommend King’s to family and friends and have done in the past and I am excited to return with my child where I know they will thrive in the care of the staff in the setting”

“I really value being part of the King’s team and also part of the wider Cognita team, King’s is a wonderful place to work”

“I love working at King’s School and I absolutely love my job. There aren’t many people who can say they love going to work!”

Role Profile

Purpose

An inspirational leader, the Head of King's School will ensure continuous improvement with a focus on delivering a Cognita Education to further improve the academic attainment and progress of all pupils across the school. More specifically, the key roles and responsibilities of the Head are:

Key accountabilities

You will:

- Set direction create and communicate a clear sense of purpose which is understood by all stakeholders. leading teaching, learning and assessment.
- Ensure a rigorous focus on pupils' achievement, using data and assessment tools to monitor pupil progress and challenge under-achievement.
- Develop staff as leaders in order to build capacity for improvement.
- Manage, monitor and evaluate all resources effectively to achieve the targets of the strategic and improvement plan.
- Ensure that all staff and volunteer roles are clearly defined, understood and agreed; and that individuals are held to account.
- Create and sustain partnerships with parents to support and improve pupil achievement and wellbeing.
- Create and sustain partnerships within the Plymouth community to maintain the School's high reputation.
- Ensure that monitoring takes account of different pupil groups and data is used to close gaps; ensuring equity and equality for all pupils.
- Lead all requirements regarding inspection and external reviews; ensuring that the School is fully compliant with all current requirements.
- Demonstrate a personal commitment to safeguarding and student wellbeing
- Lead a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with safeguarding policies, procedures and code of conduct.

Why we want you in our team

You will be an inspirational, energetic and compassionate leader who can engage pupils, staff, parents and all other key stakeholders in maintaining and developing King's School as the successful school it is today.

You will

- Demonstrate integrity and a strong moral compass
- Want to, and enjoy empowering others and nurture talent
- Have a conscientious attitude and professional work ethic
- Genuinely want the best for children in terms of provision and outcomes
- Are willing to have honest, open and tough conversations, when required with staff and parents.
- Have great influencing skills to enable others to see what is important when things are not appearing straight forward

You will have

Qualifications	<ul style="list-style-type: none"> ▪ Degree in Education ▪ Relevant Educational qualification / qualified teacher status ▪ Evidence of relevant professional development
Knowledge	<ul style="list-style-type: none"> ▪ Demonstrate outstanding teaching practice and subject knowledge ▪ Knowledge of safeguarding regulations and Independent Schools Standard and Regulations ▪ Deep understanding of the curriculum and high academic outcomes from EYFS to KS 2 ▪ Demonstrate substantial experience across a broad range of educational and pastoral activities including character development, pupil well-being ▪ Be sympathetic to the delivery of the Cognita Way and Christian ethos of King's School.
Skills	<ul style="list-style-type: none"> ▪ Have strong people management skills with the ability to build a team approach with particular experience of human resource processes: recruitment, development, retention and performance management ▪ Excellent written and oral communication skills ▪ Track record of collegiate working ▪ Manage and juggle competing priorities and be timely in meeting deadlines ▪ Able to develop, implement and monitor strategic plans and change management to raise school standards. ▪ Be adaptable to the environment and audience, demonstrating experience of engaging and building effective communication with parents, pupils, staff and other third-party stakeholders
Experience	<ul style="list-style-type: none"> • Strong commercial and operational management experience • Previous Headship / strong leadership skills demonstrated in a similar role.

Safeguarding Responsibilities

- Comply with safeguarding policies, procedures and code of conduct
- Demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- Ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- Engage in safeguarding training when required

This role profile is not exhaustive and may be changed at any time to meet the changing requirements of Cognita. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties.

Practicalities

You will be expected to take up the post in April 2019. A remuneration package reflecting your skills and experience will be offered.

The deadline for receipt of applications is 12pm Friday 15th October 2018

Candidates should complete a Cognita application form together with a covering letter, addressed to Simon Camby, telling us what inspires you about education and how you see that vision fitting in with King's aims and ethos.

Please email your completed application form and covering letter (both as PDF files) to susan.morgan@cognita.com Sue can also be reached by calling the Cognita School Support Centre on 01908 352244

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within three working days of sending it, please contact Sue.
- Selected candidates will be invited to a confidential preliminary telephone interview meeting.
- An assessment day will take place 6th / 7th November 2018
- Final interview will take place 8th November 2018

It is expected that this candidate pack gives a good indication of the aspects of the role. Should you have specific queries, please contact, Assistant Director of Education – Robin Davies robin.davies@cognita.com

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

COGNITA

An inspiring world of education