



# KINGSWOOD

BATH

## Brief for the position of PRINCIPAL OF THE KINGSWOOD FOUNDATION AND HEAD OF THE SENIOR SCHOOL

February 2019



ODGERS BERNDTSON

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# BACKGROUND

Kingswood School is situated on a magnificent 200-acre site in Lansdown, Bath, and offers an inclusive boarding and day community that balances academic rigour, strength in the arts and sport, traditional values and outstanding pastoral care with a forward-thinking, can-do approach.

Both the Prep School (nine months-11 years) and the Senior School (11-18 years) offer a broad, holistic education, in which pupils are encouraged to develop self-assurance and high levels of personal motivation. In this environment, pupils achieve exceptional successes as they consistently achieve their full potential.

Kingswood was founded by John Wesley, the founder of the Methodist Movement. When the School opened in 1748 in Kingswood in Bristol, it provided education for a small number of the sons and daughters of local mining families. Kingswood developed to provide a boarding education for the sons of Wesley's itinerant Methodist colleagues, eventually outgrowing its original site and moving to its stunning present location in Lansdown, Bath, in 1852. Kingswood started accepting boys from families outside the Methodist minister sphere, and, by the mid-1920s, the School was educating approximately 300 boarders. In 1972, the School took the decision to move to co-education and accepted its first girls.

Over the past 30 years, Kingswood has become fully co-educational at all levels and has grown significantly. The School has embraced more day students alongside its boarders, and in doing so has forged stronger links with the local community in Bath and throughout the region. Today, there are nearly 800 pupils in the Senior School and over 300 in the Prep School. In addition, a new state-of-the-art development at the Prep School, which includes a new Nursery known as The Garden at Kingswood, opened in September 2018, to welcome children from nine months old.

Kingswood is a welcoming, inclusive community in which students are encouraged to develop their own talents while challenging others to do the same. Kingswood promotes confidence, open-mindedness and tolerance along with creativity and a spirit of enquiry. Academic achievement takes place within the context of all-round personal development, and high standards are combined with a sense of responsibility and service. Kingswood pupils excel on a personal level while also making a real difference to the lives of others.

Academic results at Kingswood are consistently excellent. In recent years, Kingswood has regularly been ranked in the top 5% nationally for added-value, and raw results regularly place it in the top twenty co-educational boarding or boarding/day schools. Virtually all students go on to attend university; an

average of more than 80% of all Kingswood students achieve the coveted A\*-B grades required for entry into Russell Group universities. The School is also proud of its rich and varied co-curricular programme which encourages students to excel across a range of activities. Kingswood is widely recognised as one of the top schools for sport in the South-West, with students competing at both national and international levels. The Arts are also extremely strong, with excellent art, music, drama, and design and technology departments inspiring true creativity and opportunities to both challenge existing principles and explore new concepts.

The School was rated as excellent in every category in its latest Independent School Inspectorate (ISI) inspection. Among the categories praised strongly by the inspection team were teaching and learning, pastoral care, extra-curricular provision, boarding and the spiritual, moral, social and cultural development of pupils.

## METHODIST INDEPENDENT SCHOOLS TRUST (MIST)

Kingswood School is an Associated School of the Methodist Independent Schools Trust (MIST) which is responsible for fourteen schools across the UK. Whilst the School is independently run and governed, it works in close collaboration with MIST in a number of areas. In recent years MIST has acquired five independent schools (two all through schools and three preparatory schools).





## THE PREP SCHOOL

The Kingswood Prep School offering is firmly based on a holistic approach to education and is entirely committed to ensuring that every child is given an opportunity to explore his or her own individual skills and talents. The Prep School and its team of dedicated staff place great emphasis on inspirational teaching and wide participation; enjoyment for all is important, as is the pursuit of excellence.

Following a multi-million-pound building programme completed in September 2018, the Prep School boasts well-equipped facilities designed to stimulate and inspire. Among these developments is a music school, which includes a music room and practice rooms, with direct access to the Hall for performances. New classrooms for Year 5 and Year 6 are spacious, with break out space. Pupils also now benefit from a new Art Room and a STEAM area where Science, Technology, Engineering, Robotics and Programming are part of a curriculum designed to shape the skills young children need. ICT is taught as a cross curricular subject and will run as part of the whole learning experience.

The Prep School has also opened a brand new Nursery which is known as The Garden at Kingswood. It welcomes children from nine months for 45 weeks of the year, with an option of a further five. At The Garden, the Nursery children also have access to the high-quality facilities and resources available at Kingswood, including well-equipped areas in Science, Technology, Swimming, Sport, Music and Drama. There is also a focus on Outdoor Education, where the children are able to explore the beautiful, serene and secure grounds.

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While academic work is the central focus, the Prep School also places great emphasis on the breadth of the education it is able to offer. There are opportunities for all pupils to participate in Sport, Music and Drama, not only in the timetable, but also through the extensive Extra-Curricular Programme.

Sport plays a large role throughout the school week. An extensive fixture list enables both boys and girls to compete against other local schools in a wide variety of sports, and many pupils are successful in gaining sporting recognition at county and national level.

With over 250 musicians learning instruments, and a new state-of-the-art dedicated facility, music is thriving at Kingswood Prep School. A host of musical groups meet each week and all pupils have the opportunity to perform in various concerts, whether as beginners or as more experienced musicians.

Drama is another real strength in the School. In addition to productions each year, many children voluntarily participate in the Mid-Somerset Festival, in the ESB (English Speaking Board) activities, and many also study approved LAMDA courses.

The Prep School aims to extend the children's perception and appreciation of the world around them through a variety of external trips and visits. In addition to speakers and visitors to the School there are also residential courses to various centres. Each of the Prep School year groups has the opportunity to participate in a residential visit each year. These range from one night away in Year 3, up to four nights away in Years 5 and 6.

## SENIOR SCHOOL

Pupils joining the School in Year 7 from either Kingswood Prep School or other primary or junior schools enter 'Westwood House', a co-educational day and boarding house, where they remain until the end of Year 8 under the care of a specialist team of house staff and tutors. An integral part of the School, but also a thriving community in its own right, this special 'junior' house provides the perfect introduction to Senior School life.

In Year 9, Kingswood's six senior houses welcome a significant number of new pupils from a variety of local, national and international preparatory schools who join those moving up from Westwood House. Strong pastoral care remains at the very heart of the Senior School's commitment to nurture individual development. Whilst greater independence is actively encouraged, personal tutors and experienced senior house staff continue to offer personal support to each pupil. Development of all-round talent is central to the middle years; alongside a challenging curriculum, a host of extra-curricular and leadership activities ensure each pupil is offered the opportunity to develop as a whole person. Breadth remains an important feature of the curriculum in the middle years, with a core curriculum enhanced by an element of choice which encourages each individual to develop particular strengths and interests.

Whilst there is appropriate emphasis on achieving the highest grades at GCSE, the curriculum is not limited simply to fulfilling examination requirements. In seeking to instil a love of learning and a spirit of enquiry in every pupil, teachers are encouraged to explore broader areas of study and help pupils develop habits of independent learning. Academic societies add further breadth of understanding as pupils are prepared for the greater specialisation of Sixth Form study.

## SIXTH FORM

The Sixth Form years at Kingswood offer a rich and distinctive educational experience. Opportunities abound to develop academic strengths, to broaden personal interests and to prepare for the challenges and excitement of life beyond Kingswood. With an impressively diverse intake of new students joining, the Sixth Form has a very special atmosphere and its positive ethos and encouragement to be involved very much sets the tone for the whole school.

The Dixon Centre, where each sixth former has a dedicated study area, provides a central focus for Sixth Form life. Small group teaching, personalised university entrance and careers advice, and numerous opportunities to take on significant leadership roles are all strong features of Sixth Form life at Kingswood. Students enjoy particularly friendly and supportive relationships with each other and with staff; indeed, the quality of relationships is often quoted as one of the Sixth Form's most significant strengths.

For all the breadth of opportunity the Sixth Form provides, the outstanding academic results and the superb record of entrance to top universities, it is the quality of the sixth formers themselves which makes Kingswood so distinctive. Sixth formers at Kingswood have a natural confidence and ambition, but they also have a sense of direction and belonging, an understanding of their responsibilities and an interest in the wider world.



## CURRICULUM AND RESULTS 2018

The Senior School's curriculum is engaging and interactive; encouraging active participation in lessons through discussion, practical activities, educational visits and role play is considered vital to all pupils' progress. The curriculum enables the learners to build on their past educational experiences and allows them to achieve a deeper understanding of, and greater competence in, each aspect of the curriculum as they move through the School. Learning support also features strongly in the academic programme, ensuring that every pupil receives the right type of study support to match his or her individual requirements.

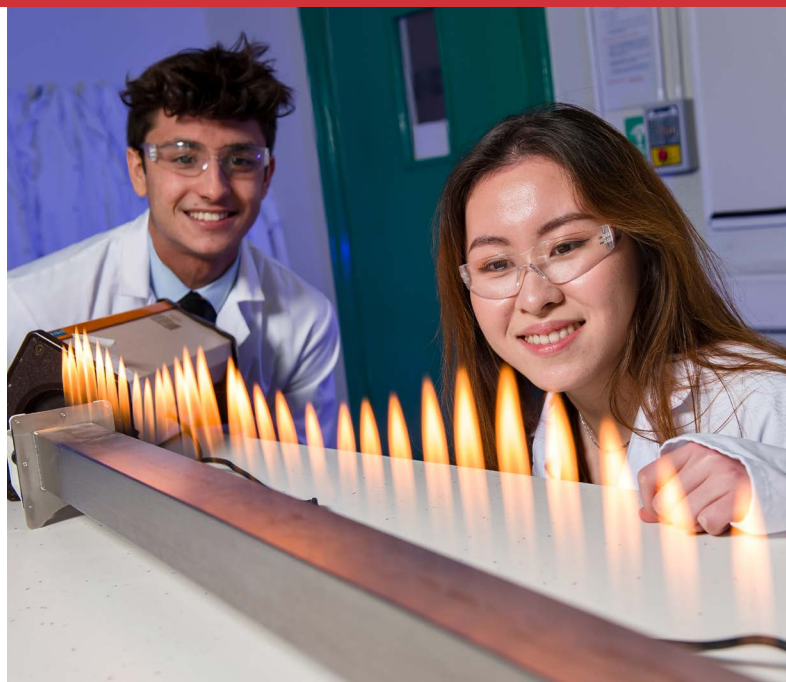
Pupils at Kingswood School celebrated record GCSE/IGCSE results last year. With 42% A\* or 9/8 and 68% A\*/A or 9/8/7, students scored impressively across both GCSE and IGCSE examinations. A Level results were also excellent, with approximately 75% of all grades at A\*-B, over 90% at A\*-C and a 100% pass rate.

## PASTORAL CARE AND BOARDING

Pastoral care at Kingswood is all about nurturing young people as individuals; in encouraging pupils to believe in themselves, in helping them to discover new talents and in supporting them to achieve the very highest standards in everything they do. The central focus of the School is always on what is best for the individual.

The House system is at the heart of the Senior School's pastoral support structure. There are seven Houses, each run by an experienced Housemaster or Housemistress who is supported by a Deputy and a team of tutors. The tutors, who take direct responsibility for individual boarding and day pupils at the School, are the first point of contact for parents. Each student attends regular target setting and review meetings, and communication with home is very much a part of this process.

Boarding is a key feature of life at Kingswood School, and the boarders, although not as numerous as at one time, are seen as a central part of the community. Six of the seven houses are boarding houses and all are situated on the School's main campus. Whilst, the ethos of the School is very much that of a boarding school, day and boarding pupils are fully integrated across the house system and a wide range of opportunities are available to all pupils, day and boarders, during the school week and at weekends.





## CO-CURRICULAR

Kingswood provides an extensive range of excellent co-curricular opportunities spanning more than 100 activities each term. The provision for sport, music and drama is outstanding and many pupils participate in the Duke of Edinburgh Award Scheme and a range of outdoor pursuits. The School also hosts the annual Bath Schools Model United Nations conference.

All students are encouraged to participate in a range of co-curricular activities to discover new talents, improve existing skills, work as part of a team and find activities and hobbies that they enjoy which will take them past school and often become lifelong interests. In addition, academic societies, departmental trips and activities that complement the curriculum help students demonstrate a passion for their subjects outside the classroom.

## THE CHAPEL

The Chapel was opened in 1922 and remains central to daily life at Kingswood today. Pupils attend a weekly morning act of worship in year groups. On Fridays, the School community gathers together for the Whole School Service, which often includes a visiting speaker and always includes pupil participation and musical performance. Kingswood encourages each child to explore their own spirituality and welcomes children of all faiths and none.

For more information on Kingswood and The Methodist Independent School Trust, please visit [www.kingswood.bath.sch.uk](http://www.kingswood.bath.sch.uk) and [www.methodistschools.org.uk](http://www.methodistschools.org.uk)



# THE ROLE

Reporting to the Board of Governors, the Principal of the Foundation and Head of Senior School (Head), has overall responsibility for the leadership and management of Kingswood School and Kingswood Preparatory School and Nursery.

The Head chairs and leads the Senior Management Team of Kingswood School and holds direct line management responsibility for that team, including the Bursar, and the Head of Kingswood Preparatory School and Nursery who holds a wide-range of delegated authority.

As an Associated School of The Methodist Independent School Trust, the Governors regard it as essential that the values and ethos of the Senior and Prep schools which derive from its Christian Foundation are upheld. They therefore wish to appoint a Head who is in complete sympathy with this.

## KEY RESPONSIBILITIES

### Strategic Vision

- Work with the Board of Governors and Senior Management Teams to develop a clear vision and to help to develop further the strategic plan for the Foundation.
- Lead the delivery of the strategic plan to further strengthen Kingswood's position and to enhance its profile, keeping the plan under constant review and translating it into clear and measurable targets for implementation and monitoring by the Governing Body.
- Secure the commitment of the Foundation's key constituents to the strategic vision and overall direction of the School, including staff, parents, alumni and the wider community.
- Ensure that the educational ethos and values of the Foundation are sustained and that excellent relationships between staff, pupils and parents (both current and prospective) continue to be a priority.
- Constantly seek ways to raise academic performance, improve and develop the Foundation and make recommendations to the Governing Body as appropriate.
- Be aware of, and respond to, the wider external environment of the Foundation and sector, adapting plans and strategies in response to political and financial changes as necessary.
- In developing the strategy for the school be mindful of the emerging demands of current and potential parents and students as key buyers of the Schools' offerings.





### Leadership and Management

- Provide overall leadership to all staff, developing amongst them a culture of excellence across all areas of school life and a deep commitment and sense of involvement as part of a high-achieving, academic community.
- Take overall responsibility for the delivery of excellent pastoral care including safeguarding and discipline. Work with the Designated Safeguarding Leads and other senior members of staff to oversee all aspects of monitoring and safeguarding, working closely with outside agencies, as appropriate.
- Ensure excellent communication across the whole Foundation community, in particular ensuring that staff are engaged and fully informed of all School matters, including the vision, strategic direction and financial position of the Foundation.
- Continue the development of a strong, cohesive and proactive Senior Management Team, ensuring that roles and responsibilities are clear and that the highest standards of performance are set and maintained.
- Encourage the understanding within all staff (teaching and non-teaching) of their importance in promoting the achievements, activities and values of the School to parents, potential parents and the wider external community.
- Oversee the development and implementation of policies and procedures across the Foundation and ensure that rigorous performance management is in place for the whole staff.
- Lead the Foundation in such a way that the energies of all staff are harnessed by fostering a strong commitment to the ethos, standards and values.
- Provide the highest level of care for the physical and mental health and well-being of all pupils and staff.

- Ensure that appropriate policies and procedures are in place to recruit, develop, reward and retain the best and most committed teaching and support staff to ensure that the Foundation is effective in delivering its aims.
- Carry lead responsibility for all required Health & Safety Policies, ensuring that appropriate procedures and arrangements are in place and are kept under review.

### Educational Leadership

- Provide strong, visible and accessible leadership to the whole Foundation community, overseeing the continual development of a challenging curriculum appropriate for a rapidly changing world and informed by high academic standards.
- Achieve academic excellence for all pupils, including those that might need learning support, and create an environment of continuous evaluation and innovation.
- Ensure that all required arrangements are in place to facilitate inspections, and provide guidance and leadership through the inspection process.
- Oversee procedures relating to assessment and regulation, reporting on pupil performance and progression.
- Ensure that lessons and activities delivered by staff across the Foundation provide an appropriate level of educational challenge and set high expectations for all learners.
- Actively support and develop as appropriate the offering of Kingswood's broad and deep programme of co-curricular activities.
- Ensure that the safety, security and well-being of all pupils remain at the heart of the Foundation's mission and day-to-day practices.



### Business Management

- Work with the Bursar and the Governing Body to make a significant contribution to strategic financial planning, ensuring the financial plans are fit for purpose and the Foundation maintains and strengthens its financial position.
- In conjunction with the Bursar, ensure that all staff recognise the business realities and constraints involved in managing the finances of a financially successful and robust school.
- Ensure appropriate deployment and overall management of all resources (financial, human and physical) in support of the overall mission, aims and strategic plans.
- Manage, monitor and review the range, quality and quantity of resources in order to improve the quality of learning and teaching across the Foundation and secure efficiency and value for money.
- Work with the Director of Development and Fundraising to play a pivotal role in the Foundation's future fundraising activities, including engaging with donors, seeking philanthropic support and attending key events.

### External Engagement

- Play an active and visible role in the local community and across the wider region, encouraging strong commercial and public benefit collaborations and forging sustainable links with key partners.
- Foster and develop links with leading universities world-wide, being an ambassador for the Foundation and representing it effectively across a broad range of relevant stakeholders.
- Work with the Head of Marketing and the Head of Admissions to ensure that creative marketing strategies are in place, taking all appropriate opportunities to publicise the Foundation and to develop positive relationships with current and potential parents.

- Continue to build upon the strong relationships Kingswood enjoys with its significant network of primary and preparatory schools.
- Continue to develop strong and sustainable partnerships with key stakeholders internationally, especially in relation to the recruitment of students from overseas and the development of partnerships with overseas schools and investors.
- Create a positive and proactive public relations programme, including developing beneficial relationships with the regional and national press, in order to promote the reputation and achievements of the Foundation.
- Seek to further develop links and build long-term relationships with alumni and friends of the School through the Old Kingswoodian Association.

### Methodist Foundation

- Be in sympathy with the School's values based on its Christian foundation and encourage pupils to explore their own spirituality and understanding of the moral issues they will face both as individuals and as members of communities in the wider world.
- Be prepared to play a leading role in the Schools' worship.
- Encourage support for charities and community work and enable the use of the school facilities to help others.
- As Kingswood is an Associated School of The Methodist Independent Schools Trust, the Head is expected to play a key role in the Trust's activities including attendance at the Schools Conference and termly Heads meetings.
- Maintain and foster links with the Methodist Church worldwide.

# THE PERSON

The Head will be a visionary, courageous and inspirational leader who will be mindful and supportive of the School's ethos and traditions whilst being open to advancement through innovation.

The successful candidate is likely to have the following key skills, experience and attributes:

## QUALIFICATIONS AND EXPERIENCE

- A degree, with an additional post-graduate leadership and/or management qualification an advantage.
- A proven track record of outstanding success in academic and pastoral leadership and management obtained as either Head or Deputy.
- The demonstrable ability to earn respect and to develop relationships with a broad range of stakeholders.
- Experience of building, developing and leading teams, ensuring they operate efficiently and effectively.
- Experience in managing human, financial and physical resources.
- Experience of teaching in a coeducational, day and boarding school environment.

## KNOWLEDGE, SKILLS AND ABILITY

- Excellent and proactive strategic thinking and problem-solving skills, with the ability to formulate clear decisions that command support.
- The ability to prioritise and delegate wisely in a busy and demanding school.

- Significant ability to inspire, motivate, innovate and develop a clear vision to advance the Foundation's ambitions.
- Commitment to the pursuit of academic excellence and to achieving the highest possible academic standards.
- Commitment to providing the very highest quality of pastoral care which meets the well-being needs of all students throughout the School.
- Commitment to the delivery of a broad and far-reaching co-curricular programme which provides a wealth of sporting, artistic and cultural opportunities.
- Commitment to meaningful engagement and working in partnership with the wider community.
- Strong commercial and business acumen with robust financial management skills.
- Understanding of the importance of fundraising, PR and marketing and willingness to provide the necessary support for them in order to raise the profile of Kingswood.
- A track record of operating with openness and honesty and the ability to relate to all sections of the Kingswood community with a strong commitment to equality and diversity.
- Excellent knowledge of and ability to manage financial matters, risk, regulatory and legal issues.



## PERSONAL

- Bright, confident, with highly developed intellectual capacity and emotional intelligence.
- Complete commitment to the Christian-based ethos, values and objectives of Kingswood.
- Complete commitment to the happiness, wellbeing and safeguarding of pupils.
- Passion for innovation in education with a firm grasp of the 'headwinds' of change sweeping across the independent sector.
- Perceptive and excellent judgement, decision-making and problem-solving skills.
- Possessing a high degree of integrity.
- Open and collaborative.
- Outstanding communicator and a good listener, with the ability to inspire trust at all levels, inside and outside the School.
- Charismatic, visible and approachable with excellent interpersonal skills.
- Personally modest but with the ambition and competitive edge required to further enhance the provision and profile of the Foundation.



# HOW TO APPLY

Kingswood School has engaged the services of Odgers Berndtson to assist with the recruitment of the next Head.

Letters of application and CVs should be submitted at:

[www.odgers.com/70261](http://www.odgers.com/70261)

If you are unable to apply online please email:

[70261@odgersberndtson.com](mailto:70261@odgersberndtson.com)

If candidates prefer to send their application by mail, it should be addressed to:

**Freddie Dennis**  
**Odgers Berndtson**  
**20 Cannon Street**  
**London EC4M 6XD**

All applications will receive an automated response.

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 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 will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

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

For an initial discussion, please contact:

**Freddie Dennis: +44 (0) 207 529 6366**

**Peter Lawrence: +44 (0) 207 529 3055**

**Constance Moss: +44 (0) 207 529 1109**

The closing date for applications: **Friday 1 March.**

Initial interviews with Odgers Berndtson will take place during **weeks commencing 11 March and 18 March.**

Shortlist interviews with the Selection Panel will take place in London on **29 April.** Candidates invited to the final stage will be invited to have a full briefing visit to the School **week commencing 6 May** and final interviews will take place at Kingswood School on **16 and 17 May.**

*Kingswood 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 (DBS).*





# KINGSWOOD

## BATH

[kingswood.bath.sch.uk](http://kingswood.bath.sch.uk)



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