



St Leonards
St Andrews, Fife

APPOINTMENT OF HEAD
August 2021

LETTER FROM THE ST LEONARDS CHAIR OF COUNCIL



Surrounded on two sides by the sea and with its world-famous golf courses, internationally recognised university and one of the two leading IB schools in the UK, St Andrews is a very special place. Wherever you go in St Andrews there are reminders of the town's Mediaeval past and St Leonards sits firmly within the curtilage of the old abbey walls occupying as it does some important historic buildings.

St Leonards has been at the forefront of education in Scotland and beyond since its foundation in 1877. Throughout its life, the school has demonstrated a progressive spirit from its inception as a pioneering school for girls to the vibrant fully co-educational day and boarding school that it is today. Fourteen years ago, the Council (the school's governing body) took the bold decision to introduce the IB into the sixth form and from the start of this academic year, the school offers the IB at all four levels, one of only two continuum schools in the UK and 41 worldwide to do so. Rather appropriately, the school's motto is Ad Vitam (or 'for life'), and the IB ethos and approach to learning permeates all areas of school life, both within and outside the school classroom.

It was a great accolade for the school to be named Scotland's Independent School of the Year in 2019, which recognised its total commitment to offering a first-class education. In this vein, a multi-million refurbishment programme of the boarding houses is well underway, a sector-leading golf programme has been established, there is a very strong school roll, academic achievement is excellent, public recognition of the school is incredibly positive and outstanding teachers are attracted to work in the School.

St Leonards is an innovative, dynamic and remarkable school offering an exciting opportunity for a gifted leader to build on its acknowledged success. We welcome applications from exceptional candidates to join our community.

Martin Passmore
Chair of Council
St Leonards

INTRODUCTION

The School is fully co-educational with 540 boys and girls on the roll from Year 1 to Year 13. 140 pupils follow the IB Primary Years Programme (PYP), which is taught from Year 1 to Year 6. The IB Middle Years Programme (MYP) is taught in Years 7, 8 and 9, followed by a GCSE/IGCSE programme in Years 10 and 11, and either the IB Diploma Programme or the IB Career Programme in Years 12 and 13.

Our IBDP average score is typically 33/34 points, with around 80% of all Higher Level (HL) scores being 7/6/5 (equivalent to A*/A/B at A level). Prior to the award of 'Sunday Times Scottish Independent School of the Year', we have been the Sunday Times top performing A level/IB Sixth Form in Scotland for 2016, 2017 and 2018.

St Leonards is close to sandy beaches, historic landmarks and stunning countryside. Edinburgh and Dundee Airports are within easy reach - approximately an hour's flight from London. The School has close links with the University of St Andrews.



Scotland's Independent
School of the Year 2019
SUNDAY TIMES SCHOOLS GUIDE



THE SCHOOL

St Leonards houses 125 pupils as boarders from age 10 upwards. Younger boarders in Years 6 to Year 9 are hosted in St Rule, a newly refurbished house specifically designed for this age-group. Older boarders from Year 10 to Year 13 are hosted in Bishopshall (girls) and Ollerenshaw (boys). Over £4m has been spent on upgrading our boarding houses over the last four years.

Between 25% and 30% of the total school roll is international with over 30 different nationalities and we celebrate our international outlook.

The approach to learning and well-being is underpinned by a common set of values, culture and ethos, consistent with the age and stage of individual pupils.

The organisation of leadership reflects the consistent and coherent approach to learning and wellbeing from Year 1 to Year 13. Each section of the school has a teaching and learning lead and a pastoral and well-being lead. Both work closely together and are familiar with each other's roles, stepping in as the need requires.

The teaching and learning leads are the PYP, MYP and DP/CP coordinators; the pastoral well-being leads are the Heads of Years 1-3 (PYP); 4-6 (PYP); 7-9 (MYP); 10-11 (GCSE/IGCSE); 12-13 (DP and CP).

These roles also have an important and visible 'front-of-house' function with an expectation of being familiar faces and points of contact for pupils and parents.

The teaching and learning leads are line managed by the Deputy Head (teaching and learning). The pastoral and well-being leads are line managed by the Deputy Head (well-being). A third Deputy Head has overall responsibility for boarding and line manages the Housemasters and Housemistresses and boarding staff.

The three Deputy Heads report to the Head, who in turn reports to the Governing Council of St Leonards. The Chief Operating Officer is responsible for the non-teaching staff and facilities as well as other commercial activities and, with the Head of External Relations, makes up the Executive leadership team.

The Council of St Leonards

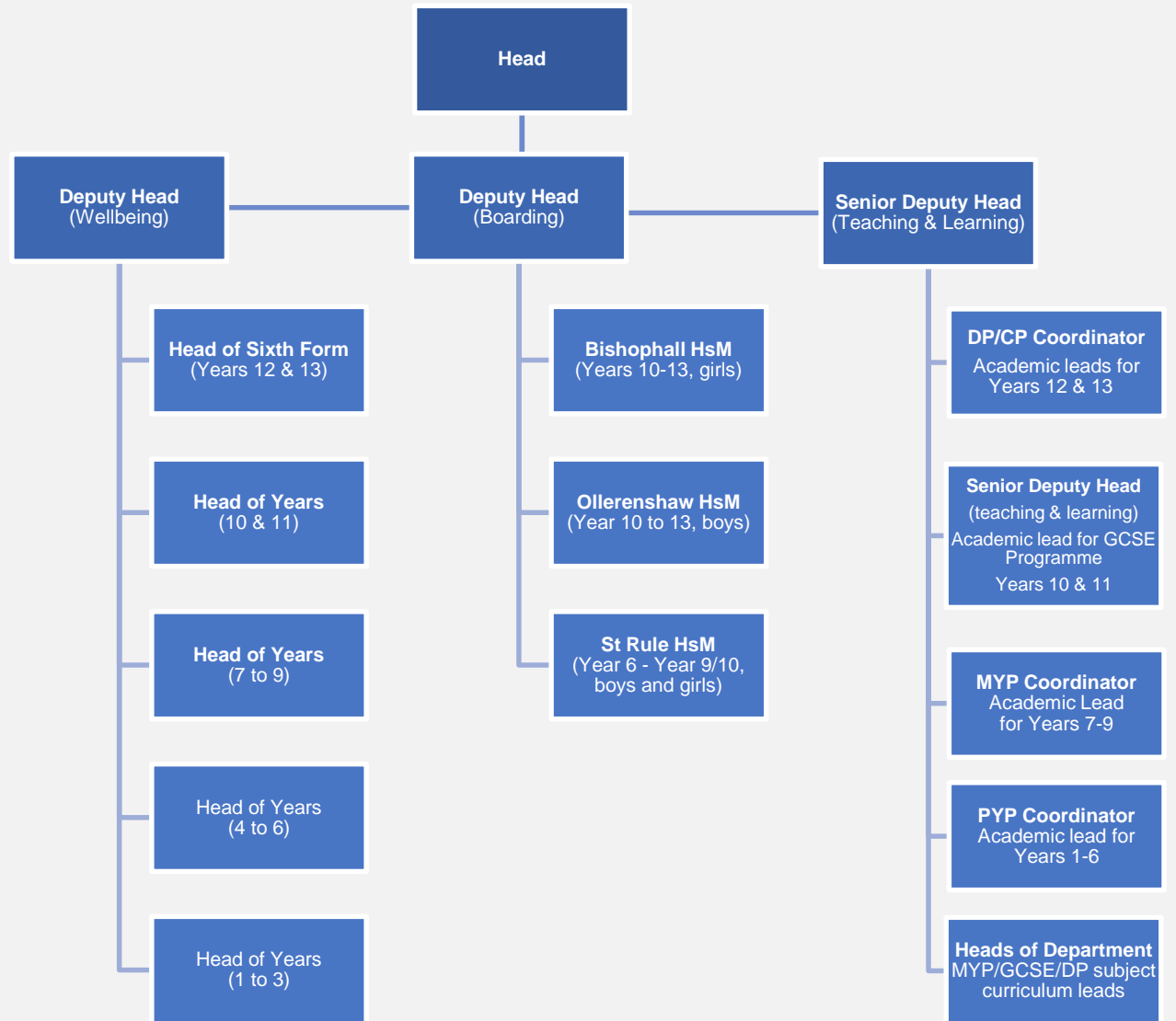
The Board of Governors for St Leonards is known as 'Council'. Council is responsible for setting the overall policy for the School, determining its strategic direction and ensuring its financial strength.

Council is directly responsible for the appointment of the Head and Chief Operating Officer. The Head and Chief Operating Officer report to Council on School performance on a quarterly basis.

Council members are selected for their individual skills and expertise, to preside on the Board and relevant sub-committees that deal with education, wellbeing, finance, property and fabric, marketing and development, audit and appointments.



ACADEMIC LEADERSHIP STRUCTURE



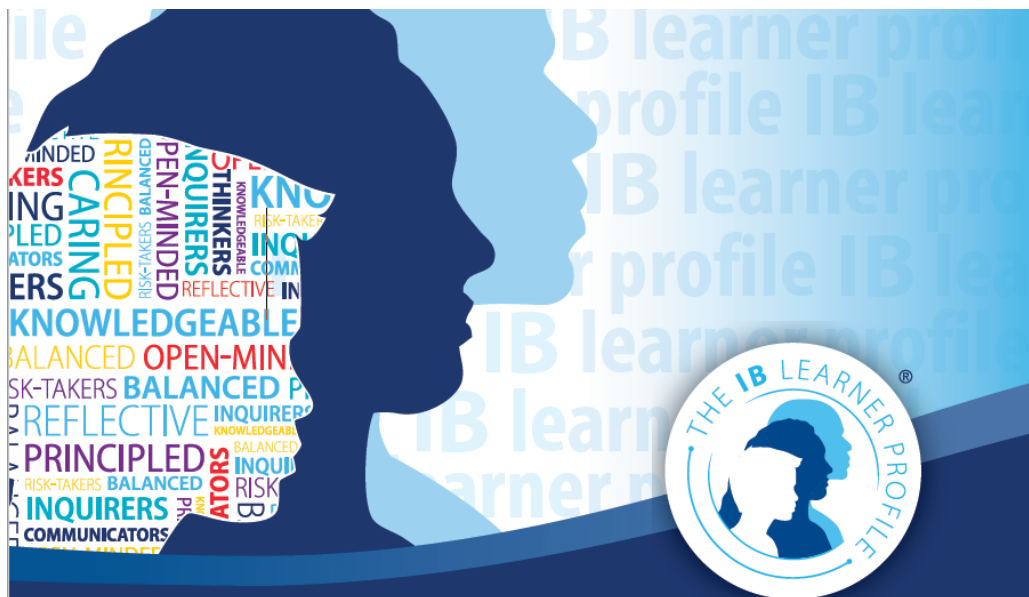
THE OPPORTUNITY

This is an outstanding opportunity for an inspirational leader to take our dynamic school to further heights. This prestigious role requires vision, strategic drive, focus on continued improvement, a strong work ethic, an eye for important detail, the ability to communicate the highest expectations compellingly, and a passion for young people's learning within the IB programme.

St Leonards is an ambitious, nurturing, high-achieving and vibrant independent HMC co-educational school. The School enjoys an excellent reputation having experienced more than a decade of significant improvement and growth.

Young people are at the heart of the School's decision making and we have exciting plans for future improvements. If you have the ability and drive to lead our team to making us the very best in all we do, we would be delighted to hear from you. Some of our young people will be involved in interviewing you - and they look forward to meeting you.

The post arises following the retirement of the current Head, Dr Michael Carslaw, after over 12 years of exceptional service.



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

PERSON SPECIFICATION

You are likely to hold an excellent honours degree or doctorate and must be passionate about motivating young people, inspiring academic and intellectual excellence, and great pastoral care. You must have proven successful leadership experience as a Head or Deputy Head or Housemaster/mistress in a high-performing IB school, as well as contributing widely to school life. You will have an enthusiastic "Can do, will do" attitude and will reflect the IB learner profile and approach to life, bringing an open minded, caring, reflective and risk-taking approach to leadership. You will continue to build on the high standards and high expectations, and will have the demonstrable belief that a range of academic abilities can be developed considerably through sensibly focused endeavour.

You will care deeply about children's success and will be skilled at motivating young people and staff to work to their full potential. Strong commitment, drive and energy, plus a compelling educational vision are central to this post. So are skilful communication, dynamism, proactivity, team building skills, diplomacy, flexibility, a calm disposition, absolute integrity, and being a visible improving presence around school. Above all, you will lead by example and will work very hard and effectively for the children and staff in your care.

This is an outstanding opportunity for a great leader, utterly committed to making a real difference in improving young people's learning, attainment, and wellbeing.

Dr Michael Carslaw leaves in place a strong and highly capable through school leadership team. Following a period of transition and restructure, the school will look to the new Head to lead it through a period of consolidation, as planning continues for the next five to ten years.

Essential Experience:

- Experience as a School Head or an exceptional member of a leadership team who can demonstrate their ability to manage a large, complex, educational organisation;
- Experience as part of a leadership team in an IB School with a demonstrable passion for the IB approach to learning;
- Proven success in a leadership role including impressive academic outcomes and team development;
- Experience of delivering best practice in safeguarding;
- Strong academic credentials.
- Whilst experience of finance and marketing is not essential, we would expect applicants to display aptitude in these areas.





KEY RESPONSIBILITIES

Amongst the Head's many duties, he or she will:

- Exercise such powers and perform such duties and responsibilities as may be assigned to the Head by the Council;
- Use his/her utmost endeavours to promote the interests and reputation of the School;
- Advise and assist Council members in the exercise of their functions, including attending meetings of the Council and making reports to them (both orally and in writing) as required;
- Select and appoint the teaching staff of the School (the Deputy Heads being appointed in consultation with Council);
- Deploy and manage the three deputies, the Chief Operating Officer and the Head of External Relations, and supervise them as regards all their duties;
- Evaluate the standards of teaching and learning at the School, ensuring that proper standards of professional performance are established, appraised and maintained;
- Manage the implementation of an appropriate curriculum and timetable in conformity with the educational policies agreed with Council;
- Be available at all times and all reasonable hours (except during normal School holidays and otherwise when properly absent) to Council and teaching staff;
- Determine, in accordance with any written statement of general principles provided by Council, measures to be taken with a view to promoting and ensuring pupils' good conduct, complying with Council policy on discipline, suspension or expulsion;
- Dismiss or suspend teaching staff in accordance with the School's disciplinary procedures.

TERMS OF APPOINTMENT

HOW TO APPLY

The appointment is from **August 2021**. All applicants must be registered or be capable of registering with the General Teaching Council of Scotland. Candidates should state fully what their particular abilities and specialisms are.

The salary will be commensurate with the considerable responsibilities of this role and the calibre of applicant we are seeking.

Your application should consist of: a Covering Letter, a Curriculum Vitae and the names, addresses, email addresses and telephone numbers of three referees who can comment professionally on your leadership and teaching.

Candidates who are selected for invitation to preliminary discussions with Saxton Bampfylde about the role will be informed the week commencing the **12th October**. These meetings will happen virtually during the weeks of the **19th and 26th October**. Following this the selection committee will agree which candidates will be invited for first round interviews, currently set to take place w/c **9th November**. Those selected to be final stage candidates will be invited for further interview and a tour of the school during w/c 16th November. The successful candidate will be informed before the closing of the academic term. The Governors may use psychometric assessments as part of the final decision making process and final round candidates would be asked to complete these before the final interview.

St Leonards is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post.

Saxton Bampfylde Ltd is acting as an employment agency advisor to St Leonards School on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/jobs using code **DLEB**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter. Letters should be addressed to Martin Passmore (Chair of Council)

The closing date for applications is noon on **Monday 12th October**.

If you are unable to apply through the website, please call Saxton Bampfylde on 0207 227 0880 quoting reference **DLEB**.

St Leonards is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.





St Leonards
St Andrews, Fife

Saxton Bampfylde

Saxton Bampfylde
LONDON
9 Savoy Street
London WC2E 7EG

EDINBURGH
46 Melville Street
Edinburgh EH3 7HF