



Appointment of Head

Candidate Information, September 2023

Reference: LAUQC

Saxton Bampfylde



01 WELCOME FROM THE CHAIR OF GOVERNORS

Thank you for your interest in the role of Head at Woldingham School, a leading Catholic, girls' school vested in Sacred Heart values. Welcoming around 600 boarding and day students from the age of 11 to 18, set in 700 acres of the most beautiful Surrey countryside, Woldingham is an inspiring place for students to become confident, compassionate and courageous young women.

Our heritage

As one of the oldest schools for girls in the UK, Woldingham has been a pioneer of girls' education since 1842. Founded as the first Sacred Heart school in England, our mission is to provide an outstanding educational experience that empowers women to change the world.

Our values and ethos

Woldingham is a kind school which supports students and staff to have a deep respect for intellectual values and reach aspirational goals in a caring and nurturing environment. We give focus to the personal growth of each individual, whilst caring for each other and others in our community, and ensuring that we live responsibly in the environment we have been gifted.

Our ambition

Our staff already provide a first-rate academic and pastoral education with an impressive range of co-curricular activities. Our focus is now moving to the next 10 years and beyond, looking towards our 200th anniversary, and ensuring that we provide the best educational experience, opportunities and outcomes for the next generation of young women.

We are looking for an inspirational Head who will lead us on that journey, working collaboratively with and drawing upon the expertise of our excellent Senior Leadership Team and wider staff body.

The application pack contains more information about our wonderful school and we would be delighted to hear from you if you would like to explore the opportunity of joining us as our next Head.

Catharine Berwick

Chair of Governors (Alumna)



02 ABOUT US

Woldingham is a leading Catholic day and boarding schools for girls aged 11 to 18 and has been based on its current site at Marden Park since 1946. Set in 700 acres of beautiful Surrey countryside, the school's mission is to provide an outstanding educational experience that empowers women to change the world. Students receive a first-class academic and pastoral education in a forward-looking and warm school community. Inspiring teaching and outstanding facilities ensure that students achieve excellent GCSE and A Level results to secure places at leading universities and opening doors to exciting careers. This is complimented by a broad co-curricular programme enabling students to develop a wide range of skills, expertise and interests. It's a place where students learn to **'write your own story'** through boundless opportunities and experiences.

Founded in 1842 by Saint Madeleine Sophie Barat 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, but is still part of the International Network of Sacred Heart Schools comprised of over 150 schools across the globe.

There are currently around 600 students at the school. Most girls join aged 11, with an intake of 80 in Year 7 and around 25 in Year 9. For many years a full boarding school, Woldingham now has a well-balanced mix of day girls and boarders, and as one of the oldest girls' schools in the country, is a proud pioneer of women's education with a single-sex environment that is both supportive and stimulating. Each student is known and supported as an individual, to develop the resilience and self-worth that will remain with her for life.

The School's Strategic Development Plan 2019-2024 set out an exciting vision for the future and six key strategic objectives. In July 2021 the school outlined far-reaching plans to further develop the campus including an Outdoor Education and Adventure Centre, a new Library and Sixth Form Centre and a Culinary Academy. The Outdoor Education and Adventure Centre opened in spring 2022. In summer 2023, construction started on a superb new Sixth Form Centre and Library, due to open in September 2024. Other projects will follow within the next few years.



03 VALUES AND ETHOS

Woldingham maintains a bold vision - to provide an outstanding education that empowers women to change the world - which underpins everything we do. The school is ambitious for its students and aims to develop 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 careers and family life ahead, and friendships that last a lifetime. The Wellbeing Programme is central to this, the objective being for each student to thrive as an individual, reaching goals through a balanced, healthy and mindful approach, enabling students to face changes with flexibility, meet failure with resilience and manage their own busy lives calmly. This means they will live their life to their full potential and they'll be happy.

Woldingham is a Catholic school, welcoming girls of all faiths and none, with an ethos that resonates throughout the school.

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:

- **Faith** - promoting a personal relationship with God, reflected in the respect, compassion and generosity we show each other.
- **Intellectual values** - fostering a love of learning, providing an education which is creative, rigorous and promotes critical thinking.
- **Social awareness** - learning to address injustice, resolve conflicts, care about the environment, becoming agents of change.
- **Community** - building a sense of community for our school and the society we live in.
- **Personal growth** - affirming the uniqueness and worth of each individual member of the community, staff and students, encouraging commitment to each person's self-development.



Chaplaincy

The Chaplaincy and Chapel are not only at the geographical heart of the school, they provide the 'soul' of all that goes on. The time spent at Woldingham is a time of growth: personal, intellectual and spiritual.

The Chaplaincy encourages students to help with the planning and celebration of school liturgies. Students serve the community as eucharistic ministers, readers, ushers and sacristans and sing or play musical instruments at Mass. Students are encouraged to develop leadership skills, foster social awareness, enhance their individual faith, go on days of reflection and retreat days, volunteer for outreach programmes or work with local, national and international aid agencies.

Sacramental provision is offered for Anglican students who also have the opportunity to be confirmed in the school Chapel.

Interfaith week is an important time in the school calendar where students increase their awareness of different faith communities and understanding between people of religious and non-religious beliefs.

Led by the Chaplaincy Team, the school supports the Laini Saba School in Kenya.

04 ACADEMIC

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.'

Teaching and learning are centred around the school's pioneering concept of Empowered Learning, where a combination of different teaching methodologies, the use of coaching and leadership programmes and a new 'Sophia' (wisdom) programme in the Sixth Form, reflect the latest thinking in contemporary pedagogy. Every student is helped to develop the growth mindset, resilience and self-worth to truly enjoy their successes and learn from their setbacks.

The school offers a broad and balanced curriculum providing the chance for each student to develop her areas of personal interest and strength. At Sixth Form, students can choose from a range of 28 different A Level subjects.



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.

In 2023, students achieved superb results at both A Level and GCSE. Most Sixth Form students leave Woldingham for places at leading UK and international universities, including Oxbridge, Bristol, UCL, Edinburgh, and St Andrews. Woldingham's 2023 Upper Sixth leavers continued the school's tradition of choosing a wide range of courses, from art to veterinary science and from economics to drama. STEM subjects are very popular as degree choices, with typically 30% of students taking up places for a STEM-based course.

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, instilled with a lifelong love of learning.

05 PASTORAL CARE & WELLBEING

Pastoral care is a top priority at Woldingham, with the belief that health and wellbeing are critical to the students being able to achieve their best. The school nurtures a supportive environment designed to enable girls to be themselves and to grow into independent women. Relationships amongst the students and the staff are excellent. Girls and staff are encouraged and expected to be kind to each other and tutors provide both academic and pastoral support and guidance, in close conjunction with Heads of Year, teaching and support staff.

Promoting a well-rounded, healthy lifestyle and positive mental health is at the heart of Woldingham. Our holistic approach to health and wellbeing is supported in lessons, extra-curricular activities and the broader school environment.

Woldingham's Head of Wellbeing leads our curriculum programme covering Personal, Social and Health Education which runs as our unique THRIVE programme, helping girls to learn how to manage the challenges and pressures of modern life with confidence and resilience. Specialist tutors and external speakers lead students to a greater understanding of their individual responsibility for looking after themselves and keeping each other safe. As part of the 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. Girls also learn about handling social media, self-esteem, and body image. This includes how to make the right choices - all skills needed to be successful at school and as an adult.

House System

The house system fosters community across the school, with each student belonging to one of four mixed-age houses named after patrons with close association to the Society of the Sacred Heart. Houses organise an array of activities including fundraising events, inter-house competitions and, a highlight of the year, the House Festival in September. In addition, our outreach programme provides opportunities for students to give back to the local and wider community.

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 student's board, with options including full, weekly and flexi-boarding.

Boarders live in their own year group and are cared for by their Housemistress and boarding team and Head of Year. 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.

A fantastic range of weekend activities are held every weekend, including sport on Saturday mornings. Friday nights are also special with Friday night pizza a regular highlight. A carefully considered programme of cultural, active and 'family' trips are planned for Saturday afternoons and Sundays, allowing girls to try new things and challenge themselves while having fun with their peers.



06 CO-CURRICULAR

Woldingham has a rich and varied co-curricular programme with more than 90 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.

Sport

Woldingham enjoys exceptional sporting facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance studio. There are extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch. Students regularly represent their county, region, and country in a wide range of sports.

Netball and hockey are the major sports in the autumn and winter. In the summer the girls take part in 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 and developing a life long positive relationship with physical activity.

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. A wide range of sport trips are offered both within the UK and overseas.

Outdoor Education and Adventure Centre

Our Outdoor Education and Adventure Centre serves as a gateway to adventure and learning. Woldingham's commitment to holistic education extends beyond the classroom and our high ropes and zip wire course not only provides physical and teamwork challenges but is also integrated into our academic curriculum.

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 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.

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

The school's art studios are also first-rate with students producing outstanding artwork and gaining excellent results at both GCSE and A Level. Our Artist in Residence collaborates with students to enhance their artistic and creative experiences.



07 THE ROLE

The Governing Board of Woldingham is looking to appoint an inspirational and collaborative Head who will lead the school effectively into its next chapter. This is an exciting and unique opportunity to work with the Board and Senior Leadership Team to define a vision for Woldingham's future and continue to develop its position as a school that is cutting edge in its provision of an all-rounded education. The incoming Head will provide the strategic vision and leadership to build on the reputation of Woldingham for excellence in girls' education whilst promoting and maintaining its legacy and Catholic heritage. This person will be an exceptional ambassador and advocate for the school, with strong personal credibility and a commitment to the school's ethos and values.

Subject to the directions of the Governors, the Head of Woldingham is responsible for the school's overall strategic direction and management, internal regulation, teaching and curriculum.

Key Responsibilities

Strategic Leadership and Management

- With the support of the Board, develop and deliver an ambitious vision and strategic plan that positions the school well for a long-term, sustainable future, consulting widely with staff, Governors and all stakeholders.
- Report directly to the Board of Governors on all matters relating to the school, attending meetings, providing written and verbal reports and supporting the Governors' decision-making process.
- Support the Board in developing the school's international ambitions.
- Inspire and lead the School Leadership Team ensuring roles and responsibilities are clear and the highest standards of performance are set and maintained.
- Provide strong, visible and accessible leadership to all staff, developing a culture of excellence across all areas of school

life, empowering staff to perform at the highest level.

- Provide overall management of the school ensuring Woldingham continues to flourish and maintain its excellent reputation.
- Ensure that Woldingham employs, develops and retains the best people in the right roles and provides high quality support and management for all staff.
- Motivate staff and maximise their effectiveness by ensuring sound management practice, open and effective communication and constructive working relationships between staff and pupils.
- Uphold the ethos of the school community so that pupils and staff of all beliefs and backgrounds are valued and treated equally.
- Oversee the creation, development and implementation of policies and procedures to ensure the smooth running of the school in an efficient and safe way.

Educational and Pastoral Leadership

- Provide the educational vision and intellectual leadership to drive and position the school's commitment to excellent academic achievement for girls.
- Uphold the ethos of the school and its aims by generating excellence in academic endeavours, a respect for intellectual values and commitment to personal growth for all pupils and staff.
- Ensure the school's digital strategy places it at the forefront in the use of new and emerging technology and innovation to support and enhance the learning environment and student outcomes.
- Safeguard and nurture the health, safety, discipline, pastoral care and general welfare of the students liaising closely with, the school's Designated Safeguarding Lead.
- Ensure excellence in the pastoral provision of the school and support the ongoing development of the school's wellbeing programme.
- Work closely with our Chaplain, Fr Gerry, in the spiritual leadership of the school, setting an example for students and staff.
- Support and foster co-curricular activities and take an active role in promoting the health and wellbeing of the whole school community.

08

Business and Risk Management

- In collaboration with the Bursar, oversee the business management of the school including maintaining oversight of the annual financial budget.
- Oversee the delegated responsibilities of the Bursar which include financial management, maintenance of buildings and grounds, facilities and operations.
- Ensure that the school has robust risk management procedures including compliance with all legal and regulatory obligations.
- Support the fundraising activities of the Woldingham Foundation ensuring that plans and activities support the aims of the school.
- Support the school's commercial programme to maximise income generation.

Marketing & Admissions

- Take an active role in marketing the school, in collaboration with the Director of Communication and marketing and registry teams, optimising student numbers and ensuring Woldingham remains a popular choice with prospective and current students and families.
- Ensure that the school has a Marketing & Admissions strategy that aligns with the aims of the school.
- Oversee school admissions process delegating operational responsibility to the Registrar.
- Champion, represent and promote the school locally, nationally and internationally and enhance the school's position and reputation in the community.
- Build strong relationships with feeder schools.

Communication and External Engagement

- Lead and proactively develop partnerships with local schools and the wider community as well as the International Network of Sacred Heart Schools.

- Take a proactive role in being aware of and responding to local and national trends in education, within the independent school sector, economic and wider external environment so that Woldingham is well positioned and highly regarded.
- Act as a figurehead and be personally visible and involved in school events.
- Communicate effectively and regularly with current parents as well as prospective parents, Governors, feeder and other linked schools.
- Champion and support relations with alumnae through the Woldingham Sacred Heart Association (WSHA) and (Woldingham Parents & Staff Association (WPSA).



09 THE PERSON

The Head will be a dynamic and forward-thinking leader who has intellectual calibre and credibility, and who can successfully engage all students, staff, parents and other stakeholders in the delivery of the school's aims. With a strong commitment to girls' education, the Head will be a strategic thinker capable of developing high aspirations for the school whilst maintaining the standards and achievements for which Woldingham is known.

The following key attributes are required for the post:

Qualifications and Experience

- A degree, with an additional leadership and/or management qualification an advantage.
- A proven track record in driving academic performance and delivering outstanding achievement.
- Demonstrable background in championing and providing pastoral care of the highest standard, ideally in a boarding school environment.
- Experience in successfully developing, implementing and monitoring strategic plans.
- A proven track record of inspiring and leading academic and support teams.
- Experience in managing human, financial and physical resources.
- A proven track record of success in developing relationships with stakeholders.
- Excellent track record of operational delivery within an educational environment.

Knowledge, Skills and Abilities

- Excellent communication skills (both written and verbal).
- Willingness to be externally visible and act as a high-profile ambassador for the school to current and potential parents, prep and primary schools and the wider community.
- Ability to relate effectively to all sections of the community.
- Ability to lead, inspire and motivate.
- Excellent knowledge of, and ability to manage, financial matters, risk, regulatory and legal issues, including a strong commitment to Child Protection, Safer Recruitment and Health & Safety.
- Ability to lead and drive innovation, as well as project management skills.
- Excellent decision-making and problem-solving skills.
- Highly efficient, with excellent time management skills.
- Commitment to achieving the highest possible academic standards.
- A clear understanding of and affinity to the boarding school market.

Personal

- A Catholic or a practising Christian who is in sympathy with the Sacred Heart values and the mission of Catholic Education.
- An understanding and empathy with the underlying values and heritage of the school, namely a focus on the pastoral care and development of the individual.
- Strategic capability that is characterised by vision and inspiration.
- A leadership style that is visible and accessible, with the ability to both lead from the front and empower others to perform.
- High emotional literacy.
- A passion for all-girls education.

10 APPOINTMENT TERMS

The expected start date for the new Head is September 2024. This may be negotiable depending on the successful candidate's notice period.

A competitive package accompanies the post, dependent on experience.

How to Apply

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

Candidates should apply for this role through our website at www.saxbam.com/appointments using code LAUQC. Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on **Thursday 28th September 2023**.

Safeguarding

Woldingham School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.





Saxton Bampfylde

LONDON
9 Savoy Street
London WC2E 7EG

EDINBURGH
46 Melville Street
Edinburgh EH3 7HF

saxbam.com

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