

Head, Truro High School for Girls

400 girls • 3 to 18 years • day & boarding • GSA



TRURO HIGH SCHOOL
FOR GIRLS



Headship of Truro High School for Girls

This is an outstanding opportunity for an experienced and highly committed individual to lead one of the South West's most successful and forward looking Girls' day and boarding schools. See www.trurohigh.co.uk for further information about the school itself.

Truro High School is Cornwall's leading independent day and boarding school for girls aged 3 to 18. Outstanding academic results are complemented by small classes, great facilities and a wide range of extra-curricular activities. The School is located in the heart of the cathedral city and close to beaches.

Girls at Truro High School are positively encouraged to realise their full potential. From the Nursery, which has recently received an outstanding Ofsted report, through to the Prep School, Senior School and Sixth Form, Truro High offers excellent all-round education in a small, safe, fun boarding and day environment.

With top-rated academic results and a one-to-one approach that ensures all talent is recognised and nurtured, Truro High School provides girls with a happy, confident, well-grounded start in life.

The school was founded in 1880 and moved to the present location in 1896. The school has grown significantly since then with the purchase of land and extra buildings. The original main building contains the administration section of the school and many of the teaching areas. The building of a new modern language block is well underway.

The nursery and preparatory departments are in separate buildings, and there is a boarding house which has recently been completely refurbished. Provision for some of the senior school subject areas are in separate buildings.

The Governors are looking to appoint a candidate from April or September 2009 who will demonstrate:

- First-class educational leadership with a highly tuned ability to build strong relationships within the school and externally.
- A flair for communication with pupils, parents and governors, with the capacity to promote the ethos of Truro High School, extend its traditional markets and reach out to new ones
- High quality, proven educational and leadership experience gained within the co-ed or single sex boarding sector, either in the UK or internationally
- A formal leadership qualification or evidence of previous training in management in an educational setting is desirable.
- Mental and physical energy, professionalism and an ability to work under pressure while retaining a good sense of humour
- Strategic thinking with total integrity and maturity of judgment with high emotional intelligence, resilience and stamina with the ability to deliver educational and development success
- An incisive flair for marketing/PR with the desire to take a national and international profile to promote girls' education. Excellent interpersonal skills with the capacity to motivate through consensus and goodwill.
- Business awareness and confident with financial planning and ICT.
- Genuinely sensitive to the ideas and needs of others and will uphold Truro High School values and ethos

Closing Date: Monday 6th October 2008.

JOB SPECIFICATION

The successful candidate will be expected to:

- Play a key role with Governors in developing the future direction and policies of the school within its defined ethos
- Manage and lead the school through a period of strategic and capital development, ensuring that the school continues to function smoothly on a day to day basis
- Take responsibility for curriculum development, effective administration, school activities, discipline and the day to day conduct of the school
- Promote a strong and lively image of the school, including by means of playing an active public role
- Implement the school admissions policy, including the management and implementation of a strong recruitment policy
- Maintain and develop strong relationships with parents and the Governing Body
- Provide leadership of the staff, creating productive relations, opportunities for professional development, pastoral care and implementing appraisal and disciplinary procedures as necessary
- Maintain and nurture high standards of teaching and learning, including a limited teaching responsibility
- Work closely with the Bursar on all financial issues
- Develop and implement a scheme for school fundraising
- Develop links with external organisations for the benefit of the school
- Maintain and develop effective systems of pastoral care and guidance, including advice on future schools, for all pupils
- Keep in touch with ex pupils via links with the School's Old Girls Association
- Maintain and develop strong relationships with other schools, especially feeder Schools, Schools in the City of Truro and in Cornwall
- Take responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact.
- To adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

EQUAL OPPORTUNITIES

The School has an equal opportunities policy, which is designed to ensure that all applicants for appointment with the School are treated equally and fairly, irrespective of gender or marital status, colour or race, disability, religious or political beliefs, trade union membership, or other factors such as age.

JOB DESCRIPTION AND PERSON SPECIFICATION

This job description is not to be regarded as exclusive or exhaustive and does not form part of a contract of employment. It is an outline of the areas of activity and responsibility of this role and, like all such documents, will be amended from time to time, in the light of the changing needs of the organisation.

HOW TO APPLY

Candidates wishing to apply for this post are invited as soon as possible to:

1. Send a letter of application.
2. Provide a full Curriculum Vitae.
3. Complete an AMC Application Form (downloadable from the AMC website).
4. Email the above documents to ana@anthonymillard.co.uk.

Email communication is preferred. If there is any problem please post documentation to Anthony Millard Consulting, 3 Coniston Road, Longlevens, Gloucester GL2 0NA or telephone AMC Executive Assistant, Ana Beck, on 01452 532924

Applications will be acknowledged and then evaluated against the selection criteria.

The letter of application should contain the names, addresses, e-mail address and telephone numbers (landline and mobile) of three referees. Full references will be required for the short list interviews but will only be taken when AMC have received consent from candidates to do so.