

Brief for the position of

# DEPUTY HEAD



# SHERFIELD SCHOOL

*Nursery • Junior Prep • Senior Prep • Senior • Sixth Form*



ODGERS BERNDTSON



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# Introduction from the Executive Head

Dear Candidate,

Thank you for your interest in applying for the position of Deputy Head. This is an incredibly exciting opportunity to take a lead role in shaping the future for students in the Sherfield community.

Sherfield School is an exceptional school: friendly, forward-thinking and innovative in approach. Positive relationships underpin the success, and the 'Sherfield Spirit' permeates through all experiences. Students benefit from varied and creative curricular and co-curricular opportunities, enabling them to excel academically and more widely. Students have exceptional attitudes to learning and share in a culture of success. Our core values of Confidence, Creativity and Connection are fully embedded and visible in all areas of school life. We encourage our students to be brave, courageous, enterprising and innovative as they flourish and thrive in all aspects of school life.

More broadly, the opportunity to contribute and collaborate within the wider Bellevue network of schools provides an invaluable opportunity to develop professionally and this successful candidate should be eager to progress to headship in the future.

I would like to thank you for your interest in applying for this prestigious position. We have made exceptional progress in recent years and will continue to further develop our vibrant, inclusive and outstanding school community.

Yours sincerely,

**Nick Brain**  
*Executive Head*



# Background

**Sherfield School is an outstanding, all-round academic, active and creative school where learners thrive and flourish as they experience the excitement and enjoyment of learning.**

As an independent, co-educational day and boarding school set in North Hampshire, Sherfield provides a wonderful learning environment for children from three months to 18 years within exquisite park and woodland surrounding a listed heritage building. It has an excellent academic record, superb facilities and a wonderful ethos.

Sherfield School benefits from membership of Bellevue, an outstanding schools group providing an exceptional education in a range of schools across the UK and Europe.

Through a rich variety of experiences, learners at Sherfield become passionate and creative problem solvers, ready to contribute to a global society. As ambitious, enterprising, inventive and innovative young minds, they develop the confidence, resilience and resourcefulness to be successful in tackling the challenges life presents to them. Through academic rigour and a supportive environment, they grow strong, self-assured and motivated by each Sherfield experience.

As a school community, Sherfield challenge, inspire and support each other as they create and imagine the children's best futures.

The school community knows and cares for each other and fosters an environment where students and staff feel supported whilst building strong and ambitious futures. Together they build a powerful culture of creativity that is without boundaries. Sherfield pupils are critical thinkers who challenge ideas, pave new paths and encourage inventiveness whenever possible.

The school prides itself in its close relationship with parents and places great value on individual contact. Friendliness and willingness to listen are the starting points for effective collaboration which you will find imbedded in the school's culture.





## Mission & Aims

### Vision

Sherfield strives to be a school where pupils flourish as they experience the excitement and enjoyment of learning; guiding pupils towards reaching their full potential as passionate and innovative problem solvers, ready to contribute to society.

### Mission

To be an outstanding, all-round academic, active, and creative school where individuals challenge, inspire, and support each other as they build their best futures. At Sherfield, staff aim to foster an environment that encourages children to develop their social and learning skills in a warm and nurturing manner.

At Sherfield, pupils can be:

- **Strong, ambitious, and brave:** Exploring outside of their comfort zone, failing without fear, knowing there's a whole community behind them.
- **Enterprising, inventive, playful, and fun:** Being thoughtful, inquisitive and supportive of each other inside and outside the classroom.
- **Healthy, confident, and eager to succeed:** Learning without limits, wondering without walls and being part of something bigger.

### Core Values

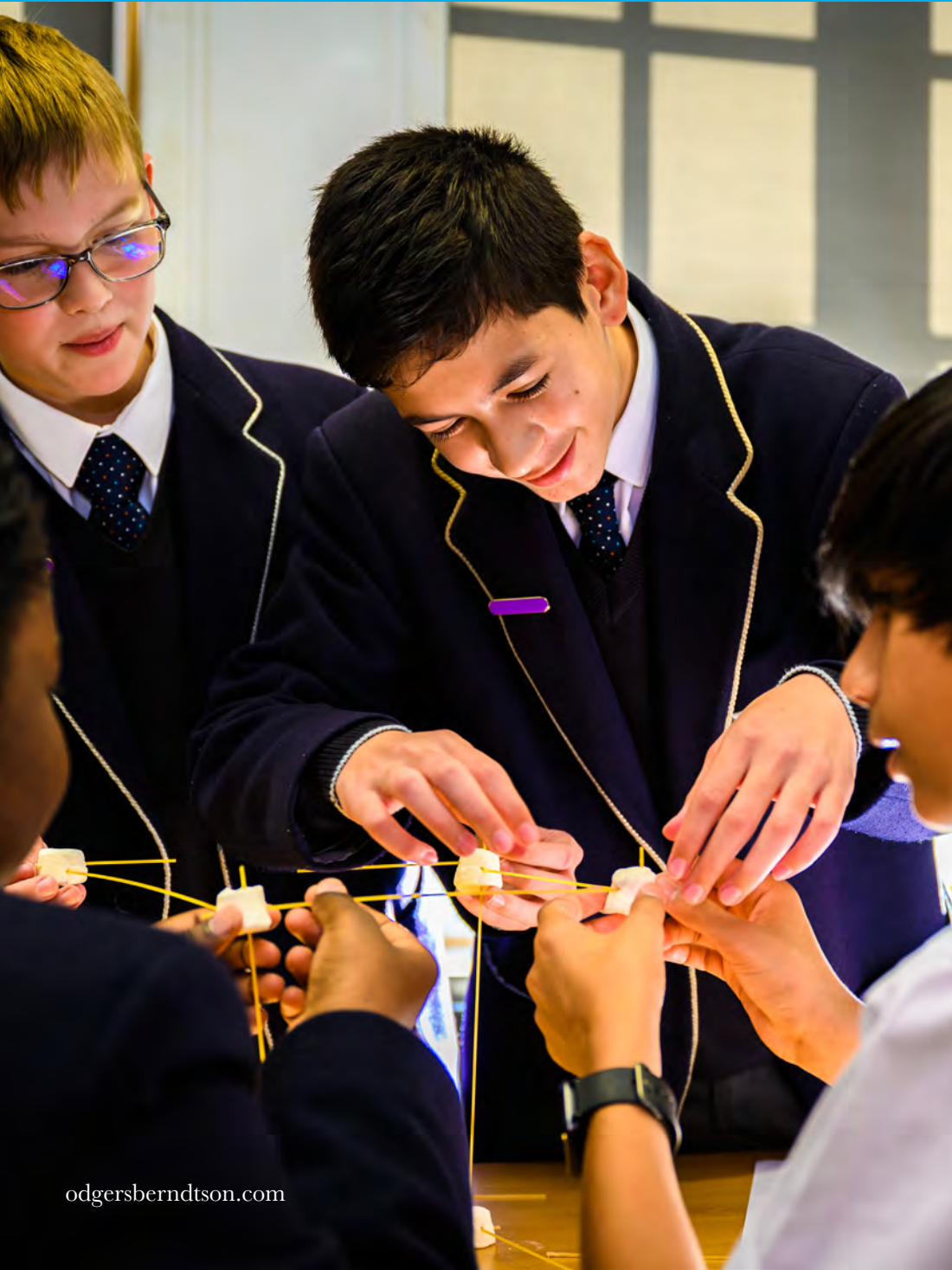
**Confidence:** The children at Sherfield are taught to be ready for the challenges and opportunities life presents. Their experiences at Sherfield encourage individuals to be strong, self-assured and motivated no matter what the situation or challenge. The children receive personalised support in every aspect of school life to guide them positively towards academic excellence, resilience, and creativity.

**Creativity:** Sherfield encourages a powerful culture of creativity and inventiveness, which inspires children to think critically, challenge ideas and pave new paths.

**Connection:** The close-knit community at Sherfield fosters an environment built around caring for one another and working together to grow, learn and build strong ambitious futures.







## Teaching and Learning

Students at Sherfield follow the national curriculum up to the end of Year 8, when they then begin to pursue their chosen GCSE subjects through Years 9 to 11. In their final two years at the school, students can choose from a broad range of A levels and BTECs. Subjects range from traditional academic subjects, such as Economics, Geography, and the Sciences, to more practical subjects, such as Drama and Theatre Studies, Music and Product Design. There is also an option for A-Level students to undertake the Extended Project Qualification (EPQ).

Teaching and learning at Sherfield is excellent and based upon our core values of confidence, creativity and connection, developing exceptional experiences for young children through a framework of challenge, ownership, dialogue and engagement. Sherfield believes that teachers have the greatest influence upon the learning and progress of pupils and therefore as a team they strive for the best. Teachers provide a positive and inclusive learning environment and experience for all pupils. At Sherfield, the teachers strongly believe in the principles of preparing pupils for life.

### Aims

Sherfield aims to teach each pupil using the most effective methods possible, by providing expertise and resources to teachers, parents and pupils and through regular and rigorous monitoring and evaluation of teaching and learning against pupil progress and achievement.

The school aims to teach every pupil how to learn so that they become fast, independent, confident, and self-motivated lifelong learners by:

- Teaching learners how to self-evaluate and set/work towards targets.
- Providing or guiding independent access to learning resources.

Sherfield aims to treat each person as a successful learner by:

- Recognising effort and achievements.
- Providing appropriate feedback that always shows the next steps.

## Enrichment

The ethos of enrichment at Sherfield centres around the school's motto – *Ad Vitam Paramus – Preparing for Life*.

The AVP Diploma broadens and deepens the curriculum. Pupils volunteer and support in the community, gain further qualifications, fundraise, and develop their environmental awareness and much more.

The initials AVP form the backbone of the activities:

- A** Accreditation – a programme of study to receive a recognised award.
- V** Volunteering – give something back to the community.
- P** Practical – learn a new and useful skill.

Pupils can choose from a wide range of activities at our Enrichment Fair at the start of the year, with staff on hand to offer guidance and support. There is something for everyone and, most importantly, an opportunity for them to track their progress and maintain a permanent record of achievement.

Each year, pupils will progress through the programme and work towards the Bronze, Silver, and ultimately, the Gold and Platinum Diploma.

The pupils track their progress using an online record which can then be saved as a document to show how they have extended their skills, when applying for the next stage of their education/career.

## Pastoral and boarding

Sherfield offers full, weekly and flexi boarding options for nine to 18 year olds. The school operates a shuttle service for weekly boarders to and from Basingstoke railway station, which offers direct trains to London Waterloo every 15 minutes with a journey time of only 47 minutes. This arrangement allows students to enjoy all the benefits of our countryside setting during the week as well as the city at weekends.

Sherfield places great emphasis on empathy, motivation and social and cultural awareness and pupil wellbeing is at the heart of Sherfield from its youngest to most senior students. Learning is tailored to every child's talents and needs and children are given individualised support, made possible by smaller class sizes. Sherfield staff aim to ensure each child achieves their full academic and personal potential in a nurturing environment as they progress through school. Teachers and tutors see the importance in parent cooperation and maintain close relationships with parents throughout each child's entire time at school.



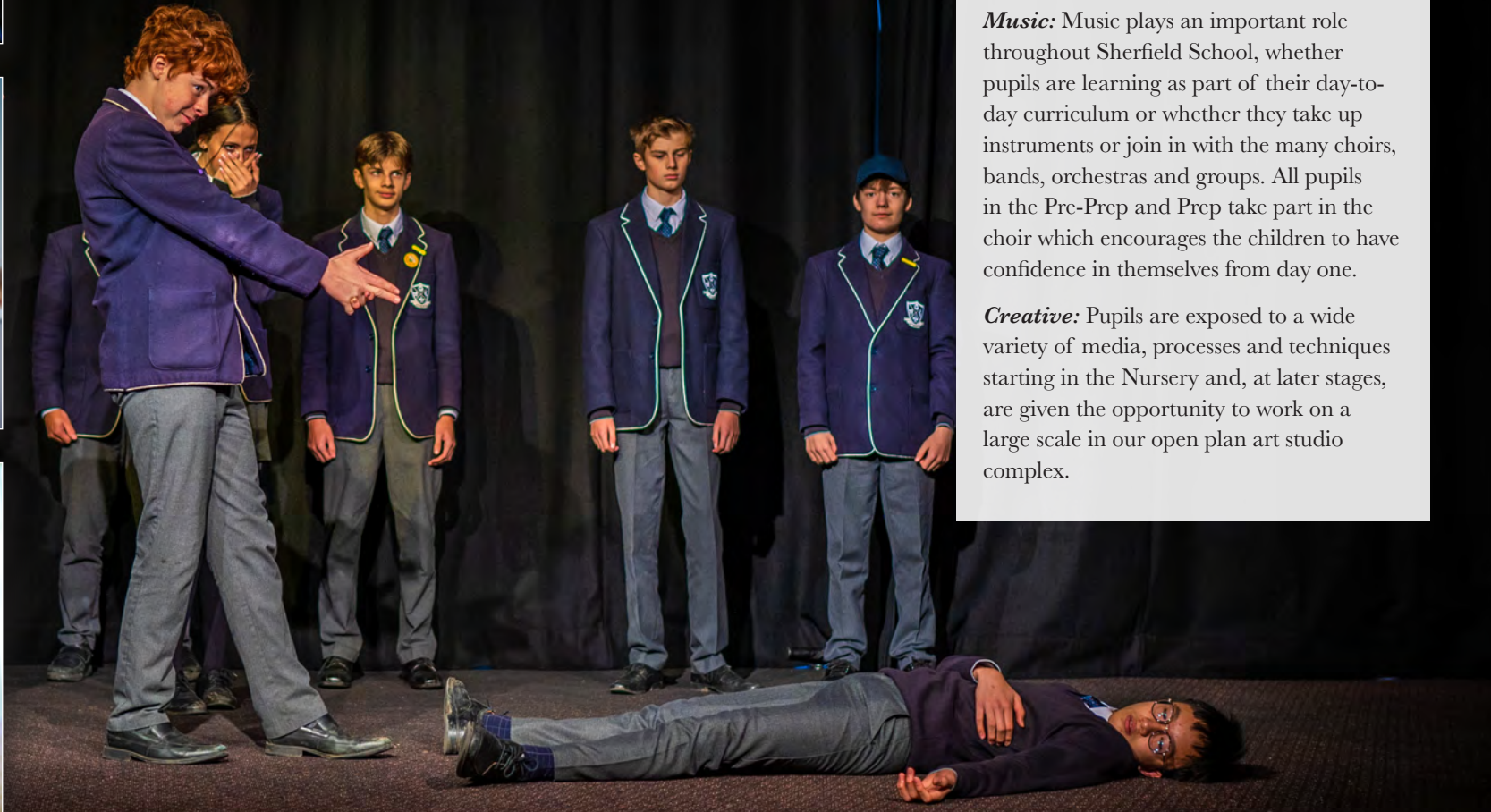


## Sports and Activities

Sherfield has a long list of inclusive clubs, planned after school programmes and competitive teams that pupils can take part in, whatever their interests. Every term there are updated programmes of music, languages, sports and hobbies available to all our pupils throughout the school so they can pursue a passion or extend their learning. Children can choose from an enormous list of wonderful extracurricular activities, ranging from horse riding and fencing to origami!







## The Arts

**Drama:** The Drama Department at Sherfield is an exciting and fun place to experiment and explore ideas, theatrical styles and the possibilities of performance and production. Much of what the school does is pupil-led which results in fresh, creative, and original theatre.

**Music:** Music plays an important role throughout Sherfield School, whether pupils are learning as part of their day-to-day curriculum or whether they take up instruments or join in with the many choirs, bands, orchestras and groups. All pupils in the Pre-Prep and Prep take part in the choir which encourages the children to have confidence in themselves from day one.

**Creative:** Pupils are exposed to a wide variety of media, processes and techniques starting in the Nursery and, at later stages, are given the opportunity to work on a large scale in our open plan art studio complex.



## Bellevue Education

Sherfield School is proud to be part of Bellevue Education. Bellevue was founded in 2003 with a single school in North London educating 40 children. From its foundation, the family of schools has since grown to 21; embracing all through schools, a sixth form college and international schools. Now in 2021, it owns schools across the UK, Switzerland and France, educating 4,000 children from just a few months to 19 years. Bellevue's vision is to be a world-class group of exceptional schools, to which parents are proud to send their children; where students choose to study, and teachers aspire to work. Bellevue's mission is to achieve academic excellence in an innovative and supportive learning environment with an absolute commitment to a 'whole' education that encourages a curiosity and love of learning.

Importantly for the Bellevue CEO and its SMT, each Bellevue school is run independently, built on the foundation of the same shared values: a broad curriculum delivered in innovative ways that excite and engage children; investment – in teachers, buildings, and technology; and that teaching and management staff are fully supported with innovative resources, shared best practice and focused training. Bellevue believes that exceptional results should be a by-product of the education that its schools offer, not the exclusive focus. Bellevue pupils are encouraged to aim high. Therefore, it is a key ambition that all Bellevue staff provide them with everything they need to succeed. The schools across the group are committed to providing an educational environment that challenges, nurtures, excites and involves every single pupil.

Further information about Bellevue Education please visit [www.blvue.com](http://www.blvue.com).





# The Role

**The successful candidate will play a crucial role in leading the school. As a 3 months to 18 years co-educational day and boarding independent school, there are many opportunities to develop and succeed.**

The following areas provide a framework for the role, however the final job description and specific areas of responsibility will be determined through the selection process and will be tailored to the individual experience, skills and qualities of the successful candidate.

## Job Purpose

To support the Executive Head in providing effective leadership for the organisation, management and conduct of the school within agreed strategic priorities.

### Strategic Direction and Development

- Lead by example and provide inspiration and motivation to the school community.
- Work closely with the leadership team to generate a vision, ethos and policies for the school which promote high levels of achievement.

- Create and implement strategic improvement plans and goals, underpinned by sound financial planning, which identify priorities and targets for ensuring that pupils achieve high standards and that teaching is effective.
- Build effective and positive relationships with all members of the school community.
- Secure success and improvement through the school through the school self-evaluation cycle.
- Support all staff to achieve the priorities which the school sets for itself, inspiring colleagues and students.
- Ensure that the day-to-day management of the school is high quality and impacts positively on the experience for all members of the community.
- Monitor and review all aspects of attainment, priorities, targets and policy and take necessary action.
- Determine and organise the curriculum and monitor and evaluate its effectiveness.
- Develop the quality of teaching and pupils' achievements through high quality analysis and provision.
- Develop links with parents, other schools, educational establishments and the wider community, including business and industry, in order to enhance teaching and learning and pupils' personal development.
- Ensure that curriculum continuity and progression are achieved across the key stages.
- Promote opportunities for and encourage participation of all pupils in a wide range of co-curricular activities, including culture, sport, creative arts and the environment.
- Contribute as appropriate to the teaching in the school.
- Encourage and engage in purposeful sharing of good practice.
- Take a lead role in promoting effective assessment.

### Teaching and Learning

- Support an environment which secures effective learning across the breadth of the curriculum experience and high standards of achievement.







### Leading and Managing Staff

- Support the Executive Head in developing an appropriate staffing structure that takes account of the changing needs of the school.
- Develop positive working relationships with and between all members of the school community.
- Implement and sustain effective strategies for the leadership of all staff.
- Plan, evaluate and support the work of groups of staff, delegate appropriately and clearly and evaluate outcomes.
- Enable and challenge staff to develop expertise in their respective roles through the identification of needs, ensuring an effective programme of access to continuing professional development.
- Support effective high-quality appraisal with relevant staff.

- Sustain personal and staff motivation, displaying exceptional levels of personal energy, enthusiasm, drive and humility.

### Effective Deployment of Staff and Resources

- Work with the Executive Head and colleagues to recruit high quality staff.
- Ensure that all staff and students understand their respective roles and responsibilities.
- Support the deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure the effective management of the school.
- Manage and organise relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met.

- Support the establishment of priorities for expenditure and monitor the effectiveness of spending in line with the priorities identified.
- Monitor the use of resources with a view to achieving value for money, within the school's financial context.

### Accountability

- Provide information and advice, working with the Executive Head to meet the school's responsibilities and ensure effective accountability throughout the school.
- Ensure the school meets all statutory and legal requirements.
- Support the financial success of the school.
- Create an ethos in which all staff recognise their accountability through positive relationships.

- Account for the school's performance to internal and external bodies through the analysis of performance data and appropriate reporting; the use of such analysis to inform planning at all levels.
- Provide relevant information about all aspects of the school to parents, the community and other interested parties.
- Ensure that the school meets all legal requirements in relation to equal opportunities legislation and that the school operates in the spirit of the law as well as to the letter.
- Ensure that the school complies with all statutory requirements relating to the provision of education and other relevant legislation.



**Strengthening the Community**

- Support the provision of a comprehensive and holistic approach to the needs of children, and their families and the communities in which they live.
- Encourage and engage in collaboration both within school and with other schools in the wider Bellevue network.
- Develop strategies to encourage parents and carers to support their children's learning.
- Ensure that there are close working partnerships with parents as partners and other interested parties and groups.
- Support the boarding ethos and liaise with senior colleagues to further promote boarding life for students from the UK and internationally.

**Additional Responsibilities**

- Promote and safeguard the welfare of children and young people for whom you are responsible and for whom you come into contact.
- Staff are expected to alert any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person.
- Contribute to the effective marketing of the school and work closely with senior colleagues to support the admissions process and raise the profile of the school within the local community and further afield.
- Work closely with the Executive Head in meeting KPI targets and reporting to the Governing Body.



# The Person

CRITERIA	ESSENTIAL	DESIRABLE	CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Sound knowledge and understanding of the independent sector; ideally within a boarding setting.</li> <li>Previous experience of managing an academic department or school team.</li> <li>Honours degree.</li> <li>Qualified Teacher Status.</li> </ul>	<ul style="list-style-type: none"> <li>Higher degree or equivalent relevant qualification.</li> <li>Experience of working in the independent sector at a senior level.</li> <li>Experience of strategic planning and curriculum evaluation.</li> <li>Previous experience of representing the school at public events.</li> <li>Evidenced experience of leading and managing change in a school.</li> <li>Level 2 or 3 Child Protection Training.</li> </ul>	<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>A commitment to Sherfield and its values and ethos as a co-educational day and boarding school.</li> <li>Proactive, enthusiastic and a role model for the pupils.</li> <li>Integrity, energy, honesty, enthusiasm and stamina.</li> <li>Willingness to participate in a community.</li> <li>Willingness to be involved in co-curricular activities.</li> <li>Ability to articulate and communicate a clear vision of high quality educational provision for the school.</li> <li>Ability to lead, manage and motivate staff and pupils to achieve high standards.</li> <li>The ability to be resilient under pressure and remain positive and enthusiastic.</li> <li>Sound understanding of the social and political context in which schools operate.</li> <li>Ability to demonstrate sound and balanced judgement, decisiveness and flexibility.</li> <li>Integrity, loyalty and sensitivity.</li> </ul>	<ul style="list-style-type: none"> <li>Strategic management ability including staff, financial and material resources and planning.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills.</li> <li>Excellent management and leadership skills.</li> <li>Excellent organisational and administrative skills.</li> <li>Excellent IT skills.</li> <li>Excellent classroom practitioner.</li> <li>Approachable, enthusiastic, able to form strong relationships.</li> <li>Able to work with diplomacy and discretion.</li> <li>Highly professional in their approach to all aspects of the role.</li> <li>Able to work flexibly.</li> <li>Able to empathise with, and prioritise pupils needs.</li> <li>Able to manage conflicting priorities and quickly deescalate parental and staff concerns.</li> </ul>	<ul style="list-style-type: none"> <li>An effective listener; able to reflect and consider various viewpoints before making a decision.</li> <li>Ability to approach situations in a calm and reassuring manner.</li> <li>Creative and innovative approaches to problem solving.</li> <li>Proven success in a range of strategic roles.</li> <li>Proven experience of monitoring, evaluating and reviewing performance in order to raise achievement.</li> <li>Knowledge of effective strategies and procedures relating to continuous professional development and performance review.</li> </ul>	<b>CONTINUOUS PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>Evidence of continuous professional development.</li> <li>Participation in recent training and development activities relating to managing a school.</li> <li>Experience of leading INSET and professional development for others.</li> </ul>	<ul style="list-style-type: none"> <li>Work with other schools and organisations.</li> </ul>



# How to Apply

**Sherfield School has engaged the services of Odgers Berndtson to assist with the recruitment of their Deputy Head.**

The closing date for applications: **9.00am on Friday 21 January 2022.**

Following a longlist meeting of the Selection Committee, successful candidates will then be invited to the shortlist interviews with the Selection Committee during **week commencing 31 January**. Briefing visits and final interviews will take place during **week commencing 7 February**.

In order to apply, please submit a comprehensive CV along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is online at: [www.odgers.com/84886](http://www.odgers.com/84886)

All applications will receive an automated response.

For an initial discussion, please contact:  
**Peter Lawrence: +44 (0) 207 529 3055**  
[peter.lawrence@odgersberndtson.com](mailto:peter.lawrence@odgersberndtson.com)

## Personal data

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 or philosophical 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 in your CV/ application documentation will be understood by us as your expressed 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.

*Sherfield School and Bellevue Education are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. A background check, including criminal records check and/or police clearance, will be conducted on all successful applicants.*







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[sherfieldschool.co.uk](http://sherfieldschool.co.uk)



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