



HEADFORT
School

Candidate Information Pack

November 2018



HEADFORT School

THE SCHOOL

Headfort is seeking an inspirational leader to take over as Head of Ireland's sole remaining preparatory boarding school, to start in September 2019. Founded in 1949, we are a unique, independent day and boarding school for children aged between 3 and 13. It is the only school in Ireland that prepares children for the entrance requirements of both the Irish secondary schools and the UK Common Entrance curriculum.

Headfort's distinct educational environment encourages through learning and exploration to be critical, rather than dutiful, thinkers. At Headfort, we know that education is a means of liberation, rather than confinement. We empower children, building on their innate strengths to enable them to become thoughtful, independent and uniquely innovative. We work for more than excellent grades: at Headfort, we make sure that every child thrives. We educate children for a rapidly changing world, and provide them with information and tools they can rely on - a Headfort education is an education for life.

Headfort has superb facilities and extensive extra-curricular programme including Sport, the Arts, Theatre and Music. Nestled within an impressive 42 acre country estate, Headfort School is surrounded by forests, manicured gardens and fine playing grounds where the children play cricket, hockey, rugby, football and athletics. There is also an outdoor swimming pool, tennis courts and an indoor sports facility. Headfort is the only school in Ireland where students can bring their pony and has wonderful hacking, mini cross-country and purpose built outdoor manège. Drama is a popular part of the curriculum with several productions taking place in our very own theatre. The school holds many events throughout the year including plays, concerts, sports day and gymkhana, to name but a few.

Presently there are 113 children from Junior Infants to upper 6th Form. Headfort School welcomes children from all over Ireland and England as well as many international students each year from countries including Spain, France, Mexico, Switzerland, Korea and Russia. Headfort has a thriving Montessori School with an additional 44 children.

Last summer, the school underwent extensive refurbishment of all classrooms with the addition of a new music room, arts room and computer suite. The catering facilities, electrics and heating were also upgraded.

The school is a charitable trust run by a Board of Governors.

THE HEADSHIP

Headfort School has had just 4 Headmasters in nearly 70 years. This is a testament of the nature of the school and the loyalty it inspires. The Headship is one of the most desirable positions in prep school, offering the opportunity to lead and direct a much-loved institution. The Governors (Chairman: Anthony Ardee) will be appointing a new Head to continue the work of developing the school and maintaining the highest standards of a prep school boarding education.

It is expected that the successful applicant will have extensive knowledge of the pre school environment and its unique needs. Strategic educational leadership is central to the Head's roll in the school. The Head is also the school's chief administrator and is responsible to the Governors for the development of the school and its smooth running. The Head is responsible of the recruitment, care and nurture of the pupils and for maintaining high standards, academic and disciplinary, within the school. The Head is expected to guide, inspire and encourage all staff and pupils to fulfil their potential and to aspire to excellence in all they do.

THE PUPILS



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The Head's first responsibility is the welfare and development of the pupils. Headfort assesses its pupils in Dept of Education standardised tests, as well as preparing them for secondary-school entrance tests including the UK Common Entrance exams. Headfort enjoys a real diversity of students and our current enrolment includes children from Ireland as well as children who travel to us from the United Kingdom, France, Korea, Mexico, Nigeria, Russia and Spain. The Head is responsible for planning and implementing an effective curriculum, timetabling and organisation of the school day. He/she should also employ a review of processes and their effectiveness on a regular basis and where required, implement strategies for effective change. The Head oversees the regular monitoring and recording of pupils' progress and ensures that parents are provided with regular and helpful reports. The Head should be knowledgeable on current trends and issues within the educational setting and the requirements of senior schools at entrance and scholarship levels and the National Curriculum in Ireland and the United Kingdom. An important part of the Head's role is building and nurturing relationships with senior schools in Ireland and abroad and advising parents on suitable choices for their children.

The Head is responsible for ensuring that there is an appropriate balance between all areas of school life, and that extracurricular activities such as art, music, drama and sport have their proper place within the life of the school. The Head is instrumental in ensuring weekend activities foster an atmosphere of community and positive enrichment in areas both in and outside of the school nucleus. The Head will be expected to continue to develop, extend and broaden the extra-curricular opportunities for pupils.

At the heart of life at Headfort is the boarding provision. The Head is responsible for overseeing the boarding provision and maintaining the highest possible standards of pastoral care. There is a need to ensure that appropriate systems of care are in operation and running as seamlessly as possible. The head will ensure compliance with regulatory bodies and strive to exceed the regulatory standards in an effort to lead in best practice.

Headfort has a long standing reputation of being a feeder school to the top Irish and UK schools including St. Columba's College, Glenstal Abbey, Clongowes Wood College, Kings Hospital, Eton, Harrow, Shrewsbury, Oundle, Marlborough, Ampleforth, Wycombe Abbey.

THE STAFF

There are 13 full time members of the teaching staff and a number of part-time staff and teaching assistants and visiting specialist teachers. The Pastoral team consists of 6 matrons. There is an extensive support staff and the Head is responsible to the Governors their appointment and for that of the teaching staff, giving attention to their support, guidance, assessment, in-service training and professional development.

THE PARENTS

A good relationship between the Head and the parents - current, prospective and past- is crucial to the wellbeing and traditional atmosphere of the school. There are generally a number of current and former parents on the Board of Governors. Headfort has always benefited hugely from the support of the parent body, who has strong emotional and familial ties with the school often extending back through several generations. The Head ensures that the parents are made to feel welcome at all times and that they are kept fully informed about school activities. The new Head will be expected to produce regular communication letters for parents and an annual Headfort Newsletter.

REMUNERATION



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A competitive salary package will reflect the importance of this appointment as well as commensurate with the successful applicants experience.

APPLICATIONS

Those wishing to apply for this post should submit their applications to the Chair of the Nominations Committee, Headfort School, Headfort Road, Kells, Co. Meath or via email recruitment@headfort.com The Closing date for application is 20th December 2018.

The completed application form should be accompanied by a short letter of interest. Unless specifically requested otherwise, references will be taken up immediately.

Candidates selected will be notified in January for interview.

Headfort School is a Registered Charity in Ireland, No. CHY 6388