

The Role

The Head will be responsible for providing leadership, organisation, management and the general conduct of the School. At Old Swinford Hospital we see this as working to achieve the strategic priorities articulated by the Governing Body and ensuring the School is a leading school in the boarding market and that the shape of the School, its curriculum and its management are sleek, modern and focussed so it is in the very best position to provide a first class education in a challenging economic climate.

The Head will develop and implement a strategic vision for the School that:

- Seeks to enhance and develop the delivery of a modern, attractive and cost effective curriculum that meets the needs of all students
- Drives excellence in education raising all aspects of teaching to 'outstanding' and improving results and outcomes
- Promotes Old Swinford Hospital as a leading state boarding school championing the educational and social benefits of boarding
- Completes the growth in student numbers that the expansion and buildings programmes have allowed for
- Defines a leadership style and structure that support growth and improvement and motivates staff to participate in the vision
- Safeguards and promotes the unique heritage of the School and its Foundation and maintains the ethos and the spirit that is Old Swinford Hospital

Leadership & Management

The Head will be responsible for:

- The establishment and maintenance of effective systems and structures of senior leadership and middle management for the whole School
- The implementation of policies, decisions and instructions of the Governing Body
- The financial affairs of the School within the budget set by the Governing Body.
- Directing the available human, physical and financial resources towards the School's aims and objectives
- Maintaining a productive learning environment and ensuring high standards of behaviour and uniform
- Ensuring the School complies with all relevant legislation, regulation and directive and that it is fully prepared for inspections
- Fostering a sense of community within the School and maintaining an ethos in which individuals feel valued and where personal endeavour and responsibility are encouraged
- Promoting, by example, the highest standards of personal and corporate behaviour
- The Head will be expected to be a Director (unpaid) of Oldswinford Enterprises Ltd, through which lettings and other income is generated
- The Head will be expected to be a Director (unpaid) of Old Swinford Services Ltd, through which services and staffing is secured

Strategy and Policy

The Head will:

- Develop the strategic view and direction for the School
- Initiate matters of strategy and policy for the consideration of the Governors and act in accordance with their strategic plan, budgets, policies, procedures, instructions and decisions
- Plan the development of the School and secure appropriate funding for development
- Maintain the ethos and values of the School
- Be responsible for the School's admission arrangements as set by Governors and in accordance with the statutory Code of Practice on Admissions.

Governing Body & Governance

The Head will be expected to choose to be a Governor and will be required to:

- Develop a good working relationship with the Governors and advise and assist them in the fulfilment of their responsibilities
- Attend meetings of the Governors and to support the workings of their subcommittees
- Keep the Governors fully informed on the state and progress of the School and to submit such reports, as they may from time to time require
- Develop maintain and apply appropriate school policies and ensure equality of opportunity for all through these policies, procedures and practices

The Foundation

The Head will not be a Feoffee but will :

- Work closely with the Feoffees and their Steward to support their objectives
- Attend meetings of the Foundation, and any subcommittee thereof, as required from time to time
- Keep the Feoffees fully informed on the state and progress of the School and to submit such reports as they may from time to time require

Curriculum & Teaching

The Head will not be required to undertake timetabled teaching duties but may do so if they wish or think fit and to the benefit of the school and its students.

The Head will be responsible for:

- The direction and assessment of teaching and learning and the content and organisation of the curriculum ensuring that the requirements of the national curriculum are met
- Developing and maintaining a broad, balanced, coherent curriculum which is relevant to the needs and aspirations of the students and their future lives
- Conducting regular reviews and evaluation to ensure the curriculum is updated, taking into account regulations, policies and local and national initiatives
- Providing and lending support to sporting, cultural and extra-curricular activities which will enable students to develop their personal qualities, interests and skills for the benefit of themselves and the wider community

Boarding

The Head shall:

- Champion the educational and social benefits of boarding
- Ensure that the requirements of the boarding community are integrated into the operational plans of the school
- Ensure that boarding is operated in a manner that at least meets the requirements of the National Minimum Standards for Boarding Schools and where possible exceeds them
- Develop and maintain a safe and welcoming environment and boarding provision which enhances the physical, social and academic welfare of the boarding students
- Promote and market Old Swinford Hospital as a leading boarding school

Safeguarding & Pastoral Care

The Head will have overall responsibility for safeguarding and promoting the welfare of children and understanding this in the context of both a school and a boarding

The Head will be required to:

- Reinforce good behaviour in students and encourage self discipline, the respect of and proper regard for authority and good order and discipline on site and at school activities or events off site
- Sustain an environment and code of behaviour which enables effective teaching and learning to happen
- Ensure that the well being of each student is supported through the School's policies and procedures
- Ensure that students are given opportunities to develop an awareness of broader social issues so that they contribute fully to the community and society of which they will be a part
- Encourage a sense of fair play, self respect and respect for other ways of life, beliefs and opinions.
- Ensuring all employees understand they have a responsibility for safeguarding and promoting the welfare of children that this underlies all decisions within the School.

Students

The Head will be responsible for ensuring:

- The health, safety and welfare of all students and, in particular, to take all reasonable steps to keep them safe from harm
- A respect for knowledge and the means by which it may be acquired
- That students receive high quality education leading to the pursuit of excellence
- That the progress of each student is monitored and recorded so that the most appropriate decisions can be taken with regard to their development
- Vocational guidance and advice is provided to assist students in making informed and realistic decisions about future opportunities
- That the activities in which students are engaged are conducted in a disciplined, safe and healthy environment in accordance with the Governors' policies
- That uniform/dress code is enforced
- That behaviour is of the highest standard both inside and outside of lessons
- That there are clear and open lines of communication

Staff

The Head will be responsible for:

- Ensuring that the School complies with all relevant Health and Safety at Work regulations
- Maintaining and developing a structure whereby all staff are supported and motivated in order to benefit both the individual and the School
- The appointment of staff below the Deputy Head and ensuring appropriate recruitment checks are carried out.
- Ensuring that the process of staff development reviews is effective and that, through Performance Appraisal, staff achieve the levels of performance necessary to meet the agreed aims and objectives of the School, in particular the high standards of teaching, and to assist any members of staff who are unable to meet those standards
- Making recommendations to Governors for pay and promotions, in line with Governors' Policy
- Dismissal or suspension in accordance with disciplinary procedures laid down from time to time
- Ensuring that all staff have access to advice, education and training appropriate to the needs of the School and to their stage of development
- Ensuring that new members of the teaching profession and other staff new to the School are properly inducted
- Developing effective and efficient lines of communication with all staff on an individual and collective basis
- Encouraging, monitoring, challenging and professionally developing staff whilst, where appropriate, tackling underperformance

Parents

The Head will be required to:

- Communicate clearly and promptly with parents and develop a working partnership with them to the mutual benefit of the parents, students and School
- Ensure that parents have access to appropriate up-to-date information about the School
- Ensure that parents are kept fully informed of their child's progress and development
- Provide parents with the opportunity to involve themselves in school life
- Be available to see parents of existing students and prospective entrants
- Operate, in accordance with Governors' Policy, a satisfactory procedure for the prompt handling of complaints or queries

Marketing & Public Relations

The Head will be required to:

- Effectively communicate the School's vision, mission and goals within the School and externally and be seen as a figurehead and role model for the school
- Foster good relations with the Department for Education, Dudley Local Authority, other relevant organisations, the local community, business and industry
- Ensure that relations with the local, regional and national media provide the School with favourable coverage in order to maintain and develop the image and standing of the School
- Maintain good relationships with feeder schools
- Be alert to innovative sources of income and support fund-raising and the cultivation of appropriate sponsorship and partnership
- Promote and develop closer links with the Old Foleyans' Association, other alumni and supporters

The Person

In the history of the School there have only been 19 Heads. Governors are now seeking to appoint the 20th. We are looking for a Head who is a strong and inspirational leader, who has the depth of experience necessary to promote an excellent boarding education and the vision and passion to join us on the rest of our ambitious journey to continue to grow the School and drive up educational standards from September 2026.

Qualifications

- A good honours degree from a UK university or the equivalent, with a good academic record
- Hold Qualified Teacher Status
- If not an existing Head, have the National Professional Qualification for Headship (NPQH) or have been accepted on or willing to take a course leading to that qualification before taking up their appointment
- A current DSL qualification

Knowledge and Experience

- Appropriate educational career experience and record of relevant continual professional development
- A comprehensive knowledge and experience of national policy, legislative frameworks and school governance
- A good and broad understanding of the boarding and education sector and market
- Demonstrate both academic and administrative leadership ability and be financially aware
- Experience in, and understanding of, financial management, resource planning, budgetary control and project management
- Proven record of successful senior leadership in an 11-18 school with a sizeable Sixth Form
- Evidence of driving up academic improvement and delivering outcomes
- Experience of curriculum review, development and delivery
- Evidence of proven success in relation to driving improvement in culture and behaviour
- Preferably having recent boarding career experience
- Be knowledgeable in all aspects of safeguarding
- Evidence of managing staff including recruitment, induction and development, pay, performance management and disciplinary procedures

Skills

- Be able to think at a strategic level and develop and articulate a clear vision for the School
- Be able to implement plans, manage change and evaluate impact
- Show evidence of successfully leading school improvement, challenge, change and innovation
- Show experience of successful team leadership, collaboration and inclusion
- Be able to analyse a school's strengths and interpret relevant comparative data, establish benchmarks and set targets for improvement with proven ability to deliver
- Be able to create and build results-driven management teams that foster creativity, insight and can-do mindsets
- The ability to challenge underperformance in teaching outcomes and support improvements
- Be sympathetic with the ethos of partially selective education, the commitment to high academic standards and the importance of all round development of students
- The ability to prioritise workloads and delegate effectively
- Good time management skills

Qualities

- Have presence and character, be inspirational, encouraging and motivational, with drive, vision and passion
- Demonstrate strong, clear and sensitive communication skills
- Lead by example
- Be able to deal with sensitive issues or conflict
- Be able to lead School worship and support the Christian spiritual life of the School, whilst respecting and supporting the background and belief of all students
- Demonstrate a good health record, stamina and resilience