

HIGHGATE

## Fundraising and Development Director

Highgate School &  
London Academy of Excellence  
Tottenham

Candidate information pack  
January 2023 | GANAYG3



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Saxton Bampfylde

## Introduction

Saxton Bampfylde is seeking a dynamic and talented fundraising and development leader to work across Highgate School and the London Academy of Excellence (LAE) Tottenham.

Highgate School and LAE Tottenham share a mission to empower learners from all walks of life and provide an outstanding education to talented pupils in their local communities facing disadvantage, widening access to higher education and working to raise attainment levels. The two schools are partners and share a number of staff, including the Fundraising and Development Director who divides their time between Highgate and LAE Tottenham. The partnership is underpinned by strong governance with at least three governors common to both Boards.

We are looking for someone who is passionate about social mobility and improving outcomes for children and young people through education to lead a talented team of fundraisers to enable and expand on Highgate and LAE Tottenham's sector leading work in this space.

### About Highgate and LAE Tottenham

In common with many independent schools, Highgate enjoys charitable status and has taken this responsibility seriously. For the last fifteen years, Highgate School has developed its charitable work, committing significant sums to its main charitable objects, financial assistance for families whose children could not otherwise pay school fees and partnership programmes (called the Chrysalis Programme) to support the learning of pupils in local state schools. A Community Partnerships Director directs these programmes which led to Highgate being invited by Haringey Council to open a new sixth form school, the London Academy of Excellence Tottenham, in 2017 as its principal educational sponsor.

The Fundraising and Development Director and their Development Office have been essential to the success of the partnership and the flourishing of LAE Tottenham, playing an important leadership role in both schools. 'Chrysalis East', a programme to support learning and attainment in LAE Tottenham's feeder secondary and primary schools, was established in 2021 thanks to a transformational donation to LAE Tottenham.



## About Highgate

### A culture of community, kindness and belonging

A large, co-ed, 4–18 day school with 1,900 pupils and 650 staff, Highgate is three schools in one (a pre-prep or infants school, a junior school and a senior school) drawing pupils from families across north London. Focused on relationships with its local and its wider school community, Highgate commits to a charitable and community ethos which runs through the DNA of staff, pupils and families. Staff are able to volunteer time or to be seconded to other schools; pupils are expected to serve their community; families are encouraged to support Highgate's work through donating time, skills or charitable gifts.

It's important to Highgate that its history and status as an independent school are never barriers to staff thinking of working at Highgate or families choosing it as a school, so from the Pre-Prep right up to the Sixth Form, for all colleagues across the full range of professional activity, the school actively seeks to embed a real sense of belonging. We believe that everyone who works and studies at Highgate should feel they are part of an environment that:

- Welcomes them
- Enables them to be themselves
- Understands them
- Encourages questioning, self-knowledge, and self-expression
- Helps them not just to manage, but to thrive, to discover and pursue their passions, and to develop as individuals and members of a community.

To do this, Highgate is evaluating diversity in its professional, curricular and co-curricular life, exploring how to attract pupils and staff from all backgrounds to work and learn at Highgate and is providing opportunities to share their own experiences as well as learning from alternative perspectives. Work on inclusion at Highgate, led by the Director of Inclusion, Dr Enya Doyle, involves pupils, staff, alumni, parents and carers.



## Award-winning success

Highgate is proud to be able to claim some of the top academic results across the UK, as well as titles of Independent School of the Year 2019 and Independent School of the Year for Social Mobility 2019. Highgate has recently been named the Sunday Times London Independent School of the Decade by Parent Power, The Sunday Times Schools Guide.

“Ranking in the top 25 independent schools in the UK for its results in the examination hall, Highgate achieves well for its children. But it also makes a difference for many more children beyond its own gates.” Alastair McCall, The Sunday Times.

## Sustainability

Highgate endeavours to be a sustainable school and supports a number of environmentally-friendly local and national initiatives on a daily basis. For example, staff have embraced our initiative of no longer having single-use cups and, by providing everyone with a reusable cup, usage of plastic cups has fallen by 1000 per week. Highgate also encourages and has been recognised for a number of green transport initiatives. Governors, advised by the pupils’ Environmental Sustainability Committee, agreed to commit to Highgate to reducing the School’s carbon emissions to net zero by 2030, and have signed up to the Let’s Go Zero 2030 campaign.



## About London Academy of Excellence Tottenham

LAE Tottenham is a 16 – 19 free (state) school which opened in 2017 in state-of-the-art premises next to White Hart Lane Stadium, offering 16 of the most academically rigorous A Level subjects in line with its mission to be 'The Place for Academic Rigour'.

### Social and Educational Need

The Northumberland Park ward of Tottenham, where the school is situated, is amongst the 2% most deprived wards in the country. Local authority data shows that only 1% of students from the east of Haringey achieved a place at a Russell Group university, compared with 18% in the more affluent west of the borough. Before LAE Tottenham opened, over 70% of students from the east of Haringey left the borough for their Sixth Form education.

58% of LAE Tottenham students come from the lowest two socioeconomic groups, being described as living in "struggling estates" or "difficult circumstances" using the ACORN tool for socioeconomic analysis. 51% have been eligible for free school meals during secondary school, compared with the national average of 28% for all schools and just 4.5% for selective schools.

The admissions criteria for the school prioritise students from LAE Tottenham's four Tottenham feeder schools – Duke's Aldridge Academy, Gladesmore, Park View, Woodside High. Students at these schools are guaranteed an offer of a place at LAE Tottenham, subject to meeting the entry criteria.

### Sponsors

Highgate School provides significant educational support as principal sponsor, including the full-time equivalent of ten seconded teaching staff. The business sponsor, Tottenham Hotspur Football Club, provides funding and employment links. LAE Tottenham also benefits from eight other independent school partners – Alleyn's, Chigwell, Haberdashers' Aske's Boys', Harrow, John Lyon, Mill Hill, North London Collegiate and St Dunstan's - all of whom provide expertise in supporting academically motivated students in the Sixth Form.



### Offering and Impact

LAE Tottenham offers an academic curriculum focusing on 'hard' A Level courses as defined by leading universities. The A Level curriculum includes Art, Biology, Chemistry, Computer Science, Economics, English Literature, French, Further Maths, Geography, History, Maths, Physics, Philosophy, Politics, Psychology and Spanish. From 2023 it is hoped to add music to the curriculum; students are enabled to study community languages to A level. Students also take part in weekly clubs and societies, sport and community projects as part of their co-curricular programme.

The partnership between Highgate and London Academy of Excellence Tottenham is integral to the success of both schools. LAE Tottenham was born out of Highgate's desire to further enhance its partnership work but, 5 years on, the schools operate as two, closely linked, high performing institutions, supporting motivated and aspirational young people to succeed. Highgate's impact on LAE Tottenham is felt at all levels - governance, leadership, staff, students and the community. Equally, while Highgate's ethos shaped LAE Tottenham, now the ethos of LAE Tottenham helps to make Highgate what it is.

For the staff and students the impact is felt in meaningful collaboration. Whilst Londoners live in one of the most diverse cities in the world, too often the paths of different groups will never cross. The connections between our two schools insures against this, through shared interests and ambitions. Staff have the opportunity to develop their practice working across both schools, helping them to hone their skills both within and outside the classroom. Highgate's partnership work also informs the aims of LAET's Chrysalis East project, which sees LAET working in local Tottenham primary and secondary schools, exemplifying how the partnership between LAET and Highgate has impact beyond the gates of both schools.

### Success

The third cohort of 215 students achieved outstanding academic outcomes, their attainment placing the school in the top 2% of state sixth forms nationally. 83% of grades were A\*-B and 58% A\*-A. 72% of students went on to a Russell Group university, compared with just 1% in Tottenham in 2016-17. 49% went onto World Top 100 universities including King's College (29 students), UCL (25), Warwick (9), Nottingham (6), Cambridge (5), Imperial College (5), Oxford (5). LAE Tottenham was proud to be named the Sunday Times 'State Sixth Form College of the Year 2020-21'.



There are now over 550 students on roll across Year 12 and Year 13.

Highgate's support for and work with LAET ensures that up to around 700 students in Tottenham can have the very best education possible every year; the results and destinations of previous cohorts attest to this. The role of the Development Director is critical in ensuring that existing and potential donors can clearly understand the impact of their support, not only on individual students, but also to their families and the wider Tottenham community. Excitingly, the ambition of Highgate for the Tottenham community, beyond LAET, is huge and the potential impact even bigger, making this the perfect role for a visionary and ambitious leader.



## The Development and Alumni Relations Office at Highgate

The Development and Alumni Relations team plays a key role in enabling Highgate School to fulfil its charitable responsibilities, fundraising for its charitable activities and community partnership programmes, as well as overseeing alumni liaison and coordination and working with senior colleagues across the school to develop innovative fundraising strategies. LAE Tottenham has also developed its alumni relationships, establishing an alumni board and enabling recent alumni to join Governing Body meetings. While responsibility for LAET's alumni relationships sit with another colleague, the Fundraising and Development Director is a sounding board for ideas and initiatives.

### Fundraising at Highgate

The Development and Alumni Relations Office is responsible for fundraising to support Highgate's bursary scheme and partnership initiatives.

**The Office does not fundraise for capital works, meaning 100% of the donations it generates goes towards widening access to outstanding education for children and young people in its local community.**

Many of Highgate's donors are high net worth current and former parents and alumni, and there are also growing regular and legacy giving programmes, empowering hundreds of unique donors every year to make a difference. A bursary participation programme has been launched for September 2022 to broaden further the significant range and number of donors among parents and carers.

### Bursaries at Highgate School

Highgate offers a significant number of means-tested bursaries (financial assistance) to pupils who would otherwise be unable to attend a school like Highgate. Donor funding plays a pivotal role in the bursary programme: Highgate has raised £13m since 2013, and the vast majority of restricted donations have been towards the bursary programme. There are currently roughly 90 bursary holders in the Senior School, with most receiving awards that cover 90 – 100+% of their fees.

Off the back of this success, Highgate has introduced bursaries for Junior School pupils for the first time from September 2022. The school has ambitious plans to increase the percentage of pupils receiving means-tested bursaries across the school, with Junior School bursaries targeted towards making a more transformative impact throughout a child's school career.

### LAE Tottenham

Even after state and sponsor support, LAE Tottenham runs at a shortfall, and donor support is integral to providing the pupils with opportunities that they would not otherwise get. Money raised by the Highgate Development Office ensures that not only do LAE Tottenham pupils have access to an enriched curriculum and a learning environment that develops confidence and resilience, but also a full careers programme, a lecture programme with a range of speakers, and an extensive PSHE programme that supports their personal development. At the beginning of the pandemic, hundreds of donors collectively gave over £80,000 in response to an urgent appeal to provide LAE Tottenham students with support and devices for remote learning. Highgate's fundraising work ensures that talented pupils in one of London's most deprived wards have access to an outstanding education and set of opportunities.

### Community and Partnerships

Highgate's Community and Partnership work (The Chrysalis Programme) is instrumental in realising the school's charitable objectives. Community and Partnership projects and initiatives provide educational and academic excellence to pupils and staff at state schools neighbouring and partnered with Highgate School to the benefit of the public. These initiatives also enrich the school offer to Highgate pupils and staff across the whole school from Pre-Prep to Senior School. In addition, the provision and sharing of activities, resources, and expertise; staff and pupil fundraising; and staff and pupil in-kind donations contribute to the easing of the financial burdens felt by partner schools and communities.



The four principles that govern Highgate's Community and Partnerships work are:

- impact
- sustainability
- tackling disadvantage
- mutuality

and the four streams of Community and Partnerships work are:

- Chrysalis partnership teaching and its popular summer schools
- wider community partnerships locally, within London, nationally, and globally
- Highgate community work through pupil volunteering, pupil community engagement, and pupil fundraising
- the flagship partnership with LAE Tottenham.

## Alumni Relations

Old Cholmeleians, or OCs, are a vital part of the Highgate community. Highgate runs a range of activities involving OCs, including volunteer opportunities at Highgate and partner schools, such as speaking at careers events or offering work experience opportunities. The Development and Alumni Relations Office manages the relationship with the OCs, coordinating communications, a full calendar of events, and opportunities, as well as keeping them engaged in what the school is doing and working with them on fundraising appeals.

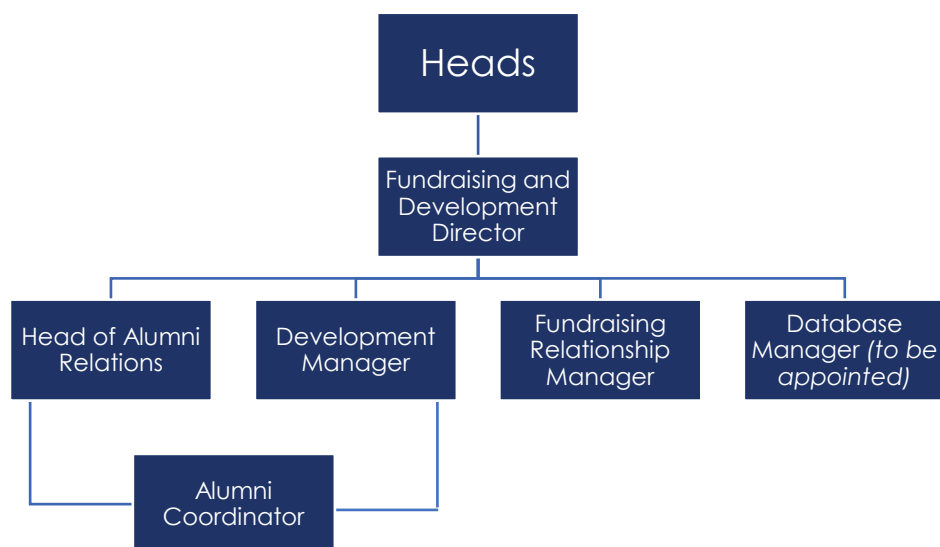


## The Role

The Fundraising and Development Director will be a visible leader within the school community and a powerful ambassador externally. They will be responsible for leading the Development and Alumni Relations Team and a broad network of donors and stakeholders to continue Highgate's ability to provide transformative bursaries and partnership work.

They will report to the Head of Highgate School and the Headteacher of LAE Tottenham.

### The Team



### Key Responsibilities

- Plan, develop and execute Highgate and LAE Tottenham's fundraising strategies to support the schools' strategic priorities
- Lead the Development and Alumni Relations team to translate strategies into plans, monitor progress and take decisive action as appropriate to ensure the schools continue to deliver and expand upon their full range of educational outreach and partnerships programmes
- Lead, inspire, motivate and develop the Development and Alumni Relations team to achieve and exceed ambitious income targets
- Work with the Heads to network and continue to strengthen relationships with existing donors and supporters and build new strategic relationships
- Lead on major donor fundraising, maintaining relationships with high-net-worth alumni and current and former parents, as well as identifying opportunities to involve the Heads in donor stewardship
- Identify opportunities to diversify Highgate and LAE Tottenham's fundraising portfolio
- Create and embed a culture where effective teamwork, collaboration, inclusion and innovation are expected, recognised and rewarded
- Ensure compliance across all fundraising activities
- Champion and implement best practice business processes across the team with tools and technologies to support fundraising
- Contribute to developing and delivering Highgate's and LAE Tottenham's wider organisational strategy, objectives and business plans
- Work closely with the Community Partnerships Director and her team to maximise awareness of Highgate's charitable and partnership work, engagement and impact through fundraising activities.
- Work collaboratively with the Senior Teams on decision-making and prioritisation across Highgate and LAE Tottenham
- Support the Highgate Alumni Relations team with maintaining productive relationships with OCs through events, communications, and opportunities; working strategically with Alumni Relations to build relationships that inspire alumni to give

## Person Specification

The successful candidate will be an outstanding leader capable of quickly building trust with a talented team. They will bring:

- Exceptional leadership and team management skills
- Significant experience of fundraising strategy development and implementation
- Strong strategic planning and analytical skills
- Outstanding communication skills, with the ability to inspire and enthuse others
- Excellent judgement and decision-making abilities
- The ability to respond quickly, creatively and decisively to opportunities
- Advanced financial and commercial awareness and understanding
- A track record of success in leading fundraising teams to drive growth and high performance against targets and objectives
- Experience of influencing senior stakeholders, managing senior level employees and of leadership through change and growth
- Proven track record of successful major donor fundraising
- The ability to test, develop and optimise new fundraising activities
- Knowledge and expertise across a spectrum of fundraising streams - incorporating major donor and regular, legacy, and mid-level giving, and with a particular emphasis on relationship-driven fundraising

The successful candidate will be:

- Aligned to Highgate and LAE Tottenham's values - young-people focused, ambitious, collaborative and inclusive
- Passionate about facilitating social mobility through education and empowering underprivileged learners through diverse partnership streams
- Determined and curious to seek out, develop and steward new relationships and partnerships
- Self-motivated, proactive and a creative problem solver
- Goals-driven with a real hunger for success
- Committed to creating a workplace focused on equity, diversity and inclusion



## How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Highgate School & LAE Tottenham on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/](http://www.saxbam.com/) appointments using code GANAYG3. Click on the 'apply' button and follow the instructions to complete the application form.

To discuss the opportunity with a member of the team at Saxton Bampfylde, please email [eliza.cox@saxbam.com](mailto:eliza.cox@saxbam.com) to arrange a call.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

### KCSIE online checks

In line with the latest KCSIE guidance, Saxton Bampfylde will conduct a search of online records that are publicly available on shortlisted candidates. These checks are used only to meet the intended purpose of the KCSIE's recommendation in relation to whether an applicant is suitable to work with children and young people. All data will be held in line with data protection regulations.

The closing date for applications is 09:00 on Tuesday, 24th January 2023.

## Child Protection

Highgate is committed to the safeguarding employers, overseas police check if necessary and the Disclosure and Barring Service.

Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' {i.e. filtered out} as defined by the Rehabilitation of Offenders Act 1974 {Exceptions} Order 1975 {as amended in 2013}. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

All members of staff must comply with Highgate's and LAE Tottenham's Safeguarding & Welfare Policy. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policies. A copy of these policies will accompany all offers of employment.



## Working at Highgate and LAE Tottenham

### Salary

The salary for this role will be competitive, depending on experience. The salary will be reviewed at least annually by members of the Highgate School Governors' Nominations and Remuneration Committee. The appointee will be employed by Highgate School and seconded (part-time) to LAE Tottenham. The work ratio will be 80:20 although this will flex according to fundraising events.

### Hours of Work and Working Pattern

Flexible working is the norm in the Development and Alumni Office and is welcome; school holidays (common to both schools) cover 17 weeks annually and rarely require attendance in school. Normal working hours for this role are Monday to Friday 8am-5pm; however, some evening and weekend working may be required. This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Governors of Highgate School.

### Staff wellbeing

Both schools recognise the value of staff wellbeing which we promote by encouraging a strong work-life balance, trying our best to support flexible working requests, providing a nutritious food offering and offering access to sporting facilities including Highgate's recently renovated swimming pool. A shared ethos is to be a reflective community, and we encourage mindfulness throughout our school. We also encourage an open culture throughout our schools, with our directors having an open-door policy and making use of regular staff surveys. We also encourage our employees to be continuously engaged in their role by providing opportunities to participate in the wider life of our schools, such as taking part in trips or societies and getting involved in partnership projects.

### Lunch Period

The lunch break is unpaid and does not form part of your working hours. A complimentary lunch is available at Highgate whenever the Dining Hall is in operation.

### Holidays

25 days' paid holiday entitlement plus public holidays to be taken at times agreed with line managers.

### Confidentiality

The need for absolute confidentiality and discretion, both within Highgate and the wider community, must be understood.

### Dress Code

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

### Smoking

Smoking, including vaping, is not allowed on or immediately outside any School premises (the footprint of the buildings and the grounds) or in areas where smoking might be seen by parents or pupils during working hours.

### Health and Safety

Highgate takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of Highgate's Health and Safety Policy, particularly in relation to safe working practices. All staff must keep up to date with Highgate's Health and Safety Policies which are regularly updated and posted on the Staff Intranet.

### Equality, Diversity and Inclusion

Highgate is strongly committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

### Data Protection

Highgate staff are expected to adhere to the Data Protection legislation at all times. Our Privacy Notice is available on the recruitment portal.

