



# Appointment of Head

Candidate Information, June 2023

Reference: LASEB

Saxton Bampfylde



ST ALBANS  
SCHOOL

# 01 WELCOME

As Chairman of Governors, it is my great pleasure to introduce St Albans School to you. The Governing Body seek to appoint a new Head to take up post in September 2024, following the retirement of Jonathan Gillespie after 10 years of dedicated service, leaving the School in exceptional condition, with a record high enrolment, excellent ISI inspection report and examination results going from strength to strength.

You will find that St Albans School is a community which seeks to embody its ethos and traditions whilst striving for academic excellence within a warm, caring and inclusive atmosphere, with a real commitment to the extensive pastoral care provided to all. It is a school which provides depth and breadth to the holistic educational experience offered to pupils to produce ambitious, well-rounded individuals, happy and resilient as they encounter the challenges and opportunities of the world of the future.

I believe that the new Head of St Albans School will have as great a set of opportunities before them as any previous Headmaster in the 1,000 years of the institution's history. The School has already anticipated changing circumstances which may see significant change across the education sector and our next Head will be robust and ambitious to make their mark. The successful candidate will be an exceptional leader able to inspire staff, pupils and parents alike and build on links and partnerships within the wider local community. They must be ready, too, to be a strong voice in the Governors' ongoing review of strategy as the School continues to evolve and transform.

This is a unique opportunity to lead one of the most ancient educational foundations in the world through changing times and if this inspires and excites you, I would urge you to apply. I very much look forward to meeting you and welcoming you to St Albans School.

Neil Osborn  
Chairman, Board of Governors



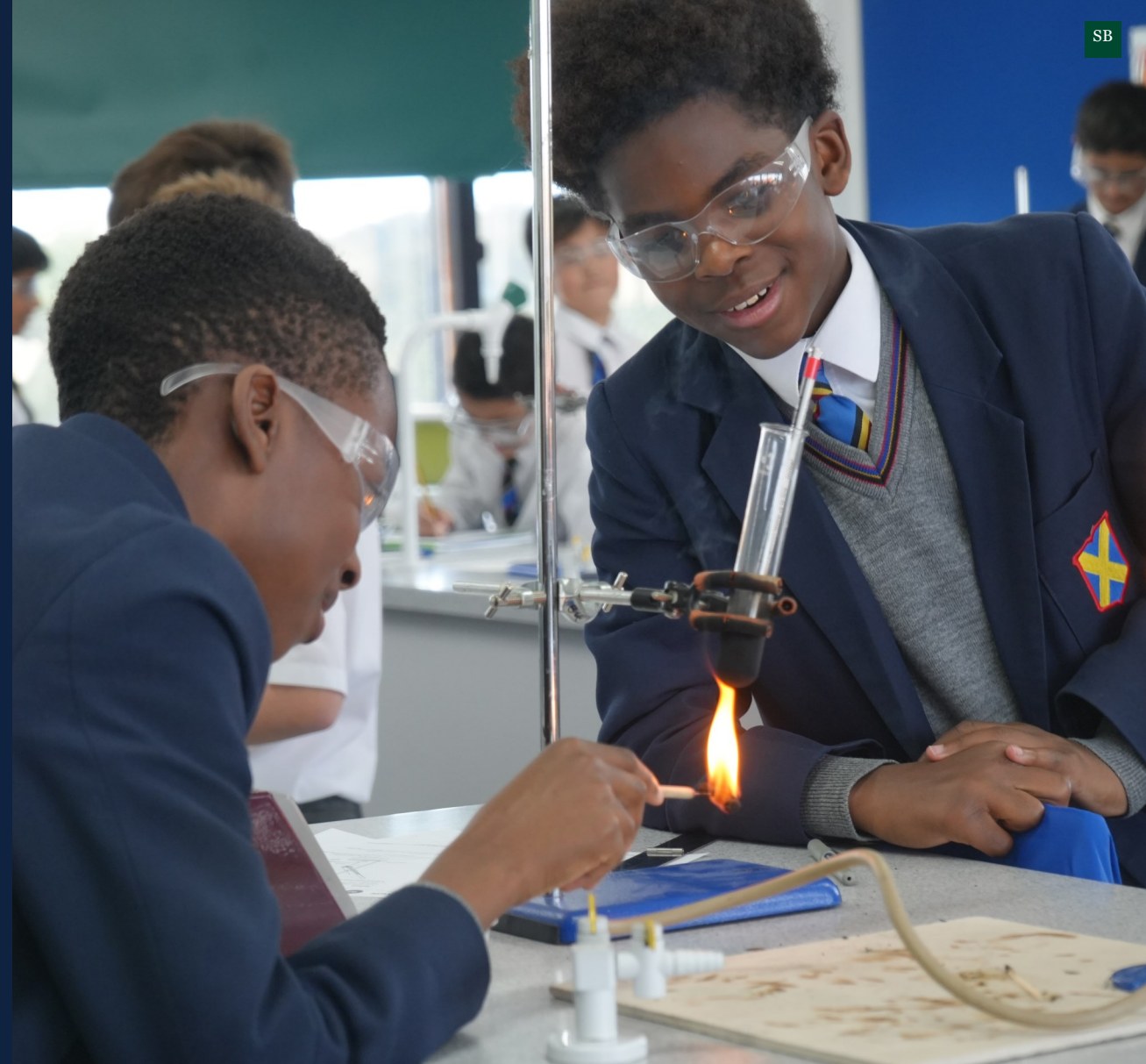
## 02 ABOUT US

Educating 900 pupils (571 boys aged 11 to 16 and 329 in the Sixth Form, of whom 73 are girls), St Albans School enjoys an outstanding reputation as a vibrant and dynamic school, whose prime focus is the needs of its pupils for the world of the future. The achievement of superb examination results in the most demanding academic subjects is matched by our conviction that a world-class education is multi-dimensional. Here, academic excellence, intellectual development and strong pastoral care lie at the core of an exceptional, all-round education, thus enabling us to identify and nurture each pupil's potential and making us one of the leading day schools in the country.

Our fundamental and unremitting focus on our pupils' wellbeing gives them the self-confidence and self-belief to do, and to give of, their best. In our historic School at the heart of this lively city, our pupils develop important values, qualities and skills. As well as learning an awareness and understanding of the wider world, they determine the contribution they intend to make to it in their adult lives and live out the School motto '*Non Nobis Nati*' (Born not for ourselves).

Pupils are offered a broad, flexible and forward-looking curriculum which prepares them for success in academic and professional life and leadership roles, as well as enabling them to experience a wide variety of sporting, cultural and other co-curricular activities in order to develop skills, interests, ambitions and potential beyond the classroom and the examined curriculum.

St Albans School is served by a committed Board of Governors and an experienced Senior Leadership Team including the Bursar/Clerk to Governors, Second Master, Deputy Head - Academic and Deputy Head - Staff who are supported by various Assistant Heads, Heads of Year and Director of Marketing, Admissions and Communications. Together they ensure that all pupils have the best possible experience and support. The wider staff body is comprised of 112 teaching staff and 92 support staff.



*"Pupils' academic and other achievements are excellent, in confirmation of the School's aspiration to help each pupil flourish intellectually and personally."*

*(ISI Inspection Report November 2022)*

## 03 ETHOS AND VALUES

Over seventeen hundred years ago Saint Alban, a seeker after truth, lived and died in this place. Today, more than one thousand years since its foundation, this School which bears his name continues to play an important role in the local community, fostering scholarship and intellectual enquiry at the heart of an exceptional, integrated education. Enriched by inspirational teaching, wide-ranging academic, cultural and sporting opportunities and strong pastoral care, our pupils develop a love of learning together with the values, skills and qualities to enable them to live successful and happy adult lives in an ever-changing world, faithful to the altruism of our motto.

### Vision

To help each pupil flourish intellectually and personally, developing self-knowledge and self-confidence in order to find meaning and purpose in life.

### Goal

To enhance the School's reputation as one of the UK's leading institutions for academic excellence at the heart of an exceptional, holistic and value-rich education that develops intellectual, personal and interpersonal potential, and that is attractive to pupils, parents and staff.

### School Values

- Integrity
- Empathy and humility
- Courtesy and generosity
- Self-discipline and self-motivation
- Organisation and collaboration
- Ambition, courage and accountability
- Independence, industry and inquisitiveness
- Resilience, resourcefulness and reflectiveness



**MOTTO**

**NON NOBIS NATI**  
*(born not for ourselves)*

# 04 ACADEMICS

St Albans School has developed its own Teaching and Learning Programme which offers a comprehensive educational experience for pupils. The programme enables pupils to establish a framework of study which facilitates effective and efficient learning strategies. This is combined with the School's Digital Learning Strategy which aims to work alongside the School's existing bring your own device (BYOD) scheme to improve digital literacy skills for the future of pupils and improve confidence for Staff to use and promote digital technologies.

At GCSE level, each pupil is expected to take six compulsory subjects (English and English Literature, the three Sciences and Mathematics) and four further subjects, (one of which must be a Modern Language), selected from the following options: History, Geography, Religious Studies, Economics, Art, Music, Drama, Design Technology, French, Spanish, German, Latin, Greek, Mandarin, Computer Science, and PE. Aspiring mathematicians will take a Further Maths IGCSE. Some pupils choose to undertake a Higher Project Qualification (HPQ).

In the co-ed Sixth Form, pupils begin with four A Level subjects which they continue with until Easter, after which they can choose to continue with three. A wide range of academic subjects are available: Maths, Further Maths, English, Biology, Chemistry, Physics, Computer Science, History, Geography, Economics, Philosophy, Politics, Art, Drama, Music, Design Technology, Physical Education, Classical Civilisation, Latin, Ancient Greek, French, German, Spanish and Mandarin. An enrichment programme provides a wide range of additional courses including Critical Thinking. The Extended Project Qualification is begun in the Summer Term of the Lower Sixth by the whole cohort.

Results are consistently outstanding. In 2022, 44% of A Level qualifications taken were awarded the top A\* grade and 76% A\* or A grades. At GCSE, 79% of examinations taken were awarded grades 9 and 8 and 93% were awarded grades 9-7. Almost one third of the year group achieved straight 9s and 8s.



Almost all pupils go on to Russell Group universities to read a wide range of subjects from Agronomy to Zoology. The School is also committed to encouraging and supporting pupils to explore increasingly popular alternatives such as studying overseas, degree apprenticeships or those who are ambitious to become entrepreneurs. Pupils aiming for professional careers in areas such as music, the arts and creative industries, or in medical, computer and data science, are all ably assisted by an up-to-date career advice team.

## 05 CO-CURRICULAR

An exceptionally rich co-curricular programme plays a vital role in developing values, skills and qualities in preparation for adult life: drama, music, sport, CCF and the Duke of Edinburgh's Award Scheme are all thriving, as is our extensive partnership scheme with local state-maintained schools.

Sport is a great strength of the School - the combination of determined and dedicated staff and superb facilities means that teams and individuals compete at the highest level in several disciplines. The School has a national reputation in cross-country and has seen pupils achieve national and international success for many years, in events ranging from rugby, cross-country, athletics and cricket to name but a few.

Music, too, is very well supported at the School. Rock bands in the dedicated recording studio are encouraged as much as the String Ensemble, and the Barbershop singing group will perform at the same concert as the Jazz Band or Symphony Orchestra. There are plenty of opportunities to perform and take part, including for alumni and parents in the School Choral Society, and the School has a proud tradition of producing choral music of the highest quality - the School Choir sings a motet or anthem at the Abbey assembly every Friday. Pupils are also supported in their pursuit of individual achievement in prestigious music competitions and festivals.

The CCF contingent, whose Army section is one of only two school contingents affiliated to the Coldstream Guards, also has an RAF section, and, additionally, offers the Duke of Edinburgh's Award scheme in collaboration with the freestanding DofE option. St Albans School also owns its own Field Studies Centre, Pen Arthur in Bannau Brycheiniog, an invaluable location for the teaching of field skills and outdoor activities.

With numerous academic visits in the UK and abroad and an extensive programme of visiting lecturers and performers, the School is keen to encourage and support initiatives which will inspire and excite. Science-



related topics are particularly well-served by the Stephen Hawking Society which hosts a series of events through the year.

The Green Council is the School's pupil-run Eco-Club: a dedicated group of pupils who are determined to make a difference. Led by the Green Council prefect, the Green Council also has members from the support staff, teachers and governors. The role of the Green Council is to promote awareness of sustainability, ecology and personal responsibility. Recent campaigning on paper recycling, water stewardship and Meat-Free Mondays has led to the School achieving the Green Flag award from Eco-Schools, a UNESCO partner.

## 06 PASTORAL CARE

The School's pastoral support for pupils is recognized as outstanding and it is an aspect of School life which is important to Governors. Great care is taken to put the well-being of the individual pupil at the forefront of the School's policies and all staff play an important role in encouraging every pupil to feel valued and cared for in an environment that celebrates diversity and is inclusive of all. The next Head will share this ethos.

The structure of the School underpins the pastoral support system. Organised into sections: the Lower School (which comprises the First and Second Forms i.e. Years 7 and 8), the Third Form, the Middle School (Fourth and Fifth Forms) and the Sixth Form, pupil groups are assigned a tutor to guide their pastoral and academic welfare. For each section, a corresponding Head of Section and at least one Deputy together oversee the workings of the form tutor groups.

Three School nurses look after pupils' medical welfare. There is a full-time Chaplain who conducts the formal twice-weekly services in the Abbey and who is available to all pupils and staff for pastoral or spiritual support. There is an alternative assembly held in the Big Lecture Room for pupils who, for religious reasons, do not wish to attend the Abbey. The School also employs a professional counsellor, to whom pupils can turn for advice.

A beautiful Wellbeing Garden provides staff and pupils with a tranquil space to gather thoughts or confide in a friend or colleague. Mindfulness meditation sessions, open to the entire School community, aim to bring a moment of peace and grounding during the busy day and help encourage a more relaxed approach to life's challenges. Well-being surveys of staff and pupils also ensure the ongoing welfare of both.



# 07 ADMISSIONS

St Albans School is heavily over-subscribed at all levels of entry, with the main entry points at 11+ and 13+ by competitive examination and interview. Many 13+ joiners secure their place through 12+ assessments in the Summer Term of Year 7 and the School enjoys excellent relationships with its local prep schools. Entry into the Sixth Form is by interview and conditional upon GCSE results.

Scholarships are offered at all ages of entry, and the School is able to provide assistance to some families, in cases of proven need, from its own bursary fund.

# FINANCES

St Albans School is in good financial health, generating an income of some £19million per annum which provides a healthy surplus each year.

Provision of bursaries is core to the School's values and significant support is provided through means-tested bursaries for able pupils who are economically disadvantaged.

The School has also been successful in raising substantial donations to help pay for development, including the entirety of the cost of the construction of the Corfield building and the subsequent conversion of space released by the Maths department into science labs.

Donations received in the last eight financial years for bursaries and developments exceed £10million.





## 08 LOCATION

St Albans is a historically rich, highly attractive, and well-resourced market City, granted Cathedral City status more than 100 years ago and now home to about 75,000 inhabitants. It is a place where the “quality of life” is high.

The School itself is located right next to the Cathedral and Abbey Church of St Alban, where it meets twice a week for assembly and ecumenical worship. It is also the venue for many events during the year including Prize Giving, Founders’ Day, carol services and concerts. Despite the strong links between the two institutions, St Albans School is not a Church of England Foundation, but is officially registered as a school “with a religious character”. The next Head will need to appreciate and support this.

Backing on to Verulamium Park, the site of the original Roman town and one of the most important settlements in Britain, the School sits at the heart of the historic city of St Albans. Nowadays, St Albans serves as an important commuter town and is a very popular place to live because of its excellent facilities, its charming and busy city centre and superb communications: very close proximity to the M1, A1 and M25 and only a 20-minute train journey into London St Pancras.

Most pupils live locally - over half live within four miles of St Albans - the rest are from Luton, Watford, Stevenage, North London and the rural areas of Hertfordshire. A majority travel in by coach each day on one of the ten routes. In the locality there are a number of good primary and preparatory schools which act as important feeder schools to St Albans.



## FACILITIES

The Abbey Gateway is a striking Grade 1 Scheduled Ancient Monument dating from 1365. The School moved to the Gateway in 1871 with just six pupils and it has been used by the School, mostly for teaching, ever since.

Just north of the city are the Woollam Playing Fields. Opened in 2002 and extending to 45 acres, they provide unrivalled facilities for games and are also home to the Old Albanian Club’s 25 acres of grounds. There are 19 winter pitches and 7 cricket pitches, an artificial surface for tennis and hockey as well as netball courts. The magnificent pavilion is also used for a number of School functions.

The latest additions to the School campus include a new Sports Centre (with swimming pool, sports hall, fitness centre, dance studio and climbing wall) and the purchase of a large building (Aquis Court) on an adjoining site which has been converted into a superb Art School, Sixth Form Centre and a suite of classrooms. The Hall has recently undergone the first phase of a major refurbishment programme, the main feature of which was the construction of a new Music School which was opened in May 2018. The Corfield Building, an outstanding £6.5m facility for Mathematics (on the Upper Ground and First Floors) and the CCF (on the Lower Ground Floor (including rifle range and armoury), opened in January 2020. There is a rolling programme of refurbishment and the classrooms vacated by Mathematics have been converted into new facilities for Computer Science (opened in 2020) and additional Science laboratories (2021).

## 09 THE ROLE

The Board of Governors is now looking for an inspirational leader to be the next Head of St Albans School. With its distinctive heritage, this is an exciting opportunity for someone with the vision and ambition to build on the successes of the School to date and to continue the drive to deliver a world-class educational experience that equips pupils to thrive in the changing world of work.

### **Key Accountabilities**

A dedicated and experienced governing body is composed of 12 governors who sit on one or more of the following committees; Education, Environmental and Social Governance, Property, Finance, Audit & Risk and Nominations, Remuneration and Governance Committee. Each committee meets termly in addition to one full meeting of the board each term. Committees are also served by members of the School Advisory Panel who offer specific expertise and working groups may be created as required from time to time. Governors are engaged and ready to offer support and the Chairman meets weekly with the Head and/or Bursar/Clerk.

The Head is appointed by the Governors and is accountable to them, with responsibility for working with the Governing Body in a spirit of openness and co-operation to set the aims, policies and strategic direction of the School. The Head is responsible for appointing and leading a strong team of staff and for creating an environment in which pupils and staff are inspired to develop their academic gifts, skills and interests in a spirit of discovery and participation.

### **Key Tasks & Responsibilities**

#### **Strategic leadership and direction**

- Work closely with the Governors on the aims, policies and strategic direction of the School, provide regular, transparent analyses of performance, and generally advise and assist the Governing Body in carrying out its functions



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- Develop strategic and development plans for the School, clearly setting out the vision, identifying key milestones and targets, and the financial strategy to ensure that the School has the required resources
- Assisted by the Bursar and Senior Leadership Team (SLT), form a clear view of internal management structures and inform the Governors on future staffing needs
- Understand and respond to the challenges presented by the competition from other strong schools in the independent and maintained sectors
- Act as the public face of the School, promoting it energetically and effectively so that it is the School of first choice for parents and their children

### Academic

- Inspire a love of learning and a pursuit of academic rigour within a curriculum that goes beyond the prescription of examination bodies and regulation
- Review the curriculum regularly to ensure that it remains challenging and stretching, appropriate to the changing needs of pupils, and be willing to take a broad view and consider alternatives
- Monitor and evaluate the standards of teaching and learning to ensure that the progress of teachers and pupils is assessed and recorded and that the quality of teaching is of the highest standard
- Ensure that the School makes the best use of technology as a resource for teaching and as an aid for learning and research
- Understand the requirements and demands of higher education and the professions, both in the UK and beyond, so that pupils can pursue their ambitions in their chosen fields after leaving School, whether through university study or degree apprenticeships

### Co-curricular activities

- Maintain, develop and offer personal support to the School's rich co-curricular provision to nurture the talents and abilities of pupils, promoting self-discovery and expression, encouraging teamwork and providing service to others
- Value and continue to nurture strategically those co-curricular areas in which the School has established a national or strong reputation and identify additional areas that could become a strategic focus for the School

### Pastoral

- Continue to foster an atmosphere of mutual respect, support and friendliness within the School, ensuring a high standard of behaviour
- Maintain the culture within the School which respects the beliefs and views of others through the development of personal, moral and ethical values, enabling pupils to take their place within society and lead fulfilling lives, in which diversity is celebrated and personal character is valued
- Maintain the exceptional standards of pastoral care which recognises the needs of the individual and offers appropriate support and encouragement
- Foster a sense of freedom for pupils and staff to be who they are with a flexibility that enables all to fulfil their gifts

### Management and staff

- Recruit, manage and develop a high quality team of teachers and support staff who are committed to the success of pupils and maintain excellent standards of teaching and support for learning
- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the School that are consistent with its aims and values ensuring that lines of responsibility and accountability are clear

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- Promote a culture of personal development and ensure that all staff are appropriately supported by training, appraisal and opportunities for professional progress
- Create an aspirational environment in which, by encouragement and delegation, colleagues are enabled to seek further responsibility and professional advancement
- Ensure that the School complies with all relevant legislation and maintains a healthy and safe environment for all its pupils, staff and visitors

#### **Finance and Operations**

- Work in close collaboration with the Bursar to ensure that all aspects of expenditure (including staff requirements) represent good value for money
- Consider how the development of new and existing facilities can add to pupil experience
- Perform such other duties as the governing body consider reasonable from time to time

#### **Parents, Old Albanians and the wider community**

- Maintain excellent links with parents to ensure that they receive regular feedback on their child's progress, are informed of the School's activities and pupils' achievements, and generally encouraged to support the life of the School, including events hosted by SASA (the School parents' association)
- Ensure that parents are able to express their views openly and constructively and listen to what they have to say
- Be sensitive to the School's history and nurture its relationship with its immediate environment, particularly its historic links with the Abbey

- Reach out to the local community in the city to foster excellent relationships and contribute to the life of St Albans
- Maintain links with the Old Albanians such that they are well informed and favourably disposed towards their old School



# 12 PERSON SPECIFICATION

The successful candidate will be an exceptional leader, capable of inspiring pupils, staff and parents alike and articulating a compelling vision for the future of the School community. As an accomplished and engaging communicator, they will be able to raise the profile of the School further as a standard bearer of excellence in the independent sector. They will bring an intellectual rigour, presence and professionalism commensurate with the scale of the role, as well as a clear commitment to the ethos and values that have sustained the School over centuries.

They will demonstrate a range of qualities, skills and experience as outlined below:

## Leadership

- Dynamic and inspirational leadership with the vision and foresight to ensure that St Albans School remains a successful and popular school
- Excellent communication and ambassadorial skills, with the confidence and ability to build positive relationships with pupils, staff, parents, governors, Old Albanians and the wider community
- The ability to recruit, develop and bring together a high quality, loyal team of staff, setting high standards for themselves and others, and leading others towards ambitious common goals
- The capacity to drive forward change and bring about transformation where necessary, and think imaginatively about how to achieve the best outcomes for pupils
- An openness to new ideas and innovation
- A commitment to the ethos and values of the School and an understanding of the context in which it operates and the market that it serves

- The adaptability to navigate adverse political and economic conditions with a keen sense of the School's role in such an environment

## Academic and Pastoral

- A strong interest in promoting scholarship and high standards in pupils and staff and the determination to see all pupils develop their abilities and personalities to the full
- Knowledge of the education sector at a national and international level and a vision for how St Albans might develop within the wider educational landscape
- An understanding of the characteristics of an effective school and strategies to improve performance
- A willingness to explore new ways of preparing pupils for a rapidly changing world and delivering a curriculum that will broaden their learning experience in ways that anticipate future employment needs
- A commitment to the highest standards of pastoral care
- A strong interest and support for a wide range of co-curricular activities

## Managerial

- The ability to work openly and transparently with Governors to achieve the School's aims
- Commercial awareness and financial acumen, with some experience of strategic and financial planning, revenue generation and marketing
- The ability to be well organised, a good planner and delegator and experience in achieving measurable targets
- Track record of managing a large team effectively
- High standards of written and oral communication for a variety of audiences

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- Be IT literate with an appreciation of how IT can be used to improve effectiveness
- Experience in managing change

### Personal Characteristics

- High levels of emotional intelligence and superb interpersonal skills
- An ability to analyse situations and data and to think strategically and laterally
- Approachable, open minded and persuasive
- A good public speaker and communicator
- At ease with people from a wide range of backgrounds
- Decisive, yet measured and keen to consult
- A sympathy for the Christian values of the School
- Resilient
- A good sense of humour and an appropriate level of humility
- The ability to relax

### Qualifications

- A good honours degree, possibly with a post graduate qualification
- Qualified teacher status
- Able to provide evidence of continuing professional development through attendance at significant courses or the acquisition of further professional qualifications and relevant management success



# 14 APPOINTMENT TERMS

The expected start date for the new Head is September 2024. This may be negotiable depending on the successful candidate's notice period.

A generous package accompanies the post, dependent on the candidate's qualifications and experience. Other benefits include accommodation in a property contiguous with the School site (with a contribution to the cost of upkeep and Council Tax) and a number of other benefits such as fee remission (entry is subject to meeting the School's normal entrance requirements). The School is currently a member of the Teachers' Pension Scheme.

St Albans School is committed to ensuring that the School community is an inclusive environment, treating everyone fairly and equitably, and seeking to employ the very best. All staff are afforded equal opportunity for advancement.

The School is committed to working to eradicate discrimination and prejudice, reduce barriers to learning and promote participation for all, responding to and embracing the diversity of pupils, parents, staff, governors, volunteers, donors and suppliers as well as the local community. The School recognises the benefits of having a diverse and representative school community who value one another and the contributions everyone is able to make.



# 15 HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to St Albans School on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code LASEB. Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

Please note that shortlisted candidates will also be required to complete the St Albans School application form.

The closing date for applications is noon on **Thursday 13th July 2023**.

The process will conclude in September, with the opportunity for informal visits to the School over the summer break.

## GDPR personal data notice

*According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.*

## Safeguarding

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974.







# Saxton Bampfylde

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