

THE  
**COTHILL**  
TRUST



**MH** Mowden Hall School

Candidate Information | **Head**  
*September 2020*



# M Mowden Hall School

## INTRODUCTION TO APPOINTMENT

*Thank you for your interest in Mowden Hall, which we are proud to have in the Cothill Trust portfolio of prep schools. Mowden Hall is a very special school. This is an exciting opportunity to build on the many achievements of the current Head, Neal Bailey and to take the school forward in the next phase of its development.*

*We are looking for an exceptional leader, from September 2020 who has the vision, energy and ability to maintain and develop Mowden Hall's position as one of the UK's leading prep schools.*

*We are a leading education charity and we have a strong group of schools. Our challenge is to make all of our schools fit for the next generation of children and families. My vision is to make the Cothill Trust the best prep schools group in the UK, with each school delivering the broadest possible opportunities for its children.*

**Tom Beardmore-Gray**  
Chief Executive, Cothill Trust



# COTHILL TRUST

Our family of seven schools is unique. Alongside delivering exceptional academic results and pastoral care, they celebrate individuality and offer the freedom to enjoy childhood. As the UK's leading independent prep school Trust, with a historic pedigree, we're also proud of our status as an educational charity. We have the capability, expertise, ambition and resources to move prep school education forward – by providing the best education for our pupils, now and in the future.

## **Beyond Education: The Cothill Trust**

Celebrating individuality and the freedom of childhood

Embracing the best traditions of British primary education

Delivering exceptional academic teaching and pastoral care as a family of schools

That's our ethos here at the Cothill Trust.

Our six prep schools all boast idyllic rural settings to enjoy the best of the English outdoors, not to mention the majestic Château de Sauveterre in the South of France where some of our pupils spend a term immersed in French language and culture.

Each school has its own unique personality, but all our schools share consistent values: putting our pupils first; performing to the highest standards; pooling our strengths to collaborate and achieve more; innovating by anticipating change and adapting to it; and looking beyond the school gates to serve the wider local communities.

The Cothill Trust is governed by a Board of Trustees who delegate day-to-day responsibility for the affairs of the Trust to the Chief Executive. The Chief Executive is responsible for agreeing objectives and the performance management of the Head at each school. Each school has a Local Advisory Group (LAG) comprised of a Trustee, the Chief Executive, the Head and current parents. The role of the LAG is to provide advice and support to the Head in relation to the development of the school.



## INTRODUCTION & BACKGROUND

Mowden Hall aims to produce pupils who think of others before themselves, and yet understand the importance of fulfilling their own potential; a mixture of kindness and determination.

Mowden provides academic excellence, superb pastoral care and an inspiring and broad curriculum for the education of its pupils. The school received a ringing endorsement in its latest ISI inspection report in May 2018.

It is widely recognised as the leading co-educational preparatory school in the North East.





## HISTORY

Mowden was founded in Darlington by Mr Frank Marchbank in 1935. The School was evacuated to Fallbarrow, Windermere, at the start of the war, before acquiring its present impressive site at Newton Hall, near Newcastle-upon-Tyne, in 1945. Originally a traditional, boys-only, boarding preparatory school, Mowden has welcomed girls since 1982, and opened a Pre-Prep Department in 1993.

Much work was done in the School's early years at Newton to convert the former home of the Joicey family, which had been built in 1835 by the distinguished northern architect John Dobson, into a fully-functioning prep school.

Today, Mowden is a fully co-educational school, with a Nursery for children aged 3 – 4, a Pre-Prep Department for those aged 4 – 8 (Reception and Years 1 – 3), and the Preparatory School for those aged 8 – 13 (Years 4 – 8). The boy to girl ratio varies within each year group, but overall is approximately 50% boys and 50% girls throughout the School.

## LOCATION

Mowden Hall School is set in the beautiful Tyne valley between Hexham and Newcastle-upon-Tyne, just south of Hadrian's Wall. It stands in 55 acres of stunning grounds, a perfect playground for its pupils.

## FACILITIES

The Head's family live in a handsome apartment in the heart of the School.

The dormitories, dining rooms, common rooms, library and Head's house are all in the main building, with an adjoining classroom block and IT rooms. The original stable yard was converted in 1992 to house additional classrooms, Science laboratories and the Art room. The Pre-Prep building was designed specifically and built adjacent to the school in 1993. The Nursery comprises of a brand new wing, which was officially opened in September 2014. The Prep, Pre-Prep and Nursery are all one school, and all the facilities and resources are shared.

The school boasts impressive playing fields, a sports hall, indoor swimming pool and a large all-weather AstroTurf pitch.



## AIMS & ETHOS

Mowden Hall's aim is to provide a first class education in which every child is given the opportunity to achieve his or her potential within a broad range of academic, cultural and sporting pursuits. Above all, the school believes that its high ideals, excellent pastoral care and traditional family values help Mowdenians to grow up happily and honourably, with self-respect, confidence and a strong sense of responsibility and consideration for others and the wider community.

Mowden is committed to maintaining its reputation as a caring, happy and creative school wherein each child is valued and encouraged to maximise all opportunities on offer. The school aims to do this by:

- Providing a safe, secure environment
- Developing a sense of community in which staff and children respect one another and self-discipline and responsibility are important

- Creating, through example, an atmosphere where not only excellence is valued, but also commitment and effort
- Working to give children a love of learning and an enquiring mind
- Constantly evaluating what it does
- Helping children to understand that they have a part to play in the community and the wider environment including their impact upon it
- Preparing children for the next stage in their education, and for a successful and happy life in the wider world
- Considering the whole child and making provision for intellectual, physical, emotional, social and moral development

The School awards three character cups each year to the pupils.



## SCHOOL STRUCTURE & LEADERSHIP TEAM

Children can join Mowden Hall in Nursery and progress through to Pre-Prep and Prep which is up to year 8 when they take Common Entrance or 13+ exams to their senior schools.

The admissions process is straightforward and begins with a tour of the school. Mowden is a non-selective school.

The Head is supported by a Senior Management team consisting of the Deputy Head, Director of Studies and Head of Pre-Prep. The SMT are supported by the Headmaster's Wife, Head of Games, Head of Learning Support and the House Mistress as well as a strong team of teaching and support staff.

## BOARDING

Central to the ethos of life at Mowden Hall is the boarding tradition, and Mowden has a vibrant boarding community. Over three-quarters of the children in the Prep School board in some capacity. However, there is no compulsion to board at Mowden. Children can be Day Pupils, Flexi Boarders, Weekly Boarders or Full Boarders. Boarding starts in Year 4, and by the end of Year 6, many children are Full Boarders. For boarders, there is a busy and varied evening and weekend programme.

# CURRICULUM

Mowden Hall has high academic expectations of the children and prides itself on its success. The stimulating and varied curriculum is delivered by enthusiastic and committed staff, enabling the children to continue their education at many of the country's leading independent schools. The school places emphasis on good manners, teamwork, loyalty and generosity of spirit, thus fostering respect for peers and adults alike. They believe in allowing children to be children.

Achievement in the classroom is crucial, though Mowden Hall is not driven by academic results alone. The School gives children a rounded and broad education in which each child discovers their talents and fulfils their potential. They introduce children to a wide range of opportunities. In particular, there is a strong emphasis on music, drama, sport, art and outdoor pursuits. Mowden has a good record of achieving a broad range of scholarships to senior schools. These include academic, sports, music and all-rounder awards.

# EXTRA-CURRICULAR

A very broad range of clubs and extracurricular activities are on offer, both in the evenings and at weekends. All children are encouraged to try new and different clubs to broaden their experiences and interests.

The school strongly believes in providing valuable outdoor pursuits experiences to pupils of all ages, not only to improve self-esteem, but to give a wide variety of exciting experiences. The extensive grounds provide tremendous opportunities for children to take part in a whole range of outdoor activities. This includes activities at weekends for our boarders and expeditions for all year groups.

On site, there is a climbing wall, an indoor swimming pool, a bike course in the woods, and plenty of space for camping in the grounds. The weekends provide an excellent additional opportunity for boarders to take full advantage of these facilities, with regular trips and expeditions to the surrounding area.



# FINANCE & FEES

As part of the Cothill Trust, Mowden Hall's finances are overseen by the Trust. The Head of Mowden will be expected to work closely with the CEO but will ultimately be responsible and held accountable for the school's budget.

Termly School Fees for the Academic Year 2019-2020 are as follows:

Nursery fees, full day (including lunch) £3,135  
Reception fees £3,000  
Year 1 fee £3,415  
Year 2 fee £3,415  
Year 3 fee £4,040

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Prep Day Fees  
Year 4 fee £4,990  
Year 5 fee £4,990  
Year 6 fee £5,680  
Year 7 fee £5,680  
Year 8 fee £5,680

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Full and Weekly Boarding Fees (including all meals) £8,200  
Flexi Boarding Fees (includes supper and breakfast)  
Charge for one night on an ad hoc basis £52  
Two nights, per week £90  
Three nights, per week £135  
Four nights, per week £160

# THE ROLE

The Directors of the Trust seek an individual with vision, energy, outstanding leadership and first-class communication skills, who is excited to be working with the Trust and a school with a long standing tradition and a bright future. They will possess strong marketing skills and have the wisdom and expertise to take the school on the next phase of its journey. Ultimately, the individual will have the courage and determination to drive the school and the strategy forward with the Trust.

The Head is entirely responsible to the Cothill Trust for ensuring that the school successfully fulfils its aims whilst being run smoothly and efficiently and for developing its future strategy alongside and with support from the Trust.

The Head will be an IAPS member and will have full autonomy at Mowden Hall School for all aspects of the day to day operational running of the school, including recruitment and management of staff and pupils, budget management and direct responsibility for handling parental issues and links with senior schools. The Head will be responsible for the academic and all-round progress of pupils and for their moral and social development. He/she will promote the school locally. The Head reports directly to the Chief Executive of the Cothill Trust, with whom there will be a close collaborative working relationship.



# JOB DESCRIPTION

The Head of Mowden Hall is responsible for the effective leadership and management of the school in all respects. This will include the appointment of teaching staff, the direction of teaching and learning, the content and organisation of the curriculum and the management and discipline of the school.

Key responsibilities within the role include

- To articulate a vision for the future development of the school
- To ensure that the school is sufficiently attractive to recruit pupils of high academic promise and talent in a very competitive market
- To recruit dedicated teaching staff of outstanding quality who will be sympathetic to the aims of the school, and to assist them in developing their professional skills and ambitions
- To provide strong and inspiring leadership to both staff and pupils to achieve the highest standards in all aspects of the education provided in and out of the classroom
- To safeguard and promote the welfare of staff and pupils
- To communicate effectively with all sections of the school community; especially staff, pupils, former pupils, other schools both independent and maintained, and the local community
- To keep the school curriculum under constant review, recognising and evaluating current educational initiatives and innovating when it is in the interests of the pupils to do so
- To keep the School Development Plan under regular review, and to ensure that a programme for the monitoring and review of all school policies and practices is kept up to date
- To work with the Trust Office to ensure that the school's budget targets are met, that funds are expended wisely and productively, and that the school's finances remain in good order
- To achieve a strong and effective working relationship with all stakeholders
- To work with Trust Office to ensure the school is fulfilling its charitable purpose
- To ensure the school's compliance with current legislation and Inspection requirements.



# EXPERIENCE & KNOWLEDGE

- Good honours degree and teaching qualification
- Have relevant leadership and management experience in a Preparatory School (or Preparatory Department of a Senior School), a proven track record as a successful Head, or as an experienced Deputy, or proven management experience in a senior independent school
- Have experience of working in a senior position in a boarding environment
- Be an experienced teacher, with a love of teaching and an awareness of developments in the wider educational environment
- Be computer literate, and a confident user of IT for communications and management purposes
- Be able to market and represent the school effectively, able to introduce new ideas, through excellent communication to prospective and current parents and the wider community, including the local press, and foster existing and future relations with a wide range of senior schools
- Have the experience to ensure that the school remains sufficiently attractive to recruit pupils of high academic promise and talent in a very competitive market
- Have sound management experience, coupled with the knowledge of how to establish clear standards and expectations, know how to manage and evaluate performance and how to delegate appropriately and time manage effectively
- Be able to keep the school curriculum under constant review by being able to recognise and evaluate current educational initiatives and innovate when it is in the interests of the pupils to do so
- Have proven judgement in the appointment and development of teaching staff, and in the support and encouragement of non-teaching staff.
- To recognise dedicated staff of outstanding quality who will also be sympathetic to the aims of the school and with personal knowledge be able to assist them in developing their professional skills and ambitions
- Have the ability to plan and think strategically, and actively contribute to discussions on organisational strategy, priorities and imperatives
- Be able to review school development effectively, and to ensure that programmes for the monitoring and review of all school policies and practices are sound and up to date
- Through prior experience be able to deal with Child Protection and Health and Safety matters
- Have up to date knowledge of all matters relating to inspection and legal compliance
- Have some knowledge and experience of 13+ processes within the independent sector

# PERSON SPECIFICATION

The Head of Mowden Hall will have the personal qualities to lead, motivate and inspire the school, and will be able to demonstrate natural authority, leading by example, and commanding the respect of the pupils, staff and parents. In addition, the Head will:

- Have a passionate commitment to the academic, personal and social development of the pupils, understand the needs and concerns of the age group and have a natural empathy with them
- Have a commitment to the school's boarding ethos
- Have appropriate self-confidence, and inspire confidence in others, whilst remaining considerate of the needs of others, with an ability to deal sensitively with conflict
- Display energy and imagination, have a vision for what the school should achieve in the future, with the courage to innovate, and an unwavering commitment to the continued development of the school
- Be a person who sets standards for all sections of the school community
- Have an open, participative, collegiate style, with an inclusive and empowering approach to management, with an ability to build trust and foster team spirit
- Be able to relate to, value, nurture and communicate with all members of the school community
- Develop and maintain strong and positive relationships with the Trustees, the Trust Office team, the school's Senior Management Team and other colleagues
- Demonstrate personal strength of character through transparency, integrity and fairness
- Be a confident, effective communicator at all levels of the school community
- Be comfortable with the school's Christian ethos
- Have a genuine interest in striving for excellence in everything the school does for its children
- Be able to inspire, challenge and motivate others



## TERMS & CONDITIONS

The Cothill Trust are prepared to offer an attractive and competitive salary to secure the best candidate. A formal contract, detailing the terms and conditions, will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions:

- A competitive remuneration package is available, with a salary commensurate with the seniority of the post and the experience of the successful candidate. The Cothill Trust reviews the salary annually
- Fee remission is available for children of the Head
- Private medical insurance is available
- Accommodation on site is provided
- A spousal role and separate salary may be available
- A competitive pension scheme
- The appointment is subject to two terms' notice
- The Head's performance will be subject to a regular review
- The school will be supportive, whenever possible, of external professional activities such as examining, committee membership and professional body activities, as agreed with the Trustees. The current Head is a member of IAPS
- Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Full details are given on the application form
- Final round candidates will be asked to undertake identity and qualification checks which conform to the school's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with past employers
- The successful applicant will be required to complete a self-disclosure Medical Questionnaire
- The appointment is subject to satisfactory references, clearance from the DBS, proof of identity and qualifications and a medical report



# APPLICATION PROCESS

Candidates wishing to discuss any aspect of the role before submitting an application are welcome to contact the PA to the Chief Executive, Kristin Hayes [khayes@cothilltrust.org](mailto:khayes@cothilltrust.org) 01865 390720. Depending on the nature of their enquiry she will put them in touch with the relevant person and can arrange a confidential discussion about the role.

**The deadline for receipt of applications is 10am on Monday 30th September 2019.**

Candidates should complete their application form electronically and email it to the Trust together with a covering letter to the Chief Executive, which explains their reasons for applying. There is no need to submit a CV.

The completed application form and a covering letter (both as PDF files, please) should be emailed to Kristin Hayes at [khayes@cothilltrust.org](mailto:khayes@cothilltrust.org)

The process is as follows:

- Selected candidates will be invited to a first round interview at the Cothill Trust office, near Abingdon on Wednesday 9th or Thursday 10th October 2019.
- Successful candidates at this stage will then be invited for an informal tour of the school, when there will also be the opportunity to meet key staff and see the Head's accommodation, during the dates of Monday 14th to Wednesday 16th October and Monday 28th October to Tuesday 5th November 2019.
- Final round interviews with members of the Cothill Trust selection panel will take place at the school on Wednesday, 6th November.
- Candidates will be asked to bring with them the documents for a safeguarding check and the originals of their academic qualifications certificates.

Mowden Hall School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.