



Barfield School

**CANDIDATE INFORMATION**

**HEAD**

**JANUARY 2020**



**RSACADEMICS**  
HELPING SCHOOLS THRIVE



## APPOINTMENT INTRODUCTION

*Thank you for your interest in Barfield School, which we are proud to have as the most recent addition to the Cothill Trust portfolio of prep schools. This role represents an exciting opportunity within the Cothill Trust group to take this school forward into the next phase of its life. We are looking for an exceptional leader, from January 2020, who has the vision, energy and ability to take Barfield to a new level.*

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

*There is a lot of work to be done, but we will be building on a solid platform with a group of schools that have a great heritage and reputation. You will be given the freedom to deliver your strategy for Barfield in the way you see fit, but you will also have access to all of the resources within the Cothill Trust network. These resources include the support services we provide our schools from our Trust Office in Cothill, near Abingdon, and the expertise we have spread around our other Trust schools.*

*I am looking forward to working with all of our Heads in pursuit of the goals for each Trust school and the Trust vision. If you would like to be part of this exciting journey, we would be delighted to hear from you.*

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



# THE 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 education dating  
back 150 years*

*And 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 our pupils spend a term immersed in French language and culture.

Each school has its own unique personality. But they all share our 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 and strategic development 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.

THE  
**COTHILL**  
TRUST



## INTRODUCTION & BACKGROUND

Barfield School is a co-educational, IAPS day prep school, situated in 12 acres of beautiful grounds just outside the market town of Farnham. With roughly 180 children currently on roll aged 2-13, the school caters for children of all abilities, offering a complete educational experience.

There is something magical about Barfield which sets it apart, and it is not just the exceptional teaching and the beautiful surroundings. At Barfield, children feel safe and confident enough to be themselves, take risks and discover what excites and inspires them. The school prides itself on having the perfect blend which combines the highest of expectations, excellent academic teaching and learning, and outstanding pastoral care, thereby ensuring that children develop and flourish.

The ethos of the school is nurturing and based on sound Christian morals. Children are welcomed from all denominations and none. Barfield pupils are confident, happy children who bound into school with excitement. Every day is an adventure, and not just for the pupils, but for staff as well.

This is a fantastic opportunity to lead this special school, the latest addition to the Cothill Trust, forward into the future. With the backing of the Trust, the new Head will grow the school, building on its reputation and developing the site.



## HISTORY, LOCATION & FACILITIES

The school was founded in 1933 and became an educational trust in 1963 and co-educational in 1992. In 2016, Barfield merged with the Cothill Educational Trust which has provided other pupils in the group with the exciting opportunity to spend time at Château de Sauveterre.

Set in 12 acres of beautiful grounds one mile east of Farnham, the school is located in the village of Runfold. Barfield enjoys close links with London and both major airports, Gatwick and Heathrow.

Barfield children access facilities including: the 'MRC' Art and Technology Centre with stage and auditorium, music practice and teaching rooms, art studio, design and technology suite and ICT rooms, a purpose-built library and science laboratory, as well as a heated indoor swimming pool and floodlit hard play area.

Barfield School's own 'Three Peaks Outdoor Pursuits' is an on-site outdoor adventure centre, to which the children have access through the sports and outdoor education curriculum and adventure clubs.

The Nursery is bright and airy, with plenty of green space and access to all the main school's facilities.



## AIMS & VALUES

Children move on from Barfield to their senior schools as independent learners with a strong sense of social responsibility, equipped with all the skills required for life-long learning but, best of all, they leave with very happy memories. The school provides an outstanding educational experience of the highest quality, within a safe and stimulating environment.

### Barfield School aims to:

- Know all children really well
- Give all pupils an excellent grounding in academic, creative, musical and sporting subjects, and important life skills
- Deliver a broad and energising curriculum which marries innovative practice with the best traditional teaching methods, both inside and outside the classroom

- Ensure that children are happily challenged in their learning and nurtured as individuals
- Prepare each child for successful entry into the right senior school at the right time
- Provide a unique ethos in which family, community and socially responsible values are instilled through our outstanding pastoral care

### Barfield Values:

- Integrity
- Compassion
- Tolerance
- Enthusiasm
- Resilience



## SCHOOL STRUCTURE & LEADERSHIP TEAMS

Children join Barfield in the Nursery or Reception. The school has a large nursery and one-form entry from Reception to Year 8. The school has announced that it intends to cease Year 7 and 8 from 2021 to align with the destination schools for leavers. The school will focus on developing a larger Reception to Year 6.

The Headmaster is supported by a Senior Management Team consisting of:

- Deputy Head
- Head of Pre-Prep
- Director of Studies

The SMT are supported by Heads of Department.



# NURSERY

Barfield Nursery is open weekdays, 50 weeks of the year from 8.00am to 6.15pm with flexible options for busy parents. The Nursery offers a home from home environment and small class sizes ensure the Nursery staff know the children (and their families) really well and are able to nurture and encourage them. The individual needs of each child are met through targeted, play-based learning.

Children can start in the Nursery in the half term after their second birthday following their two-year developmental check. The Nursery provides a gentle introduction to school life. The Owlets (two-three year olds) and Owls (three-four year olds) are very much a part of the school and make full use of Barfield's extensive grounds with access to a wide range of outdoor learning experiences.

The children grow plants and vegetables in the school garden. Children are exposed to a refreshingly varied curriculum from an early age and are taught by specialist teachers for swimming, which takes place in the indoor pool, and music.

Nursery children are integrated into the main school in a careful and considered way, gradually getting to know more members of the school staff, such as the Headmaster, the sports teacher and the music teacher. They use the dining hall to eat hot lunches every day and take part in annual whole school events such as the Pre-Prep Nativity play, Easter bonnet parade and Sports Day.

Life in the Nursery is busy and varied. These are just some of the activities the children enjoy:

- Indoor heated swimming pool (weekly lessons in Owls)
- Music & Movement

- Forest Schools
- Cooking in the Cookhouse
- Visiting the library
- Sandy play area with pirate ship
- Visits from guests including the Fire Brigade and mobile farms!

There are currently around 50 children in Barfield's Nursery, and it is expected that all Nursery children will progress through the school.

## FACILITIES

The nursery has recently been refurbished to an exacting standard. Light wooden floors and pale walls ensure the classrooms are bright and airy. Numbers are strictly controlled so there is plenty of space and light for the children to play and learn.

The nursery children spend a great deal of time outside. Children can access secure outside "Play to Learn" areas themselves. They also venture further into designated play areas with wooden climbing frames and the much-loved wooden pirate ship.

They have their own raised bed garden in the school garden, which they then carefully take to the Cookhouse to create delectable morsels to take home. Owlets use the pool for termly swimming lessons, but once they move in to Owls they have weekly swimming lessons. Owlets and Owls use the hall for P.E. every week. The children attend Forest Schools regularly where they learn about essential bush craft skills and nature and enjoy a warming hot chocolate around the log circle.





## PRE-PREP

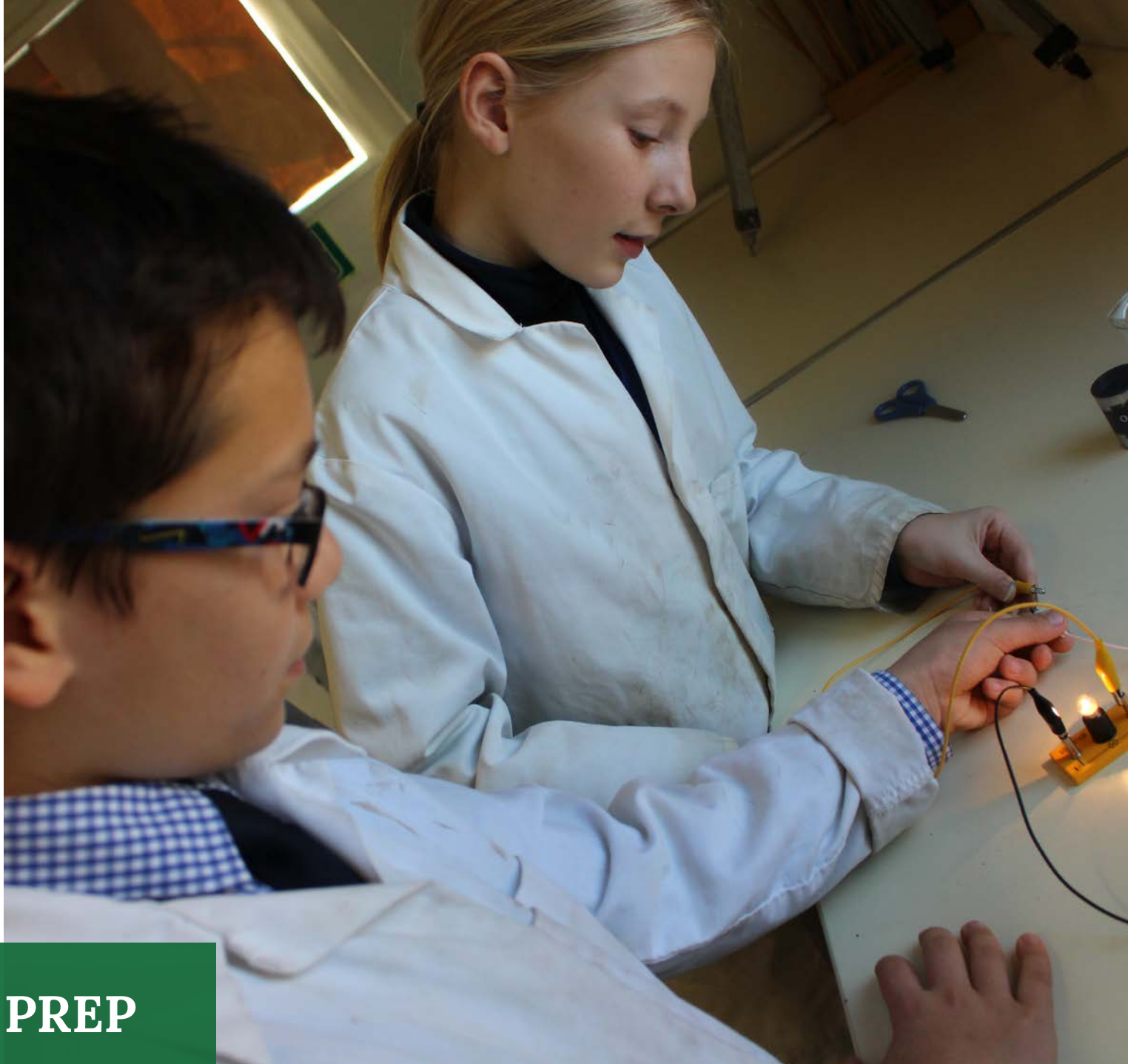
Pre-Prep pupils are taught through an exciting, broad and innovative curriculum that stimulates and inspires their curious minds. Class sizes are small, and the children grow by developing their knowledge both inside and outside the classroom.

With access to all school facilities and specialist teachers, the Pre-Prep offers a wide breadth of subjects including English, Maths, Science, ICT, French, PE and Cookery. Learning Support Staff are on hand to assist those pupils who might require any additional support.

Whilst the children are still taught in very practical ways, with teachers employing a range of strategies and resources to suit all types of learners, the children move towards more formal lessons as they enter Year 1, with traditional subjects being taught.

All Pre-Prep children are able to stay on to participate in after-school, extra-curricular activities and twice weekly, Year 2 children are also given the opportunity to attend 'pre' Junior Prep, when they can work quietly on their homework under the supervision of their own class teacher.

Throughout the Pre-Prep, Outdoor Learning continues to play a crucial part in their education at Barfield.



## PREP

In the true sense of the word 'preparatory', Barfield offers children the broadest range of opportunities, in readiness for their next step in education and life.

Whether within the academic subject areas, or through the cross-curricular programmes, the children develop a genuine love of learning itself, as a platform for their educational career ahead. The rapport between the teaching staff and the children creates a healthy environment for pushing learning boundaries.

The range of artistic, musical and sporting teaching in the daily timetable is extended further with a wide extra-curricular programme of clubs and activities.

A photograph of two children, a boy and a girl, looking at a globe in a classroom. The boy is on the left, wearing a blue sweater over a checkered shirt. The girl is on the right, wearing glasses and a blue sweater. They are both looking intently at the globe. The background shows a classroom setting with a globe on a shelf and other educational materials.

## CURRICULUM

Barfield is proud to offer a broad-ranging curriculum, both in and out of the classroom. Further information on the core academic subjects is offered on the website.

French is studied by all children from Reception up to Year 8, and Latin is introduced in Year 5. Computer Science, Information Technology and Digital Literacy are taught under the IT umbrella from Reception. Setting is introduced in Maths from Year 6, with a scholarship group in Year 8.

In the Pre-Prep, class teachers are carefully chosen to provide academic, social and emotional support to the children. In the Prep, form tutors and heads of year provide pastoral support and academic matters are monitored by the subject teachers and heads of department.

## LEAVERS' DESTINATIONS

Barfield pupils move on to a variety of different schools both at Year 6 and Year 8. They are not tied to one particular school but have well-established relationships with many different Senior Schools. Barfield has an excellent track record of high achievement in all areas of the curriculum, and scholarship success in Academics, Music, Sports and Art demonstrates this.

Click [here](#) for a list of historical leavers' destinations.



## EXTRA-CURRICULAR

There is a wide range of extra-curricular activities on offer for children at Barfield. In addition to the wide curriculum that the children take part in during the day, they are also invited to extend their educational experiences by participating in extra activities at lunch time and after school.

The Sports and Outdoor Pursuits Department offers every child a great deal of variety. The boys learn skills in football, rugby, hockey, cricket, tennis and gymnastics, and the girls play netball, hockey, rounders, tennis and gymnastics. They enjoy participating in athletics and have gained great success in cross-country events against local opposition.

The school is particularly proud of its recent success in the IAPS swimming nationals and has, on a regular basis, qualified for the finals in the ESSA Competition and Schools' National Final of the Aquathlon.

In true Barfield style, the children also enjoy the range of Three Peaks Barfield adventure activities as part of their Sports and Outdoor Pursuits programme.

Matches are usually organised on a Wednesday afternoon and inter-class competitions allow all children to participate and feel part of a team. There is an open invite to parents to come along to support their children and experience the Barfield match tea.

Creativity is openly encouraged in all subjects at Barfield, and none more so than in the Arts. Whether it is a child presenting their very own personal interpretation of a Space portrait in Art, or a pneumatic truck in Design Technology, the children will all be encouraged to develop their imagination and creative skills. Through the Drama & Music programmes on offer, the children also enjoy the opportunity to perform their pieces in front of friends and family at regular intervals.



## THREE PEAKS BARFIELD

Somewhat uniquely, Barfield School has its very own award-winning Outdoor Pursuits Department which is based on site and makes full use of the extensive grounds. Three Peaks Barfield offers high and low ropes courses, archery, command tasks, camping, zip wire and quad biking. These activities challenge the children physically and mentally and engender courage and resilience. The children access these facilities as part of their curriculum and as after-school activities and holiday camps.

Three Peaks Barfield offers Holiday Activity Camps for children in Reception to Year 8 and these are open to both pupils and non-pupils. The centre also runs birthday parties, a swimming school, sports courses and activity programmes for youth and corporate groups.

## INSPECTION

Barfield underwent a Regulatory Compliance Inspection by ISI in February 2019 and was found to be compliant in all areas. A copy of the report can be found [here](#).

A young boy in a school uniform is seated at a grand piano, playing. He is looking towards the right. The background features blue lockers with red handles and a blue curtain. The foreground shows the backs of several children's heads, suggesting an audience.

## FINANCE & FEES

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

Termly school fees for the Academic Year 2019-2020 are as follows:

- Years 5, 6, 7 and 8: £4,750 per term
- Years 3 and 4: £4,600 per term
- Year 2: £3,400 per term

- Reception – Year 1: £3,220 per term
- Nursery (Owlets) – Minimum three sessions per week: £1,116 per term
- Nursery (Owlets) – Five full days: £3,220 per term
- Nursery (Owls) – Minimum five sessions per week: £1,860 per term
- Nursery (Owls) – Five full days: £3,220 per term

Fees are inclusive of lunch, most clubs, activities and trips. Parents will be notified at the beginning of each term of any activities that will incur an extra cost.



## 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 and recruitment 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 Barfield School for all aspects of the day-to-day operational running of the school, including:

- recruitment and management of staff and pupils
- budget management
- 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 CEO of the Cothill Trust, with whom there will be a close collaborative working relationship.

The Trust intends to invest in the school to ensure success and modernisation going forward. Working closely alongside the Trust and its CEO, Tom Beardmore-Gray, the new Head will work to develop a strategy and take Barfield to a new level.



## KEY RESPONSIBILITIES

The Head of Barfield 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 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 drive forward, in conjunction with the Chief Executive, a programme of capital development and material improvement as agreed in the Development Plan;
- 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 Head 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 the Head Office to ensure the school is fulfilling its charitable purpose;
- To ensure the school's compliance with current legislation and inspection requirements.





# PERSON SPECIFICATION

The Head of Barfield 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, understanding the needs and concerns of the age group and having a natural empathy with them;
- 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 standard setter for all sections of the school community;
- Have an open, participative, collegiate style, with an inclusive and empowering approach to management and 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 Head 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.



## EXPERIENCE AND KNOWLEDGE SOUGHT:

- 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;
- 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 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 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.

## QUALIFICATIONS:

- A degree
- Teaching Qualification
- Independent education experience



## TERMS & CONDITIONS

The Cothill Trust are prepared to offer an attractive and competitive salary to secure the best candidate. A formal contract, detailing 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 in the form of a family house on site is provided, but may be subject to rent;
- 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 Proprietors. The current Head is a member of the 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.



# APPLICATION PROCESS

Interested candidates are invited to contact RSAcademics by email or telephone to arrange a confidential discussion.

The appointment is being handled for RSAcademics by:

**Charlotte Faber**

charlottefaber@rsacademics.com / 07769 740479

**Jenny Funnell**

jennyfunnell@rsacademics.com / 07941 221172

Brief biographies can be seen on the RSAcademics website: [www.rsacademics.com](http://www.rsacademics.com)

**The deadline for receipt of applications is 10.00am on Tuesday 28th May 2019.**

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

The completed application form and covering letter (both as PDF files, please) should be emailed to Jonathan Barnes at [applications@rsacademics.com](mailto:applications@rsacademics.com)

Jonathan can also be reached by calling the Head Office on 01858 467449.

The process is as follows:

- All applications will be acknowledged by email. If a candidate has not received acknowledgement that his or her application has been received within two working days of sending it, applicants should, please, contact the Head Office by telephone.
- Selected candidates will be invited to a **first-round interview** with Tom Beardmore-Gray, CEO of the Cothill Trust and Charlotte Faber of RSAcademics Ltd in Oxfordshire or London on **Monday 3rd or Tuesday 4th June 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, during the week commencing **Monday 10th June 2019**.
- **Final round interviews** with members of the Cothill Trust panel will take place at the school on **Wednesday 26th June 2019**.
- Candidates will be reminded to bring with them the relevant documents for a safeguarding check and the originals of their academic qualifications certificates.

Barfield 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.



*Founded in 2002 by Russell Speirs, RSAcademics specialises in schools, in the UK and internationally, advising on marketing strategy and research, leadership consultancy and the search and selection of Heads and senior staff. Comprising a team of the best schools' marketing professionals and respected former school leaders, RSAcademics provides a high-quality service to schools with rigour, experience and warmth. Please visit [www.rsacademics.com](http://www.rsacademics.com) [hyperlink] for more information.*