



Candidate Brief.

Headteacher

COGNITA

Part of a Global Family

What kind of education genuinely prepares young people for the future? How can schools ensure their pupils are well-equipped to navigate the unknown paths ahead?

Oakleigh House School is part of Cognita, an extraordinary network of diverse yet connected schools, spanning eight different countries. We share one common purpose: to create an inspiring world of education that builds self-belief and empowers individuals to succeed.

Together, we provide a uniquely global education that goes beyond grades to develop the skills young people need in order to embrace the opportunities – and challenges – they will face beyond school. Qualities like resilience and a global mindset, cultural awareness and collaboration – these, alongside strong academics, are at the heart of a Cognita education.

As a global family, we connect with each other to share expertise, insights and best practice across the world to help us develop rich learning environments in every school.

When your classroom is the world, thinking big comes naturally. Our 70+ schools in Europe, Latin America and Asia equip young people with the confidence and resourcefulness that prepares them to grow, thrive and find their success in a fast-changing world.

Welcome to Oakleigh House

Thank you for expressing an interest in the post of Head Teacher at Oakleigh House School. We hope that you find this information pack informative.

We are seeking to appoint a strong and ambitious Head to lead our team following the retirement of Mrs Ferriman who retires after 20 years service to the school.

Providing education for 100 years, Oakleigh House is the only independent primary school in Swansea, South Wales, offering education from Nursery to Years 6. Located in the Uplands area of the city, at the top of Cwmdonkin Park, the school enjoys an enviable position with beautiful views over the park and the coastline beyond.

At Oakleigh House School, we believe that pupils learn best when they're enjoying themselves; which is why we place a lot of emphasis on creating an exciting learning environment and development outside of the classroom. We offer a vast range of extra-curricular activities on a weekly basis, both at lunchtime and after school, meaning pupils have ample opportunity to get involved and enjoy themselves with their classmates.

Academic Quality

We believe children should be given every opportunity to realise their full academic and personal potential. We are committed to providing an education where all pupils are challenged to be the best that they can be. We work hard to anticipate and meet children's particular educational needs. This process begins from the moment they join our school. We take time to assess their strengths and weaknesses, especially in literacy and numeracy, so that we can immediately provide the support and challenge they need to develop and thrive.

We tailor the teaching of our pupils according to their individual needs, constantly reviewing their progress and keeping parents informed of their performance. Pupils benefit from a differentiated curriculum and in-class support from well qualified teaching and learning support assistants.

We are proud to have achieved the NACE Cymru Challenge Award.

Oakleigh House is the only primary school in Swansea to achieve this prestigious award which is given for high quality work by the whole school, teachers and governors, in challenging all pupils, including those with high abilities, to achieve their best.

On top of in-house extra-curricular activities, there are also many opportunities for our pupils to join school trips. Typical trips include visits to local museums, galleries, the park, the beach and theatre trips, with our older pupils being given the option to visit Barcelona to visit the British School of Barcelona.

School History

For the first seventy-five years of its existence the school was privately owned, growing in numbers from 25 to 200. In 1995 it became part of the Ffynone House School Trust and in 2007 joined the Cognita Group of Schools.



Working for us.

At Cognita we want to help you achieve more. As the world's most diverse schools group, we offer outstanding career opportunities with a global dimension.

Cognita employs more than 10,000 teachers and professional staff within our 85 schools, UK head office and regional offices in Europe, Latin America, Middle East and Asia.

We're committed to hiring and retaining outstanding talent: teachers and school leaders who are passionate about their craft as well as functional leaders and professionals in our offices who can take the business forward. Our employees enjoy a comprehensive range of benefits, not least professional development incentives that can see their talents and efforts being transformed into vibrant and rewarding careers.

This is an exceptional opportunity for an inspiring and highly skilled educationalist to lead our School. The successful candidate will have the strategic vision, drive and experience to build on existing success and develop the school further while preserving and staying true to its history and tradition.

The successful candidate will be a collaborative, warm and innovative professional with a demonstrated growth mindset and their values must be totally in tune with the ethos of the school. You will provide inspirational leadership coupled with strong management and communication skills and will have a Primary education background and an understanding of Welsh regulations would be an advantage.

Benefits of Leading a Cognita School

As a Cognita Head you join a global network of peers. You join a 'Pod' of schools under the leadership of a Director of Education and with the support of a team of experts specialising in commercial finance, human resources, admissions and marketing. As a team there are weekly meetings as a POD and numerous opportunities to work with heads from across all schools in the UK. This collective experience of over 40 Heads provides a profuse network of support and advice.

Our employees enjoy a comprehensive range of benefits, not least professional development incentives that can see their talents and efforts being transformed into vibrant and rewarding careers. We do this through a number of formal and informal methods, such as:

- Leadership conferences – The diverse scope of schools and people within Cognita provide you with a network of like-minded peers to discuss key issues and share best practice.
- Work-related conferences, seminars, tuition and professional subscriptions – We believe building professional knowledge and practice should extend beyond Cognita. We encourage and support our people in such activities.
- Coaching, mentoring and networking in the workplace – Whether formal or informal, training activity of this kind has an important role in the range of development we offer our people.

This is an excellent role for an ambitious Deputy Headteacher looking to step up into a head role or an existing Head looking to make a real difference to the success of a school. Oakleigh House School is a wonderful environment in which to learn and grow - and to work!

A salary package commensurate with the skills and experience of the appointee will be offered together with private medical insurance, a healthcare cashplan and fee discount for any children.



The Role

The Head Teacher of Oakleigh House School will provide inspirational leadership, ensuring continuing improvement with a focus on delivering a Cognita Education to accelerate and sustain pupil progress.

More specifically, the key roles and responsibilities of the Head Teacher are:

Set the Direction

- Set direction and create and communicate a clear sense of purpose which is understood by all stakeholders. Hold others to account for achieving the vision.

Education

- Use evidence to lead the development of a strategic plan and improvement plan.
- Ensure clarity of focus on safeguarding, academic achievement and personal development.
- Embed the Cognita Education Framework: academic, character and global.
- Ensure a rigorous focus on pupils' achievement, using data and assessment tools to monitor pupil progress and challenge under-achievement.

People

- Recruit, retain and develop staff as leaders in order to build capacity for improvement.
- Ensure that all staff and volunteer roles are clearly defined, understood and agreed; and that individuals are held to account.

Partnerships

- Create and sustain partnerships with parents to support and improve pupil achievement and wellbeing.
- Create and sustain partnerships within the local community to maintain the School's high reputation.
- Be sympathetic to the delivery of the Cognita Way and Cognita Education.

Safeguarding & Compliance

- Demonstrate a personal commitment to safeguarding and student wellbeing
- Lead a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Protect intellectual property.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.



Monitoring & Evaluation

- Manage, monitor and evaluate all resources effectively to achieve the targets of the strategic and improvement plan.
- Ensure that monitoring takes account of different pupil groups and data is used to close gaps; ensuring equity and equality for all pupils.
- Take a leading role in the management of the Admissions pipeline.
- Lead all requirements regarding inspection and external reviews; ensuring that the School is fully compliant with all current requirements.

Commerciality

- Oversee finances including budgeting, planning, and forecasting whilst monitoring the school's performance against budget and prior year, and intervene where negative trends are identified.
- Knowledge of the company procedures, deadlines and limits of authority, and ensures the school adheres to them.
- Understand and apply commercial & financial procedures including, legal / procurement best practice / cost control methods / KPI's / market research etc.
- Determine the optimal pricing to balance income with customer satisfaction, and direct marketing operations.
- Take all appropriate steps to maximise outturn profit and a consistent trajectory of growth, while avoiding obstacles that arise from a constantly shifting market.
- Recognise business opportunities & explores new avenues of activity to increase revenue, especially by attracting full fee-paying students, developing links and partnerships with business and industry where appropriate.
- Advise the POD about new markets to explore, by eloquently conveying ideas.
- Oversee school and infrastructure resources.

Governance & Leadership

- Cognita is the proprietor of Oakleigh House School. As such, Cognita has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Cognita schools do not have governing bodies. However, they all have strong and established governance arrangements. Each school has a nominated Director of Education (DE). Each DE works with a group of schools. The DE is the line manager of the Head for Education and represents the proprietor as the Chair of Governors. DEs are a critical friend to the Head, supporting with a drive to ensure that each school is the very best it can be. Each DE has a respected track record as a Head Teacher and most of the team also have inspection experience.
- The DE for Oakleigh House School is Nicola Lambros.
- Safeguarding governance visits are held at each school to evaluate the quality of safeguarding for our children. During these visits, the safeguarding reviewer will speak with the Head Teacher, Designated Safeguarding Lead, Educational Visits Coordinator, and other staff, as well as always talking to groups of children



Daklelgh House

You

We are seeking an inspirational, energetic and compassionate leader who can engage pupils, staff, parents and all other key stakeholders in maintaining and developing Oakleigh House School as the successful school it is today.

The successful candidate will therefore possess the following:

Experience

- Demonstrate outstanding teaching practice and subject knowledge
- Knowledge of safeguarding regulations and Independent Schools Standard and Regulations
- Deep understanding of the curriculum and high academic outcomes across year groups
- Have substantial experience across a broad range of educational and pastoral activities including character development, pupil well-being
- Strong commercial and operational management experience
- Previous Headship / strong leadership skills demonstrated in a similar role in a similar phase school.
- Track record of collegiate working
- Be adaptable to the environment and audience, demonstrating experience of engaging and building effective communication with parents, pupils, staff and other third-party stakeholders to maintain and develop the School

Skills and Knowledge

- A first-class strategic thinker with the capacity to provide inspirational leadership in a changing external environment.
- The ability to adapt to the environment and audience, demonstrating experience of engaging and building effective communication with parents, pupils, staff and other third-party stakeholders.
- High levels of commercial acumen and a strong understanding of the business aspects of successful modern headship.
- Excellent written and oral communication skills
- Have great influencing skills to enable others to see what is important when things are not appearing straight forward
- Have strong people management skills with the ability to build a team approach with experience of human resource processes: recruitment, development, retention, and performance management
- Strong organisational skills
- Digital competence to utilise technology in the delivery of learning.

Personal Characteristics

- Want to, and enjoy empowering others and nurture talent
- Have a conscientious attitude and professional work ethic
- Able and willing to have honest, open and tough conversations, when required with staff and parents.
- Have great influencing skills to enable others to see what is important when things are not appearing straight forward
- You will be an inspirational, energetic, and compassionate leader



How to apply

- Applicants must submit a completed Cognita application form and a covering letter addressed to Nicola Lambros, Director of Education addressing the criteria outlined in this Candidate Brief and accompanying person specification. The letter should be no more than two sides of A4. A current CV can also be added but it cannot replace the completed application form.
- All applications should be submitted to our Senior Talent Manager, Kamini Chouhan by email, kamini.chouhan@cognita.com and must be received by **Friday 25th March 9.00am**.
- Shortlisted candidates will be invited to attend first round interviews on Tuesday 5th April 2022. Successful candidates will be invited to an Executive Panel interview on Wednesday 6th April 2022.
- The new Headteacher will be expected to take up the post in September 2022.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

This post is exempt from the Rehabilitation of Offenders Act 1974 and Cognita Schools is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.



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An inspiring world of education