



THE  
ELMS

## Appointment of Head

October 2024 | Reference: LAEAMB

# Welcome from The Head of Trent College

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Thank you for your interest in the Headship of The Elms, which becomes vacant when Faith Potter leaves us at the end of the summer term.

Faith has done a wonderful job and The Elms is highly regarded for its happy atmosphere, its excellent staff, its strong parental relationships, and an extensive reputation for academic achievement alongside huge extra-curricular opportunity.

Whilst cognisant of the significant changes affecting our sector at the moment, Trent College has an ambitious overall strategy which combines further major capital investments with exciting developments in the curriculum and wellbeing provision for our pupils. Our vision is to provide a truly excellent and forward-thinking education which enables our pupils to achieve great academic results, invaluable personal skills, the ability to think outside the box, and the adaptability they will need for success in their adult lives and careers. This starts at The Elms and the next few years will see even more exciting things happening as we continue to evolve and innovate.

The next Head of The Elms will enjoy being part of a very happy and supportive community that is vibrant, ambitious, and utterly committed to the highest standards of teaching and learning. I am looking forward to collaborating with you as one of my key partners in forging the direction of the entire school. Your expertise and insights will be greatly valued.

We'd very much like to hear from you if you're a strong all-round leader who is looking for more scope. This would be an ideal move for you if you'd enjoy making a large and already thriving junior school even more adventurous and even more successful, and if you'd also enjoy contributing to the strategies and success of a major senior school.

Kind Regards

Bill Penty  
Head of Trent College







# About Trent College and The Elms

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## Trent College

Trent College is a large co-educational HMC school with around 1,100 pupils, including 350 at The Elms. It offers a broad education catering for various levels of ability, offering strong academic teaching alongside first-class pastoral care and a very broad extra-curricular programme.

The Head, Bill Penty, joined in 2014 and has given an updated strategic vision which brings a more adventurous approach to academia and to personal development, as well as significant investment in additional facilities and resources. Trent College is an exciting school with a real sense of purpose and, though a large school, it has a real sense of being a family community. Warm relationships are palpable in all parts of the school, alongside drive, energy and professionalism. The whole school shares a strong and clearly defined ethos and this is delivered through five strategic pillars which underpin all its plans, priorities and activities. Read about the five pillars [here](#).

## The Elms

The Elms is Trent's junior school and is a relatively recent development, having been established in 1999. It has the same aspirations as Trent College, along with the confidence that comes from having achieved growth and clear success in less than 25 years. This should not be mistaken for complacency, but it means the incoming Head will take over a large and dynamic prep/junior school that is keen to keep moving forward. The Elms welcomes children from 6 weeks old in its Nursery, and continues, with one, two and three form entry, until Year 6. It provides around 60% of Trent's senior school pupils and 95% of Elms pupils continue to Trent College. This statistic underlines the popularity of Trent College in a competitive local market, and it also indicates strong parental satisfaction with both The Elms and Trent College. The two schools work closely together and the goal is for the Trent College 3-18 education to be as seamless as possible.



## Vision & Ethos

### Our Vision

To have an exceptional reputation for providing a first-class all-round education for boys and girls which ensures the best possible start for their future and enables them to be the best they can be.

### Our Ethos

We give the highest priority to the quality of our academic provision. We are also proud of our reputation for delivering a fully rounded curriculum, with sport, music, art and drama all being important elements of an education at Trent and The Elms. This, coupled with a focus on the strongest pastoral care, makes us a school that nurtures young children to be the best they can be in terms of achievement and character, enabling them to flourish in a changing world. This is what stands at the very core of Trent and The Elms.

## The Elms Values





# Academic Success

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There is a strong focus on high quality teaching and learning, without in any way attempting to “hot-house” pupils. The last ISI inspection, in November 2021, rated all areas of teaching and learning, pastoral care and personal development as “excellent”.

The Elms sets its own academic curriculum and teaching programmes, led by its senior leadership team. Leaders can draw upon support from colleagues in the senior school, and upon their specialist resources. At The Elms, learning takes many forms, both inside and outside the classroom. Children develop strong English and Maths key skills and become engaged, active learners throughout their seamless educational journey across the subject areas.

Elms pupils benefit greatly from the expertise of a strong team of specialist subject teachers. Unlike many junior schools, these teachers are experts in their fields and are passionate about teaching primary age children. Elms children are taught on-site by specialists in the fields of Art, Computing, Design Technology, Dance and Drama, Modern Foreign Languages, Music, Science and Sport.

State of the art facilities elevate the first-class education we provide. Modern, fully equipped spaces, such as a food and nutrition suite and astro turf, are located within our 45-acre campus and allow all pupils to benefit from wide ranging hands on opportunities: both within the academic curriculum and through enrichment activities and clubs.







## Co-Curricular

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Our enrichment opportunities provide pupils with a wealth of new experiences. The co-curricular offerings are designed to nurture children's growth and development from their early years through to Key Stage Two. Each child grows in confidence as they discover new interests and acquire a different set of skills beyond the classroom.

In the EYFS and infant year groups qualified Forest School teachers lead the children in hands on activities across our 45 acre campus. Forest School is about building a relationship with nature and acquiring practical life skills along the way. These sessions will inspire your child to explore their surroundings and seek adventure outdoors.

As children progress into Key Stage One, they engage in topic-based learning complemented by weekly swimming lessons and music education, including recorder classes.

As they move into Key Stage Two, students have the opportunity to learn a musical instrument with one-on-one tuition and participate in various ensembles. The sports programme features tailored coaching for boys and girls and encourages students to find a sport they enjoy. Additionally, Dance and Drama lessons allow students to express themselves creatively, while LAMDA examinations and Arts Awards provide avenues for further enrichment.

There are plenty of opportunities for children within the junior year groups to take on the role of an ambassador and represent the school. This can include, but is not limited to, prefects, sporting fixtures, house quiz competitions, school councillors and eco councillors. Frequent trips and visits also support the curriculum with residential visits taking place for children in years 3 to 6.







# Structure and Facilities

Life at The Elms begins in the Nursery and Pre-School, which caters for children from 6 weeks to 4 years and operates year-round for 51 weeks. There are currently 80 children here, and a further 270 from Reception to Year 6.

The Nursery building is distinctive and very well equipped, and at age 4 the children move from Pre-School to the next-door Elms Lower School classrooms. The Lower School accommodates Pre-school to Year 2, with a one or two form intake at Reception and each class has a full-time teacher and teaching assistant. Investment into the outdoor environment in recent years has created an enviable play and learning space for the younger children.

For Years 3 to 6, the children progress to the Upper Elms, a hundred yards or so away, where class sizes range from 15 to 22. Here they have access to many dedicated facilities, including their own play areas and astro-turf, specialist classrooms for languages, science, DT, art, and so on. The Elms has its own Music School and also has access to that of the senior school, so serious musicians can be taken further than is normal.

The Elms shares the extensive on-site facilities with Trent College, including sports pitches, swimming pool, theatre, Chapel, and a Food & Nutrition centre. The private grounds and wooded areas provide ample opportunities for outdoor learning. Lunch is served in the main dining hall, with outstandingly good catering. As would be expected, IT systems are sophisticated and well supported, and the school's physical infrastructure is managed to high standards by the Director of Operations and his estates team.





# Leadership and Governance

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## Leadership and staff

The Elms Leadership Team (ELT) is a strong and effective team with significant experience. The Elms has a total staff of around 100, including teachers, teaching assistants, and nursery staff. It has its own dedicated admin staff and uses the central school support services for finance, HR, marketing, admissions management, and premises maintenance. There is a cohesive, engaged and motivational staff whose views are respected and taken into account.

## Governance

A supportive and able Governing Body oversees both Trent College and The Elms. A number are experienced educationalists (some with prep school expertise) while others come from the full range of professional backgrounds expected on a Board of this strength.

## Relationships with the Senior School

As Head of Trent College, Bill Penty is CEO of both the senior and junior schools. The Head of The Elms reports directly to him and also to the Board of Governors. Bill has a clear vision for Trent College and works closely with the school to develop and implement their current strategies. He values an open two-way relationship of mutual support and challenge. He is seeking someone who will share his vision and lead The Elms effectively and excitingly, working collaboratively with senior school staff and using their expertise to enhance that of The Elms' staff, and vice versa.

## Finances and central services

If appointed, you will enjoy the support of a strong organisation with a helpful, collaborative culture. Trent College is financially solid and is operating with a healthy annual surplus. As a charity, the school's profits are retained for future investment and there are sizeable net assets on its balance sheet. The Bursar and her team provide guidance and financial support to The Elms, both with budgeting and with expenditure monitoring. The Bursar has a very good overview of Trent College and The Elms and works closely with both Heads on strategic planning and new initiatives.

A central support team gives friendly and professional service, and comprises specialists in marketing, admissions, and development and alumni relations. The Elms is well marketed with its own brand and image that are aligned with that of Trent College. The Admissions process and administration is managed centrally by the Head of Admissions, with team members providing specific support for admissions to The Elms. As you would expect the Head of The Elms and their team have considerable responsibility for prospective parent visits and ongoing relationships with these parents. The Head of HR and her team provide specialist support with recruitment, appraisal, performance management, staff admin and compliance. The Director of Operations is responsible for all site services, including premises, grounds, catering and utilities.





A young boy with short brown hair, wearing a dark blue school sweater over a white collared shirt, is sitting at a desk in a classroom. He is smiling and looking down at an open notebook, holding a yellow pencil. In the background, another student is visible, and the classroom is filled with educational posters and a green ladder-like structure.

## The Opportunity

In every respect this position gives an excellent opportunity for an enthusiastic first or more experienced Head to take over a large and successful junior school and take it to even greater heights.

If you are currently a Head, you will enjoy the scale and scope that The Elms can offer you, the culture and the buzz that exists at Trent College and The Elms, and the chance to be adventurous and innovative. If this will be your first Headship, you will find that The Elms allows you to grow as a leader, and you'll enjoy the move into Headship rather more than many others do.

Whether your background is in the independent or the maintained sector, you will be a passionate educationalist who sees primary education as fundamental to later success, someone who is driven to do more for the children in your care, and someone who can excite staff and parents with your vision, your aspirations, your humanity and your approachability. A team worker as well as a team leader, you'll relish the chance to work closely with an exceptional senior school Head and his own team as well as yours.



# The Role

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The Head of The Elms is responsible for the management and welfare of staff and pupils throughout the school and reports directly to the Head of Trent College. He/she is accountable for all aspects of The Elms' performance.

## Key goals

- Ensure that The Elms provides a safe, nurturing and highly professional environment and that pupils' happiness and well-being are paramount at all times
- Ensure that all pupils achieve as much as possible in academic areas and in their personal development
- Constantly seek to raise standards for all, by developing the academic, extra-curricular and pastoral life of the school and ensuring the highest standards of teaching, learning, care and encouragement.
- Provide excellent support to the Head of Trent College as a key partner and as his junior education specialist.
- Ensure that excellent links and communication are maintained with the senior school in the understanding that an education at The Elms is preparation for a pupil's continued experience at Trent College.

## Key areas of responsibility

### **Direction**

- Promote the aims and values of The Elms.
- Lead all staff and pupils with inspiration and passion, as the heart, soul and champion of the school's ethos and its ambition for each pupil and each staff member.
- Provide a visible, active and supportive public presence, both during the school day and at evening and weekend events.
- Lead the highest possible standards of education, including independent and personalised learning, across all sections from Early Years through to Year 6.
- Drive an emphasis on raising standards and value-added improvement through a broad and rich academic curriculum at all levels, in line with agreed educational policies.
- Lead the spiritual, moral, social and cultural development of each pupil by providing a very broad and balanced programme of co-curricular and extra-curricular activities which develops skills, talents and interests.



### **Executive Leadership**

- Work closely with the Head of Trent College to develop goals and strategies for the whole school that support the widest strategic interests of the Trent community, and to plan and provide a fully aligned educational experience at The Elms.
- Attend meetings of and report to the Governors and their committees as required.
- Keep abreast of national educational matters and developments in curriculum, teaching and resources
- Ensure that all necessary policies are in place to the highest standards, and adhered to.
- In consultation with the Head of Trent College, provide strategic advice and forward planning on behalf of The Elms and work closely with the Bursar and her team in managing finance, human resources, premises and facilities.

### **Elms' Leadership Team (ELT)**

- Lead The Elms' Leadership Team, delegate areas of responsibility and provide decisions, support, guidance and mentoring.





## The Role continued

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### Staff

- In consultation with the Head of Trent College, lead the appointment, management and development of The Elms' teaching, support and administrative staff.
- Evaluate and constantly seek to improve the quality of teaching and learning, providing support and advice to members of staff where required.
- Encourage staff through frequent and positive contact.
- Encourage and develop staff teamwork and communication, including ensuring good communication and co-operation with colleagues at the senior school.

### Pupils

- Ensure that child protection and safeguarding are given the highest priority at all times.
- Provide outstanding pastoral care and support within a compassionate structure.
- Promote self-discipline, manage pupil behaviour and deal with disciplinary issues as necessary.

### Parents

- Maintain excellent relationships with the parent body and with individual families, ensuring that communication with parents is frequent, effective and efficient.
- Support the work of the Admissions team and attend events as necessary.

### Marketing

- Work in close collaboration with Head of Marketing and Head of Admissions to promote and market The Elms, achieving strong recruitment and retention of pupils.
- Contribute to marketing communications as a thought-leader and spokesperson for The Elms to current and prospective parents.
- Build the reputation and profile of both The Elms and Trent College, and represent the school as a member of IAPS and other organisations.



# The Person

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## Education and Professional Background

- A strong academic background and relevant educational qualifications.
- Several years' experience of Headship or senior leadership in a quality independent or primary school.
- A clear educational philosophy and a strong vision of a successful prep/junior school in the future.

## Personal Characteristics

- An inspiring, confident and friendly personality with a good sense of humour.
- A deep passion for the intellectual, co-curricular, pastoral, moral and spiritual development and well-being of each pupil.
- Able to be a strong, visible and active presence in all parts of the school and in the wider community.
- A sympathy with the ethos of the school and a willingness to support its values.
- Calm under pressure, quietly determined and resilient, able to maintain a healthy work-life balance.
- Energy, efficiency, enthusiasm, dynamism, flexibility, tact, commitment.
- Able to work independently whilst accepting a close partnership with the Head of Trent College.
- An open and approachable manner, with a genuine humility in knowing one's limitations.

## Knowledge

- A thorough understanding of the curriculum and how children learn in the whole 3-11 age range, and of educational issues from Early Years through to Year 6 Scholarship levels.
- An understanding and appreciation of the demands of the EYFS, the challenges of providing care for under 3s, and the needs of a Nursery operating 51 weeks per year.
- Knowledge and understanding of the importance of regulatory compliance within the school's setting.
- An obvious commitment to pupil welfare and safeguarding and a clear understanding of Child Protection.
- Awareness of Health & Safety, charitable status, employment, safer recruiting, etc.

## Thinking Skills

- The ability to think strategically and build an exciting and coherent vision, in accordance with the wider context of both The Elms and Trent College as a whole community.
- Sound judgement of people and situations.
- Fair, firm when necessary, decisive, and not afraid of difficult decisions.
- A flair for innovation and the ability to make education exciting and enjoyable as well as effective.

## Communication Skills

- The ability to communicate clearly, effectively and engagingly with all stakeholders.
- Good listener with plenty of empathy.
- Marketing savvy and comfortable with public speaking.
- Able to inspire current and future parents to act as enthusiastic advocates of the school.

## Leadership Skills and Style

- Inspirational and dynamic individual who can make the most of an excellent leadership team.
- An inclusive and collaborative leader who manages and coaches effectively and sensitively, empowering staff and building confidence in staff and pupils.
- Role model to others, a standard-setter, someone who inspires self-discipline.
- High expectations and exceptional planning and organisational skills.
- Enjoys encouraging pupils and staff, recognising the strengths and contribution of others, and celebrating their success and achievements.
- Committed to continuous improvement with experience of having inspired and led successful change.

## Business and Management Skills

- Financial and commercial awareness and the ability to balance educational and business desirables.
- Able to recognise opportunities and threats and act effectively in response.
- Able to manage detail as well as the big picture.
- A strong awareness of the challenges faced with VAT and how these can affect both educational and financial priorities at a strategic level.
- Proactively seeks out innovation and best practices in education, particularly with a focus on integrating IT and AI to enhance teaching and learning at The Elms.



# Terms of Appointment

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**A comprehensive reward package will be offered. If appointed, you can expect:**

- an excellent salary
- contributions to the APTIS Defined Contribution Pension Scheme
- a staff discount on your children's fees (if they join the Trent College and/or The Elms Junior School)
- private health insurance
- investment in your personal training and development

## **Safeguarding and Child Protection**

Trent College and The Elms is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

As part of Trent College and The Elms' Safer Recruitment Policy, all shortlisted candidates will be required to fill out an application form.



# How To Apply

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Saxton Bampfylde Ltd is acting as an employment agency advisor to Trent College and The Elms on this appointment.

Candidates should apply for this role via [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code LAEAMB. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.

Key Dates:

- The closing date for applications is noon on Wednesday 30<sup>th</sup> October.

GDPR personal data notice:

According to GDPR guidelines, Saxton Bampfylde Ltd 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.





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