



# ST FRANCIS SCHOOL

## Head

### Candidate Information



Inspired Learning Group

# Welcome from the CEO

After serving as Headteacher for the past 4 years, Mr David Lee will be stepping down at the end of the Summer Term 2026.

We are now looking for a Headteacher who will work with the established team to provide continuity and uphold the unique ethos of St Francis as we strive to make this school the very best Prep School in the area.

We seek an individual who is a creative and warm leader, an excellent communicator, has an eye for marketing and has the ability and ambition to guide St Francis School through the next stage of its journey. Our commitment to ensuring academic rigour, in a supportive, nurturing environment, where children have a breadth of opportunity to thrive and flourish remains as high as ever.

Leading and managing on our priorities for development will present the new Head with a wonderful opportunity to make a significant impact on the future direction of this already high-achieving school.

If this is a role that excites you and you feel you have the skills and experience, we would be delighted to hear from you.



Mr Amit Mehta,  
CEO, inspired Learning Group



# Introduction

At St Francis School our children are happy, respectful, kind and a pleasure to teach. The school community is positive, friendly and family focussed.

St Francis is situated in 17 acres of grounds and offers beautiful surroundings in which to teach and to learn. We are committed to the wellbeing of our staff and our children. It is a great place to be.



# History of St Francis School

Founded in 1941 by Miss Phyllis Burden, St Francis School is now a thriving IAPS co-educational day prep school and nursery for pupils aged 0 to 11. In 1984 the School moved out of Pewsey village to Haybrook House (which now houses the Pre-Prep department and Little Saints Nursery).

The School's most recent successful ISI inspection was completed in February 2025.

Although the entry to St Francis School is non-selective, the outcomes for Year 6 (11+) pupils are exceptional with many gaining scholarships, exhibitions and places at a broad range of schools. After their time at St Francis, pupils transfer to local schools including Dauntsey's School, Warminster School, Stonar as well as to other senior day and boarding schools.

Our learning ethos is very much based on developing core values, skills, attitudes and behaviours alongside subject knowledge and subject skills which are required for children to succeed and flourish in an ever changing world. The School's learning focus is summarised in the mnemonic CLICK (Collaboration, Leadership, Independence, Challenge and Kindness).

St Francis is a 'Google Workspace for Education' environment and the use of Chromebooks by all pupils is embedded throughout the School. Specialist teaching starts in Nursery and Pre-Prep with music, sport and French. This develops year-on-year and by Year 5 most classes are taught by specialist subject teachers.

The School's motto 'deus dabit incrementum' has been translated into modern parlance as 'Use your God-given Talents': with our range of facilities and the expertise of the staff, we provide opportunities for children to find and develop their talents, both outside as well as inside the classroom. Children are encouraged, recognised and celebrated in their achievements.



# About Inspired Learning Group

ILG currently owns and operates 33 schools and nurseries in the UK. Overall, we look after over 4,000 pupils, making us one of the largest independent school groups in the UK.

St Francis School is one of 14 Prep Schools within the group.

We see ILG as one extended family, allowing us to share best practice and innovation between schools in order to raise standards of teaching and learning for all our students. We recognise and respect that each school has its own history and identity. We encourage individuality, so that new ideas can grow naturally with the best ideas then being implemented right across the group. The collaborative spirit is an effective way of ensuring that education practices do not fall behind the times and it is why we encourage out-of-the box methods such as Apple teaching and future thinking.

ILG schools may look reassuringly traditional in some ways, but our move away from standardisation toward customisation is not just modern but quietly revolutionary. We make the effort to understand the differences between individual children and tailor their teaching at a personal level. This means that all children, no matter their needs, are catered for. Our commitment to parents is that no one child will ever be left behind.

ILG empowers its schools to achieve their mission and vision through challenging yet supportive governance. We connect schools, stakeholders and professional associations to create opportunities and build capacity. We work with school leadership to set clear school improvement goals through engagement with pupils, parents, staff and the wider community.

We recruit, invest in and retain outstanding practitioners, ensuring the provision and monitoring of a broad and balanced personalised curriculum for children with individual learning needs.





# The Opportunity

This appointment is a great opportunity for an existing Head or aspiring senior leader to make a lasting impression. St Francis School is an established happy and successful school that provides a stimulating education for its pupils. It is a happy and high-achieving school, providing a stimulating education for its pupils, with ambition with huge potential to achieve even greater things in the future, particularly with the backing of ILG.

The new Head must be willing to work closely in partnership with ILG, but also have the strength and independence to make their own decisions for the benefit of the School and its community. The Head reports to the COO, Director of Education and CEO of ILG, but also has plenty of scope for autonomy in terms of the running of the school.

Understanding and nurturing this relationship with ILG is key to the new Head being able to maximise the considerable opportunities this role offers. It is by nature a reassuring and supportive relationship, not a smothering one. ILG provides St Francis School with strategic guidance, financial security and management, plus back office functions such as human resources/recruitment, marketing and estates, thus allowing the Head to focus on the educational leadership of the School.

The Governing Board, chaired by a member of ILG's Advisory Body, provides the governance structure within which the Head can be supported and guided.

The opportunity to learn from the wisdom and experience of others in the support group of ILG Heads is a further benefit of ILG's involvement in the School. The Heads meet together termly to share best practice and concerns and there are regular professional development sessions across the year for our Heads.

# Short and Medium Term Challenges

- To consider and review the priorities for further development of the School in order to retain and enhance pupil numbers which can assure its future.
- To raise the profile and reputation of St Francis School within the local community and to be an authentic, visible and persuasive ambassador for the school.
- To champion high-quality teaching and learning, with a strong emphasis on classroom excellence and enhanced pupil outcomes.
- To further enhance the school's offering of enrichment activities and its co-curricular activity.
- To build meaningful partnerships and outreach, enhancing recruitment pipelines and widening opportunities for pupils.
- To maximise the use of the 17-acre site and specialist facilities for the benefit of the pupils and the wider community



# School Life

## The Nursery, Little Saints

Little Saints Nursery extended into our purpose built single storey nursery building in September 2017. This allowed us to expand our Nursery provision to welcome babies and toddlers to join our Pre-School children in a setting for children aged 0 to 4 years, open for 51 weeks a year.

Our Nursery children have access to acres of glorious school grounds, including a beautiful Forest School in our woodland. Nursery children also use the school's extensive facilities. Healthy meals are cooked in our in-house kitchens and Nursery children in our Pre-School room enjoy eating their lunch in the school Dining Room.

Children have weekly French, and PE sessions with specialist teachers. All Nursery children (starting from babies) have music sessions with a specialist music teacher, at least once a week.



At Little Saints Nursery we pride ourselves in creating a home from home environment within which all of our children are loved, cared for and respected as the unique individuals they are. While play and fun are at the heart of all we do, they are underpinned by a fully developed Early Years curriculum, and all activities are carefully designed to help children build the skills they need to start school full of confidence.

All our children, from the youngest babies, follow a specially tailored and richly diverse Early Years Foundation Stage curriculum with access to specialist staff from the Junior School. A wide variety of fun and exciting learning opportunities are provided for the children, which take place both in and out of doors.

We provide a warm, friendly, family atmosphere that encourages a strong link with parents, fostering a bond of trust, where children become confident, happy and independent learners.





## The School

Through our Academic programme, our pupils develop intellectual habits and passions that stay with them for life. Learning goals in languages, mathematics, sciences, the Arts, humanities, technology and physical education build logically through each year group, preparing pupils for their next academic challenge and for life beyond school.

The conceptual nature of our curriculum focuses on ideas that can transfer across the world and support students to become informed, globally competent and future-ready learners. Influenced by progressive pedagogy, metacognition and educational best practice, learning is tailored to fit our children's needs while developing their knowledge, skills and understanding. Through thematic units, teachers create fun and engaging learning opportunities that enable children to build connections between subjects and the world around them.



# Key Areas

## Sport

Physical Education and sport are an important part of life at St Francis. It is our philosophy to 'inspire a love of sport'. We would like all of our pupils to enjoy their participation in sport and to do so we begin by helping them develop their fundamental movement skills. The development of these skills begins in Nursery and naturally leads into the physical activities and sports that the pupils participate in as they move into the prep and senior parts of the school. This allows each child to have the motivation, confidence, movement competence, knowledge and understanding to value and take part in physical activity throughout their time at school and beyond.

Pupils have both PE and Games lessons during the week, and in Years 3 to 6 also have a fixture afternoon. All our pupils, whatever their ability, represent the school in competitive sports matches against other schools.

The fixture list of matches and tournaments against other schools is extensive in both depth and variety. Opportunities for competitive sport in local, regional and national events are supplemented by our Inter-House Competitions.





## Music

At St Francis School music is very popular with most students receiving musical tuition on at least one musical instrument. Children are regularly prepared and entered for ABRSM, London College Music and Trinity Rock and Pop examinations.

There are many opportunities for pupils to develop their musical skills outside of their classroom lessons. Various choirs, Orchestra, Recorder and String groups run throughout the school. In addition, the Music Scholarship Club provide pupils with opportunities to develop their academic understanding of music and their general musicianship. The St Francis String Group plays in the Carol Service and in other concerts and assemblies during the school year. It has won the Devizes Eisteddfod Ensemble Cup in 2022, 2023 and 2024.

Termly Music Recitals provide a supportive and friendly platform for pupils to perform solos to family, friends and staff. The music festival held in the Summer Term provides pupils with a more formal, competitive performance environment.



## **Drama**

We recognise the importance of Drama and the Performing Arts in our children's development. Children from Junior Prep onwards have a weekly Drama lesson, allowing them to learn how to work together and building up individual self-confidence. Every child is able to take part in at least one performance for parents and friends during the school year and there are other opportunities for acting and reading skills to be displayed at local festivals or within the school community.

## **Art & Design**

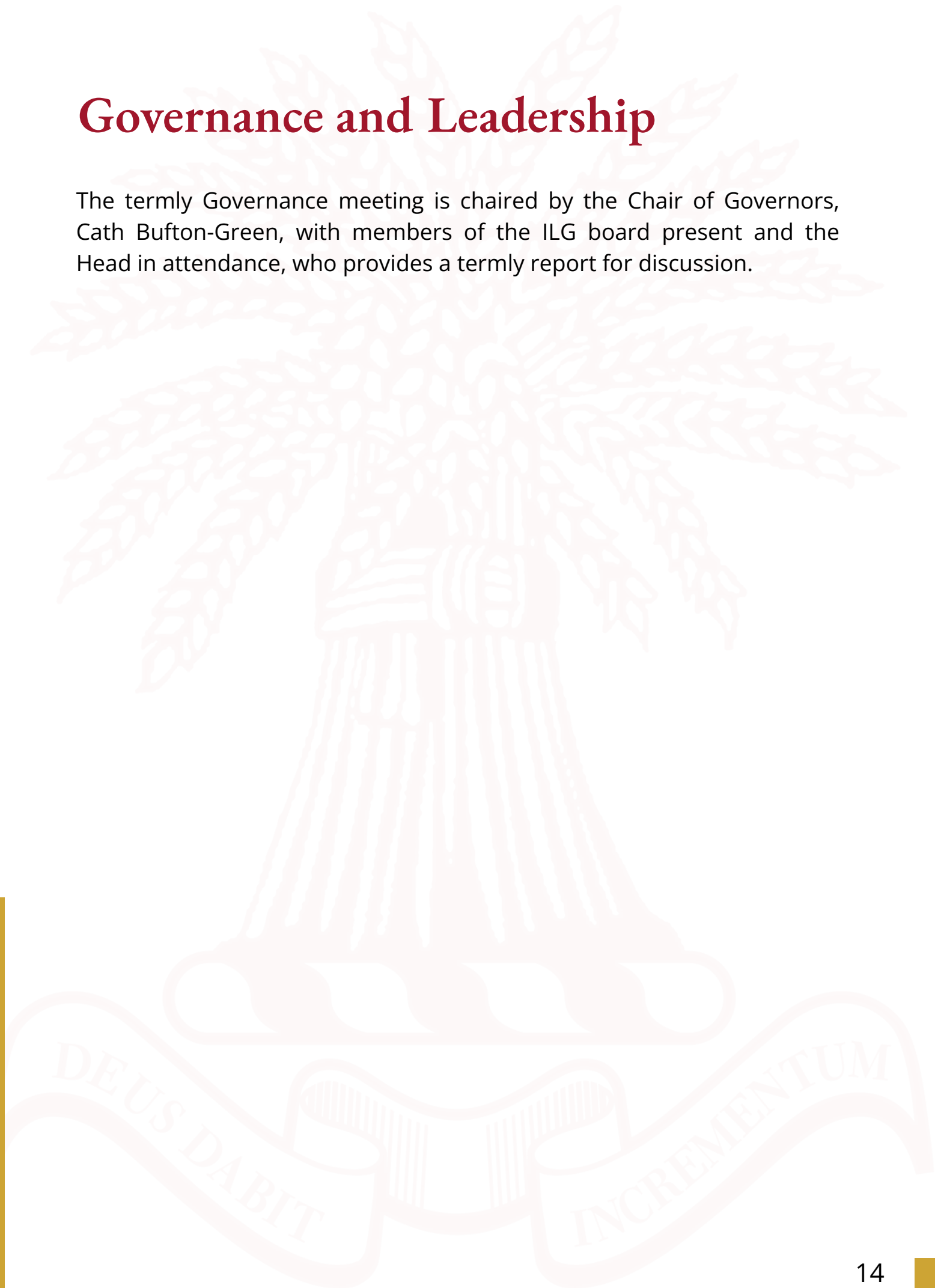
With two dedicated Art and Design Technology rooms including a ceramics kiln, our Art & DT department allows the opportunity for children to learn to express themselves through art. Pupils are introduced to a wide range of materials and techniques. They can explore large scale ambitious projects, utilise ICT facilities and learn specialist skills such as ceramics and printmaking.

## **Beyond the Classroom**

St Francis School has a wide range of extra-curricular clubs which run and rotate on a termly basis. Delivered by our teachers and some external coaches all clubs are well attended and enjoyed.

# Governance and Leadership

The termly Governance meeting is chaired by the Chair of Governors, Cath Bufton-Green, with members of the ILG board present and the Head in attendance, who provides a termly report for discussion.



# The Role

## Key aims of the role:

- To lead, motivate and develop the school and its staff so that it fulfils the academic, pastoral, spiritual and social needs of the pupils and their parents, by providing an excellent, broad-based education in line with the ethos of the school.
- To work with the Advisory Board, drawing on their experience and expertise, to fulfil all the duties and responsibilities for the proper governance of the school; to ensure that the Chair and Board receive timely notice and appropriate information on all relevant matters.
- To work closely and cooperatively with the COO, CEO, Director of Education and Finance Officer, in accordance with the Board's strategic direction, in terms of financial matters and site development.



# The Role

## Key responsibilities of the role:

The Head is responsible, directly and by delegation, for

- The leadership and management of the School.
- The care and development of each child and for maintaining excellent academic standards within the School.
- The pastoral care and welfare of all staff and pupils.
- The overall financial performance of the School, for which they will be assisted by the finance team, and for meeting the annual budget agreed.
- Leading, managing, and motivating the Senior Leadership Team and, with them and through them, all academic and support staff.
- The appointment of all staff.
- The assessment, appraisal, guidance, support, and professional development of all teaching staff with the objective of achieving inspirational teaching at all levels.
- The marketing of the School, including fundraising, the production of publicity, literature and any advertising, the public relations profile, management of the School's website and the establishment of positive relations with prospective parents.
- Recruiting a full complement of pupils, and overseeing admission and entrance procedures.
- Planning and implementing an effective curriculum and timetable.
- Planning and implementing the academic organisation of the School, reviewing as appropriate.
- Monitoring pupils' progress and ensuring that parents are provided with regular and appropriate feedback setting realistic expectations.
- Creating the appropriate balance between all areas of school life, extra-curricular activity, and community involvement.
- Maintaining good communications and relationships within the School and with key stakeholders including neighbours, local schools, the local community, and former pupils.
- Developing and maintaining good professional relationships with the parents of pupils.
- Delegating effectively and appropriately to achieve the above.

# The Role

## Working with the Advisory Board

The Head is responsible, directly and by delegation, for:

- Ensuring that the School meets all its legal obligations including compliance with Child Protection, Data Protection and Health and Safety regulations.
- Taking overall responsibility for the delivery of excellent pastoral care – ensuring the security and pastoral care of all pupils in line with safeguarding legislation, including safer recruitment and working alongside external agencies as appropriate.
- Implementing policies agreed by the Board and contributing to the vision for the future of the School through strategic leadership and planning.
- Submitting policy proposals for the approval of the Board or assisting the Board in the development of tactical and strategic policies, as well as implementing and monitoring these policies.
- In partnership with the Chair, ensuring that the Board receives sufficient and timely information and advice in order to make informed decisions.
- Implementing Board decisions.
- Preparing and updating the School Development Plan.

## General

- To undertake other duties appropriate to the general purpose of the post, which may from time to time be reasonably assigned by the Chair of the advisory board or the COO.
- To carry out teaching duties as appropriate and time permits.
- To set an example of continuous personal development, participating in appropriate training in order to maintain an up-to-date professional expertise.
- The Head should be aware of trends in education, the requirements of schools and public examinations and, where appropriate, recommend policy changes to the Governors.
- It is expected that the Head will represent the School on sector bodies which the Advisory Board deem suitable.

# The Person

Candidates must be genuinely committed to working in an environment where the happiness, wellbeing and safety of the children in our care is central to all that is done.

In addition, good candidates for the role are likely to demonstrate much of the following:

- Senior leadership experience.
- Strong academic credentials and preferably QTS status.
- Understanding of and support for the values and ethos of the School, and commitment to embedding successful all-round education and co-education.
- Inclusive leadership, valuing and promoting the diversity of the community.
- Commitment to delivering top academic, co-curricular and pastoral provision for every pupil, mindful of their wellbeing.
- Natural and easy communication with pupils, staff, parents, prospective parents, the governors and alumni.
- The skills and integrity to win confidence and trust from all stakeholders.
- Ability to articulate and promote the strengths of St Francis School and raise the profile of the School.
- A strategic and analytical mind with vision but also a degree of pragmatism – ready and able to address the complex political, social and economic issues ahead.
- Change management skills.
- Commitment to partnerships and bursaries – with a strong sense of social responsibility.

# The Person

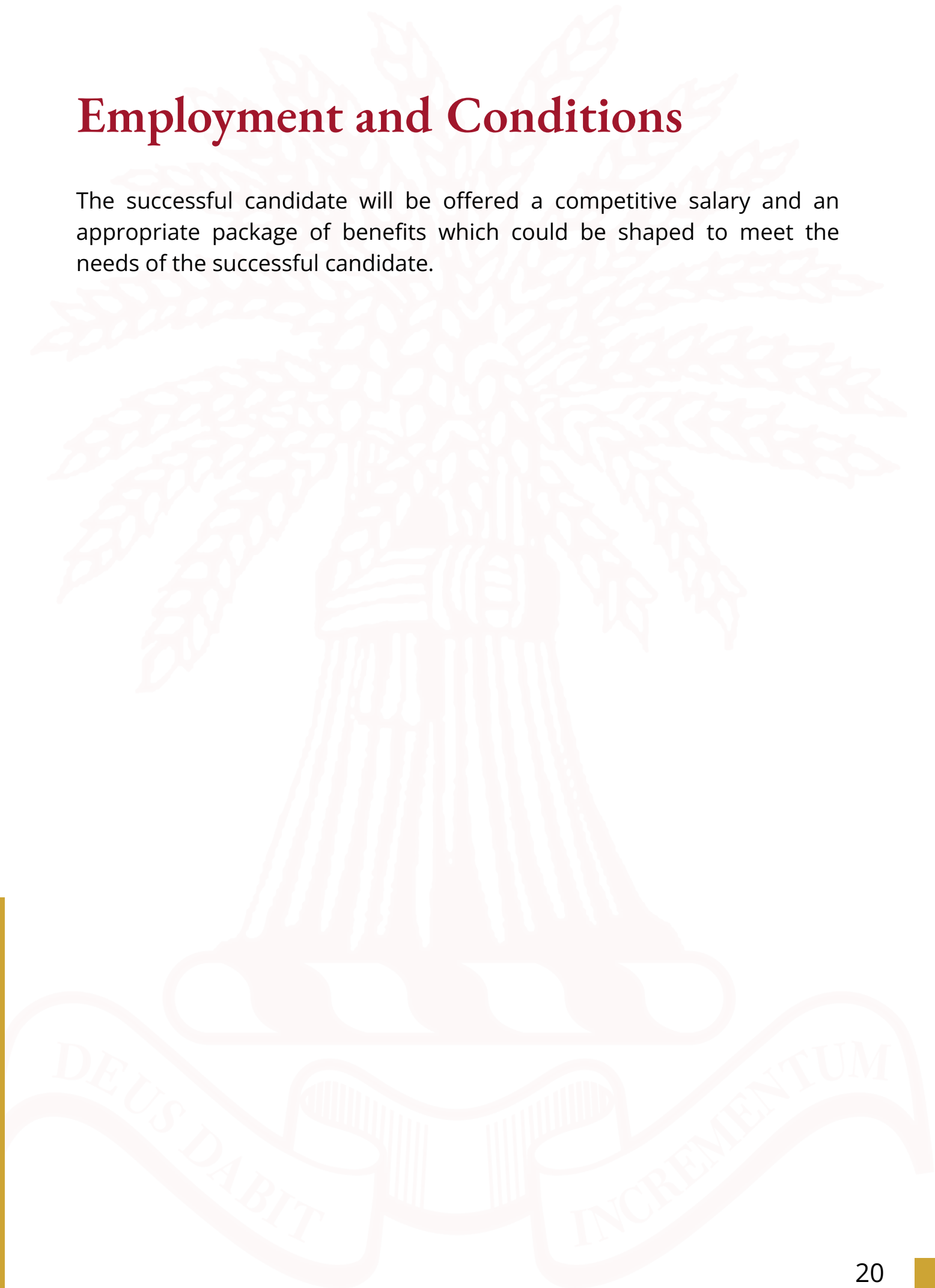
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- A primary commitment to St Francis School but a broader interest in embracing, promoting and contributing to the Inspired Learning Group.
- A national and global perspective on the best in education with a forward-looking but discerning approach to selecting what is truly of value in a fast-changing educational climate.
- Effective team leadership, with the skills to motivate, inspire and enable all in the leadership team and the wider staff.
- The skills to appoint the very best people.
- Courage, high expectations and inner steel.
- Strength in the softer skills – the ability to listen, empathise and show compassion.
- Financial and commercial acumen.
- Commitment to ensuring that St Francis School is compliant with all regulations, with a thorough understanding of the Head's responsibilities in relation to safeguarding and Child Protection issues and a clear commitment to delivering best practice in safeguarding.
- Enjoyment of learning and the sense of humility which accompanies the desire and will to develop personally and professionally.
- A sense of joy and optimism in leading the St Francis School community.



# Employment and Conditions

The successful candidate will be offered a competitive salary and an appropriate package of benefits which could be shaped to meet the needs of the successful candidate.



# The Application Process

Interested candidates for the position of Head at St Francis School are invited to contact Tom Havard at Inspired Learning Group prior to application for a discussion.

The deadline for receipt of the application is **12 noon on Friday 16<sup>th</sup> January 2026**

Applications should be made electronically to Tom Havard at Inspired Learning Group using the email **[tom@inspiredlearninggroup.co.uk](mailto:tom@inspiredlearninggroup.co.uk)**.

You should submit the following (both in PDF format):

- A completed application form
- A covering letter addressed to Mrs C. Bufton-Green, Chair of Governors, St Francis School. The letter should explain your reasons for applying.

If you have any questions about the application or uploading of your application documents, please contact Tom Havard, Head of Recruitment and Resourcing at Inspired Learning Group, [tom@inspiredlearninggroup.co.uk](mailto:tom@inspiredlearninggroup.co.uk) or 07706323847

The process is as follows:

- All applications will be acknowledged by e-mail and initial call will take place upon receipt of the application.
- Long List interviews with the chosen panel will take place online or at St Francis School, Pewsey the week commencing 26<sup>th</sup> January 2026
- During week commencing 2<sup>nd</sup> February 2026, short-listed candidates will be invited to visit St Francis School and to undertake a personality test online.
- Short List interviews with the chosen panel will take place at St Francis School Pewsey, the Week Commencing 9<sup>th</sup> February 2026.

The Inspired Learning Group is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).



# ST FRANCIS SCHOOL



Inspired Learning Group