WILSON'S SCHOOL



Brief for the position of

Alumni Engagement Officer

Required from
April 2021

£22,995 - £24,258 (pro rata)

www.wilsons.school

WILSON'S SCHOOL

"Pupils are proud of their school, and they want to make the very best of themselves to maintain its reputation." [Ofsted, 2020]



The School

Introduction

Thank you for considering applying to work at Wilson's. I joined the school fifteen years ago and can genuinely say that it is a wonderful place to work. Our efforts were recognised by The Sunday Times which named us as State Secondary School of the Year, 2019 and more recently the same publication awarded us 'London State School of the Decade'.

Our staff are our greatest asset and, just as with our boys, I see it as my primary duty to take care of them. Morale is high because there is a sense of mutual endeavour at all levels. We have a tradition of seeking staff views as to how the school can be improved and there is a culture of praise and good humour. There is a lively staff room and much beyond that to build a sense of team. A two week October break and longer summer exist to recognise the commitment of my first rate team. I do not hide in an ivory tower and you will likely bump in to me or one of my senior leaders on the way to our own lessons or doing duties alongside colleagues at lunch and break.

In 2015 we celebrated the 400th anniversary of Wilson's foundation in 1615 when Edward Wilson obtained letters patent from King James I to the effect that "for all time to come there shall be one Grammar School for the education, institution and instruction of children and youths in Grammar to be called The Free Grammar School of Edward Wilson." From its beginnings as a local grammar school in inner London, and forty five years on from its relocation to Wallington in Surrey, the school has become established as one of the finest boys' state funded schools in the country. It continues to embody the ethos of a grammar school, in providing the opportunity of a first class academic education to children regardless of their financial status or social standing. We continue to educate substantial numbers of bright children from families with very limited financial means and as a result provide life changing opportunities for them. I am proud of our growing outreach programme.

The school has never been stronger than it is today. Our academic profile is very impressive; our staff are first rate; the school is hugely oversubscribed; our financial position is sound and our facilities are excellent. More importantly, the school has a strong sense of its distinctive identity; our students and our staff have a genuine pride in the school and its achievements and derive great satisfaction and pleasure from their work here; the values of excellence and ambition in all aspects of the school's activity are deeply rooted and explicitly supported by all sections of the school's community. Our students, nearly all of whom continue into the sixth form, leave with a breadth and wealth of experience gained both within and outside the classroom that have helped to make them impressively well rounded, engaging and deeply civilised human beings.

I would encourage you to familiarise yourself with the school's website which contains a wealth of information about the school, its ethos, curriculum and activities and of course our glowing Ofsted report from 2020.

I very much look forward to receiving your application for this post and would encourage you to get in touch if you would like any further detail!

N J Cole,
Headmaster

WILSON'S SCHOOL

"Staff said the Head has created a happy place to work." [Ofsted, 2020]

The School

Staff Wellbeing and Development

We champion the wellbeing and development of our staff as we recognise that this in the best interests of all and also embraces the school's motto of NON SIBI SED OMNIBUS ("not for oneself, but for all!").

A vibrant place to work

- The school is a cheerful place to work, with professional relationships characterised by warmth and good humour.
- The boys at Wilson's are a pleasure to work with. They are particularly proud to be at the school and they work hard.
- There is very strong provision for the welfare of pupils. Pupils of all ages behave very well.
- We have an active Staff Association, which organises social events, alongside staff yoga, football, badminton and book club.
- We appreciate the importance of family and will always do our best to enable staff to attend important events.
- The Wilson's School Trustees provide complimentary tea and coffee for staff and understand that the little extras – like a gift at Christmas - are appreciated by all.

A place to advance your career

- Wilson's has a national reputation for excellence given the outstanding outcomes of pupils and the successes they go on to achieve.
- We have a reputation for spotting and nurturing talent.

A commitment to ongoing improvement

- We regularly invite staff to suggest innovations to the school's practice, including in relation to workload.
- A biennial anonymous staff survey allows us to monitor how we're doing.
- All leaders within the school operate an 'open door' approach so that queries are answered and problems solved quickly.
- Parents and colleagues are regularly given the opportunity to acknowledge the contribution made by staff.

Not familiar with the area? If you do not know the area well, the school is well connected to all areas of London and Surrey by rail and bus. Unusually for London, we have extensive free parking on site. If you are considering relocation and may need short term accommodation, this is sometimes available.





[Pictured above: The Head welcomes H.R.H. The Earl of Wessex]

WILSON'S SCHOOL

"Leaders have a clear vision for challenging able pupils and providing them with a broad and deep curriculum." [Ofsted, 2020]

Admissions

The school is undoubtedly one of the most popular and well-regarded schools in the country.

We draw our students from a wide area, although approximately 70% live within a five mile radius of the school. The remaining students travel from other inner London boroughs and from Surrey. Good public transport makes the school accessible from a wide area.

Students are selected by examination. The school collaborates with other South London grammar schools in running a Selective Eligibility Test as a first round selection test. In 2020, approximately 3,000 boys sat this test and over 1,000 were passed for the second round tests. We examine students in challenging Mathematics and English tests that we write and mark ourselves.

We receive a number of applications from students who wish to join the Sixth Form. Each year we admit the strongest of these.

Teaching and Learning

The school's success owes a great deal to the excellence of the teaching and learning which is led by the Senior Deputy Head. We invest a huge amount to ensure that our practice is of a very high order. There is a strong culture of pedagogical development and interest within the staff room as well as in departments. A significant number of staff are actively engaged in delivering CPD and in support for NQTs and new teachers at the school. We encourage debate and discussion about the way we teach.

We are strongly committed to ensuring that all teachers have the opportunity to develop their professional skills to a very high level. We have a shared vision for what excellence in learning for our students should look like. Based closely upon the Classroom Quality Standards for Gifted & Talented education, we strive to create a real passion for learning in our students and a real enthusiasm for pedagogy amongst our staff. These overriding principles in no way stymy innovative practice!

All members of staff pursue a well-supported range of professional development routes. Many other staff are actively engaged in pedagogical and professional training and development. Our CPD programme also supports teachers in developing their career as well as their teaching. We have an excellent track record of rewarding talent and hard work via promotion. Indeed, almost all of our Heads of Department and Heads of Year began their career in the classroom here and have not wanted to leave! The Senior Leadership Team itself is 'home grown'. For those aspiring to Senior Leadership the Head provides bespoke support via a programme called Developing the Whole School Mindset.

Candidates should familiarise themselves with the school's current programmes, details of which can be found at https://www.wilsons.school/careers/tandl/.

Co-curricular Activity

Activity outside the classroom is intrinsic to the character of Wilson's. Our programme is very rich, wide-ranging and varied. The experiences that students gain through participation in these activities are among the most enriching and rewarding aspects of their school life and they derive much enjoyment from them. One of our key aims is to ensure that all pupils participate in co-curricular activity and this is supported by a number of different structures at the school, which provides for a full range of competitive and charitable activity.

A number of very well developed activities, all of which are marked by genuine excellence, lie at the heart of the school's co-curricular offering. School sport is exceptionally strong. Football and cricket are the school's main sports: in a typical year, as many as four hundred football fixtures will be played. The school is a badminton academy and we are one of the country's most successful badminton schools. The Sports department aims to develop elite sportsmen alongside the parallel objective of securing the widest participation. Simple participation is valued and encouraged for its own sake and forms the foundation for a developed competitive structure.

Music is equally strong, providing an extensive range of opportunities for involvement and participation. There are three choirs, three orchestras, two jazz bands, two brass ensembles, three wind bands, a barbershop group, a wind ensemble and two advanced string ensembles and standards of performance are very impressive.



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"Respect for one another and for different beliefs permeates the school. Pupils are kind, considerate and have a keen sense of equality." [Ofsted, 2020]

(a number of recordings of students' performances can be found on the music microsite which can be accessed from the school website).

Other equally strong and impressive aspects of the school's provision include the very well supported and run CCF, the Duke of Edinburgh Award (bronze, silver and gold), drama, chess and debating.

It is important to stress that at Wilson's we do not have a hierarchy of talents. We excel in a wide range of areas but we do not see ourselves as defined by any one of them in particular. We simply want boys to find something to immerse themselves in that they enjoy.





Pastoral Care

The pastoral system of the school is a particular strength and does much to maintain high levels of motivation and wellbeing among the students. Our aim is to provide scope for every student to explore his own strengths, to understand and begin to tackle his weaknesses and to develop teamwork skills. We aim to support students in developing a resilient, optimistic, confident and ambitious outlook. NON SIBI SED OMNIBUS (not for oneself, but for all) defines all that we do.

Each key stage has its own Director who manages a team of Year Heads. Pastoral support is provided by a team of tutors who monitor progress and deal with any difficulties promptly. Each form group has two tutors and so we really know our boys.

We strive to be a caring community and to provide a challenging environment in which everyone feels valued and accepted and, consequently, can have the self-confidence, motivation and opportunity to fulfil their potential. Behaviour management systems in the school are good-natured but firm, with a strong emphasis on educating pupils in self -discipline and in adopting a positive and public-spirited approach. Relationships between students and staff are very positive, a feature of the school frequently commented on by visitors. The excellent relationships between teachers and students make Wilson's a very pleasant school to work in. The students are engaging, courteous, well-motivated and well behaved.



WILSON'S SCHOOL

"Pupils are impeccably behaved in lessons and around the school. They are polite to one another, to staff and to visitors." [Ofsted, 2020]

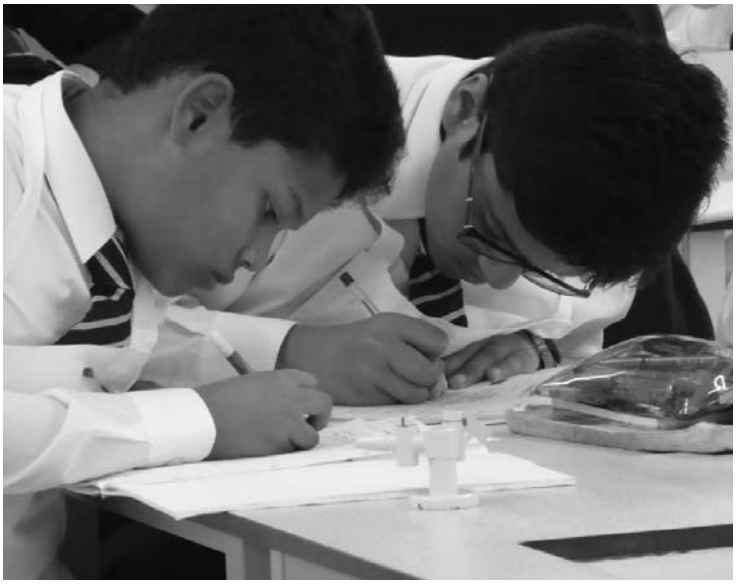
ALUMNET
Your inner circle



Development at Wilson's

Thanks to the generosity of a major benefactor and support from the Wilson's Charitable Trust we have been able to establish a Development Office at Wilson's with responsibility for fundraising and alumni relations. A considerable amount of philanthropic income has already been raised from individuals, grant making trusts and commercial partnerships. We now plan to increase engagement with our alumni community through more effective use of social media platforms. We also aim to enhance the operation of the school's alumni engagement platform – Wilson's Alumnet – for the benefit of the school and Old Wilsonians of all ages.





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The Opportunity

The Alumni Engagement Officer is a new post and will report to the Director of Development and will drive digital engagement with Wilson's alumni (OW's). In particular, the post holder will manage and develop the school's alumni engagement platform, Alumnet, with the active support of Alumnet interns who are young alumni of the school. The Wilson's Alumnet platform is used by a number of leading schools in the UK, including Repton, St. Edward's Oxford, The Perse and the Cardinal Vaughan Memorial School. Since a soft launch in July 2019, nearly 800 alumni of all ages have joined the platform.

Competitive, experience-based salary (pro-rata 2 days per week (15 hours)).

Contract: Full-time (consideration will be given to those candidates seeking to work more flexibly, particularly during the school holidays). This is a fixed term, one year post in the first instance.

Person Specification

The successful candidate will be a fluent, confident communicator who is demonstrably adept at operating and manipulating databases, spread sheets and social media platforms. Experience of operating alumni engagement platforms and Mailchimp although desirable is not necessarily essential.

The Alumni Engagement Officer will work quickly and accurately with the minimum of supervision. She/he will have a flair for creative ideas and an eye for the kind of initiatives that will gain significant interest and traction amongst Wilson's alumni.

The post holder will be a good 'juggler' and will be able to demonstrate a track record of achievement and meeting challenging deadlines.

It is envisaged that some of the AEO's role will be performed remotely with visits to the school and to Alumnet's offices.

She/he will also be widely acknowledged as a pleasure to work with and will actively espouse the principles of the school's motto, non sibi sed omnibus (not for one's self but for all).

Job Description

The Wilson's Alumnet platform possesses a great deal of useful engagement functionality which is currently being under-utilised:

- It allows alumni to volunteer to provide careers advice, industry insights and mentoring for a young alumnus or Sixth Former. So far, over 40% (300+) of those joining the platform have offered to help in this way.
- Wilson's Alumnet enables alumni to locate and interact with their peers.
- It facilitates the organisation of year group reunions.
- It brings alumni news of Wilson's.
- It allows OWs to post their own news, promote their businesses and network with each other through industry and interest-based searches.
- It enables OWs to access interviews, articles and podcasts that are already being posted on the platform.
- It enables alumni to promote and market opportunities (e.g. holiday cottages) through the platform's 'marketplace' facility. Wilson's will receive a ££ percentage of any marketplace transactions.
- Alumnet is also available as an App, for smartphone use.
- It provides Wilson's with rich insights into OW professions, interests and other data sets.

There are a number of enhancements that we plan to make to Wilson's Alumnet led by the Alumni Engagement Officer:

- Develop monthly e-news for alumni (most of whom have already consented via the platform to receiving such communications).
- Use the platform to facilitate a series of virtual career talks, industry networking events and workshops hosted by OWs.
- Develop a vibrant archive section on the platform and become a rich repository for all school and alumni content.
- Seek sponsorship for the platform from businesses owned by alumni, where Wilson's, as a result, will receive direct investment back into the school.
- Crucially, to make the platform 'fizz' with activity and news.
- To run 'teaser' posts on Facebook and LinkedIn to drive more sign-ups and traffic through Alumnet.
- To develop a 'nudge' facility, perhaps through Mailchimp, so that alumni are made aware of latest developments on the platform.





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How to apply

You should complete the application form and submit a covering letter, addressed to the Head, Mr N J Cole, which outlines how your experience and qualifications demonstrate your suitablility for the post.

Whilst the closing date is Friday 12 February, we may interview prior to this and therefore actively encourage early applications. Further details and an application form can be downloaded from our website. We are always delighted to talk about the school and so do please contact Hazel Ware, the Head's PA hw@wilsonsschool.sutton.sch.uk on 020 8773 2931 if you would like to do so.

Applications may be submitted by email to Mrs H Ware at hw@wilsonsschool.sutton.sch.uk or by post to Mrs H Ware, Head's PA, Wilson's School, Mollison Drive, Wallington, SM6 9JW (tel 0208 773 2931, ext 103). hool, Mollison Drive, Wallington, SM6 9JW (tel 0208 773 2931, ext 103).

REHABILITATION OF OFFENDERS ACT 1974 (Exceptions) Order 1975 (as amended)

Wilson's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As employment with Wilson's School allows access to children and young people this legislation entitles us to ask applicants for employment to disclose ALL cautions and convictions even if they are "spent" (unless they are protected as defined within the rules). Prior to employment we will obtain an Enhanced Disclosure from the Disclosure and Barring Service revealing details of all unprotected convictions and cautions, both unspent and spent, and also any intelligence information which a chief officer of police reasonably believes to be relevant to the application. Any offer of employment will be subject to clearance, satisfactory to Wilson's School, that you are suitable for employment within the category of the post applied for.

EQUALITY

Wilson's School wants to meet the aims and commitments set out in its equality duty plan when considering applicants for employment. This includes not discriminating under the Equality Act 2010 on the basis of a protected characteristic (sex, race, age, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity). Wilson's School also ensures it has due regard to the need to eliminate discrimination and other conduct that is prohibited by the act; advance equality and opportunity among people who share a prohibited characteristic and people who do not share it and to foster good relationships across all characteristics, between people who share a protected characteristic and people who do not share it.

"School leaders and governors take a keen interest in the well-being of their staff. All staff we spoke to were keen to tell us how well supported they feel. They are able to make suggestions for improvements and they feel that they are listened to and their ideas acted upon. Staff really value your work as head-teacher and the impact you have had on an already highly achieving school. Teachers are appreciative of the new marking scheme introduced two years ago and the impact it has had on reducing their workload. Teachers spoke often about the benefit of the additional reading week they receive in October half term. Teachers are able to improve their subject knowledge and then use this to enhance their teaching." [Ofsted 2020]

