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SOUTHWELL SCHOOL



SOUTHWELL SCHOOL

Recruitment of Associate Headmaster

Candidate Information Pack

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About Our School

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History

Southwell School (Southwell) is the product of one man's vision - Mr Cecil Ernst Ferris - who immigrated from Southwell, England to New Zealand. In settling in the Waikato region, Ferris discovered there was a need - and an opportunity - to provide boys with a "fuller" educational experience than that which was offered by traditional country schools at the time.

In late 1911, Ferris started the school with one boy, and overtime, grew the roll and expanded the campus. In 1971, MR H G Sergel was appointed Headmaster and consequently relocated the school to where it rests today, in the heart of Hamilton.

For a period, the school was privately owned by Sergel's family and in 1963, Southwell was gifted to become a not-for-profit Education Institution managed by a Trust Board, which remains in place today.

In 2000, Southwell became co-educational and the school roll is now 50:50 gender balance.

Southwell is founded in the Anglican faith and continues to provide Anglican-based religious education to all students. However, the school has long been accepting students from all religious backgrounds and the current school roll reflect this.

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Uniquness & Opportunity

- **Executive Strategic Partner:** Work side-by-side with the Headmaster and Senior Leadership Team to shape school strategy, influence long-term planning, and step in as Headmaster when required.
- **Steward of "The Southwell Way":** Serve as a central figure in upholding, modeling, and nurturing the school's unique culture, Anglican heritage, and supportive community values.
- **Pivotal Operational Leader:** Direct the heartbeat of daily school life, from managing key schedules and operations to leading flagship annual traditions, camps, and major events.
- **Talent Mentor:** Lead, recruit, and appraise key leadership positions, including Specialist Teachers, the Director of Sport, and the Dean of the Arts, driving professional growth and faculty excellence.
- **Holistic Educational Influence:** Shape a well-rounded student experience across academics, co-curriculars, sports, arts, and spiritual life within a premier independent day and boarding environment.
- **Community & Culture Anchor:** Build strong, trusted relationships with parents, staff, international students, and the wider Southwell community to foster an inclusive, high-trust environment.

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The Role

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Associate Headmaster

An exemplary, inspiring educational leader

The Associate Headmaster plays a critical leadership role across daily school operations, strategic direction, staff mentorship, and pastoral care. You will drive educational engagement, and uphold the "Southwell Way" and school culture across all areas of school life.

Strategic Leadership & Culture

- Drive strategic direction with the SLT and support the Board with the Strategic Plan.
- Lead, model, and sustain a positive school culture, upholding the Code of Conduct and "The Southwell Way."
- Participate actively in Chapel services, house meetings, assemblies, and school events.

Curriculum & Faculty Leadership

- Oversee and evaluate teaching/learning programs, focusing on learner engagement and curriculum development.
- Directly manage and appraise Specialist Teachers, the Director of Sport, and the Dean of the Arts.
- Teach classes or student groups as required.

School Operations & Event Management

- Manage daily short and long term operations, timetabling, relief, staff duties, and bus services.
- Lead operational communication across calendars, website updates, and internal/external stakeholders.
- Direct flagship events, including Annual Prize Giving, school camps, sports competitions, and school photos.
- Oversight of student behaviour and pastrol support.

cont.....



Associate Headmaster

An exemplary, inspiring educational leader

Staff Management & HR

- Guide and mentor staff, leading professional development and staff inductions.
- Assist with recruitment, job descriptions, contracts, and conflict/mediation processes.
- Oversee international student programs and gap tutor placements.

Health, Safety & Risk Management

- Chair the Health & Safety Committee and manage health and safety standards for staff and students.
- Oversee RAMS compliance, emergency/lockdown procedures, camp safety, and site security.

Community & Stakeholder Relations

- Build strong relationships with parents and the wider community.
- Manage parent communications, queries, and dispute/complaint resolution processes.

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Ideal Candidate Profile

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Critical Skills & Attributes

- **Proven Educational Leadership:** Senior leadership experience within a primary, middle, or secondary school setting.
- **Operational Excellence:** Strong organisational skills with a proven track record of managing complex schedules, events, and school operations.
- **People Leadership:** High emotional intelligence, expertise in staff appraisal, recruitment, professional learning, and dispute resolution.
- **Personal Attributes:** High standards of personal professionalism, integrity, confidentiality, and accountability.
- **Community Engagement:** A genuine passion for holistic education, co-curricular involvement, and active participation in school community life.



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How To Apply

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To Apply

We sincerely thank you for taking the time to review this document and consider the opportunity.

- To register your interest, please submit your covering letter and curriculum vitae, outlining your relevant experience to: hr@southwell.school.nz .
- Applications close: Tuesday, 17th November, 2026 @ 5pm.
- For further information about our school visit - southwell.school.nz.

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