



Tormead

SCHOOL



Candidate Brief

Development Officer

 (Full-time hybrid working opportunity)

SPRING 2024



Tormead is a 4 to 18 GSA girls' day school on an attractive site in Guildford. Building developments over the past ten years have transformed the School. The gracious original features of the building have been retained within the stunning new developments. Academic standards are consistently high, and the School has more girls applying than it has places for at 11+. A number arrive in Reception and stay through to Sixth Form; others arrive from a large range of state and independent schools at 11+.

Having participated in a dynamic careers programme, Sixth Formers progress to a wide range of courses at established universities, as well as take up prestigious apprenticeships. The School achieved 'excellent' in both parts of its last ISI inspection. Our commitment to IT innovation has led us to achieve the status of becoming an Apple Distinguished School.

Tormead values individuality, celebrates a diversity of achievement and encourages girls to follow their own dreams. Girls come to understand the importance of service and community amidst mutual support. Academic and extra-curricular pursuits offer challenge and breadth for everyone.

Underpinning this is a wholehearted commitment to the wellbeing of the girls. Highly responsive in the face of the constant, shifting challenges for young people, pastoral care at the School ensures the girls leave ready to achieve sustainable success in higher education and beyond.

Tormead Values:

- We treat everyone with respect and dignity
- We deliver academic excellence
- We enrich through a broad and varied curriculum
- We celebrate effort and achievement
- We bring out the best in our girls
- We prepare our girls for life beyond school

Leadership:

The Head leads the whole school with the support of a leadership team in the Senior School and one in the Prep School. The Executive Group consists of the Head, Bursar, Head of Prep School, Deputy Head (Academic), Deputy Head (Pastoral) and Deputy Head (External Relations). The Senior Management Team also includes the Assistant Head (Director of Studies), Assistant Head (Teaching & Learning) and Assistant Head (Co-Curricular). The Prep School Senior Leadership Team consists of the Head of Prep School, Deputy Head, Head of KS1 and Director of Studies.

School Structure:

The general pattern in the Prep School is one form in Reception to Year 2 and two forms in Years 3 to 6. In the Senior School, there are approximately 100 girls in each year. In Year 7, about 40 girls arrive from the Prep School and about 50 come from a wide variety of state and independent schools.



Curriculum:

The School offers an academic curriculum to meet the needs of its selective intake.

The Prep School encourages child-initiated and outdoor learning opportunities, introducing more formal teaching as the girls get older, with specialist teachers delivering specific subjects. A 1:1 iPad scheme operates for girls from Year 5 to Upper Sixth.

In the Senior School, most girls take 10 GCSEs and there is a wide range of well-respected A Level subjects on offer, with large numbers taking maths and science subjects. Sixth Formers can take EPQ or an internal validation of a research project. The Academic Enrichment Programme offers a structured co-curricular programme of enrichment activities that runs challenges for girls around specific termly themes. Academic Scholars have a further programme of enrichment based on individual research. The educational ethos is about exciting and inspiring individual curiosity in every girl, and the School aims to blend an innovative, creative use of modern technology with the highest standards of teaching.

Pastoral:

Tormead has a well-deserved reputation for excellent pastoral care. Relationships between staff and girls and between girls of different ages are warm and strong. The atmosphere is one of respectful informality, where thoughtful behaviour is based on the School values, rather than lengthy rules and punishments. The House system strengthens cross-age group relationships and involves several much-anticipated annual events such as the House Fashion and Dance competition.

There are many avenues of pastoral support for the girls with Form Tutors and Heads of Year, overseen by the Deputy Head (Pastoral), as well as two qualified school counsellors, two trained healthcare staff and three pupil wellbeing support staff.





Extra-Curricular:

An exciting and varied extra-curricular programme operates for everyone, from Creative Writing Club to Dissection Club. There is a strong range of individual and team sports. The girls achieve considerable success regionally and at national level. Tormead is regarded as the top school in the country for gymnastics.

The standard of performance music is high, with several orchestral and choral groups for all levels in both the Prep and the Senior Schools. Drama performances are much anticipated by both those involved and their audiences.

An important part of the girls' school experience is a regular offer of trips, both within the UK and overseas. Links with schools abroad, including one in a Kenyan refugee camp and a partnership with two Nepalese schools, are building a global perspective on citizenship for the girls. Sixth Formers can volunteer service locally, once a fortnight, in school time.



The Site:

The School has made excellent use of a compact urban site. Older buildings blend with stunning new-builds on the Senior School site that provide the girls with innovative spaces to learn, reflect, collaborate and relax. A performing arts building provides an additional space for drama lessons, performances and rehearsals, as well as music lessons, rehearsals and practice rooms. The School also benefits from state-of-the-art science laboratories (refurbished in 2022) and a Wellbeing Centre. The Prep School occupies a site across the road from the Senior School and KS1 facilities have had significant recent investment, including creating a delightful outdoor play space.

Our new Sixth Form Centre (opened in September 2022) includes a common room and café, lecture and teaching spaces and dedicated study, collaboration and social spaces, all designed to bridge the gap between secondary education and university.

The School makes use of sports fields and sports facilities off-site as well as its own sports hall, gymnasium and outdoor courts. In 2023, the School will be embarking on a very exciting new development in collaboration

with Guildford County School, to create a new sporting home for Tormead at the Urnfield sportsground which will provide facilities for hockey, cricket, football and athletics, as well as open the door for rugby to develop as a new sport option.

Partnerships:

Tormead offers local outreach provision in six local state schools.

This includes sessions in music and art, masterclasses in English, IT and maths and Sixth Form assistance in sport, art, English and dance.

Beyond the UK, girls raise funds for schools in Nepal and there have been a number of cultural exchanges. The School contributes to the UN Sustainable Development Goals around global girls' education. There is also a link with a refugee camp in north west Kenya, where a Tormead member of staff has visited to deliver teacher training.

The choir and orchestra perform regularly at local concerts and services, and members of the local community are invited to the School for concerts, plays and exhibitions.

Specification

We are looking to appoint a Development Officer to join the growing Development and Alumnae Department within the School. Supporting the Deputy Head (External Relations), the Development Officer will help to roll out and promote a new fundraising programme across the entire school community in support of bursary awards. They will identify prospective donors, lead on annual giving initiatives and record and steward donations that are received in the school database.

Management, promotion and growth of the new regular giving programme would also be required as well as providing the School's finance department with relevant information on ad hoc donations and gift aid acceptance. Maintenance of gift acceptance records would also be necessary.

Experience of the ToucanTech database or similar would be needed as well as a background in planning and organising events and marketing initiatives with the aim of strengthening the School's philanthropic endeavours and expanding its range of events for the wider school community and its stakeholders.

This is an exciting opportunity to develop a role within a vibrant and supportive team. Working closely with Admissions and Marketing and with the support of an additional part-time Development Officer, this role would suit a candidate with a strong work ethic and positive, can-do attitude. You will need the ability to build relationships with colleagues, parents and alumnae, and have outstanding organisational and administrative skills.

Principal Duties and Responsibilities:

Fundraising

- Major donor identification and engagement as well as solicitation with the support of the Head, Deputy Head (External Relations) and other relevant staff and volunteers.
- Prospect research and rating with the creation of solicitation strategies for each prospect.
- Financial and statistical reporting for any given campaign and managing the tracking of all campaign activity on the database.
- Donor stewardship, including management recognition opportunities, maintaining relationships with donors and updating them on campaign and project progress.

Development Office

- Oversight of fundraising receptions and events as appropriate, including acknowledgement programmes for major donors.



- Financial reporting as required.
- Management of the Development Office database of school alumnae, current pupils, current and former parents, former staff and other school stakeholders.
- Preparation and distribution of fundraising cases for support and oversight of alumnae relations communications.
- Liaising and working collaboratively with the External Relations team to ensure that all Development Office activity accords with the School's brand and communication guidelines.
- Undertaking any reasonable duties as requested by the Deputy Head (External Relations), which may be required to meet the needs of the Development Office and the School.
- Raise awareness of the Development Office's aims and objectives within every part of the school community to ensure the broadest possible buy-in of all staff.
- Maintain accurate gift management systems and protocols.
- Maintain a positive relationship with alumnae, key stakeholders, prospects, staff and parents.
- To create engaging content for the alumnae pages on ConnecTormead as well as compelling social media content and to maintain and develop the digital archives.
- Create and deliver an engaging programme of events.
- Review and update policies and procedures as the Development Office grows and expands.



Performance Indicators:

- Donations pledged and fulfilled, conversion rates and participation rates against agreed targets.
- Consistent and quantifiable enhancement of the database, both in terms of the data held and of the demonstrable progress along a journey of engagement and giving by those on it.
- Effectiveness of communication and correspondence with various sections of the school community, measured by contact/response rate.
- Measured success of events involving alumnae and other sections of the school community.

Project – 120 Year Anniversary Celebration – Specific Targets:

- Help deliver an engaging programme of donor cultivation and stewardship, in readiness for the 120 Year Anniversary celebrations (2025).
- Secure at least one major donor ahead of 2024.
- Support the Deputy Head (External Relations) in setting up our first Giving Day 2024.
- Maintain the development database, including the identification of new donors and prospects.

The successful candidate will have the following key skills and attributes:

- Strong communication skills and the ability to build relationships with colleagues, parents, alumnae and the wider community.
- A creative and enthusiastic approach.
- Be a positive and collaborative team player.
- The ability to work under pressure.
- Outstanding organisational and administrative skills.
- Experience of planning and organising events.
- Experience of working with ToucanTech or similar database management systems.
- Excellent IT skills, especially Microsoft Office systems, including the ability to mail merge and high-level Excel knowledge.
- Confidence and willingness to maintain and develop a database of patrons.
- Keen eye for detail and accuracy.



Safeguarding:

To promote and safeguard the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times.

If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, any concerns must be reported to the school's Designated Safeguarding Lead (DSL) in accordance with Tormead's policies and procedures.



This is a fantastic opportunity to join Tormead and have a significant impact on the school's future, growth and success as it continues to evolve



Remuneration:

Full-time position. Competitive salary, 30K plus bonuses.

Applications:

Please send applications (by email only) to Mrs Holly Wells at recruitment@tormeadschool.org.uk.

How to apply:

Emails should be sent with the subject header 'Development Officer'. Applications should comprise the below documents, all of which can be downloaded from the school website www.tormeadschool.org.uk/vacancies.

- A letter of application addressed to the Head, Mr David Boyd, highlighting your interest and experience for the role, in support of your application (maximum 2 sides of A4).
- The completed Application Form.
- The completed Equal Opportunities Monitoring Form.

All applications will be acknowledged.



Tormead School is committed to the safeguarding and welfare of its pupils and all staff must share this commitment. Applicants must be willing to undergo an enhanced DBS check and other Child Protection screening including checks with past employers. The post holder must adhere to the School's Child Protection Policy at all times including attending mandatory training every three years.