Cothill Policy Documents

ISSR 34 Leadership & Management

Date: September 2026
Next review: September 2027

Introduction
Cothill is an independent, fee-paying boarding school for pupils aged 7 to 13 years. It is part of the Radley Schools Group (RSG)

Group CEO (Prep schools)		
	Andrew Ashton	01865 966037
Chair of College Council		
	David Smellie	david.smellie@farrer.co.uk
Designated Safeguarding Trustee		
	Carole Sweetnam	carole@sweetnams.co.uk
Prep Schools Committee Safeguarding Representative		
	Jason Stanley	Ask Group Office for contact details

Local Advisory Group (LAG)
Peta Darnley (Chair), Daisy Dier James, James Greaves, Tamara Devonshire-Griffin and John Sparks

Head	George May	
Senior Leadership Team	Adam Pearson	Deputy Head *(Pastoral), DSL*
	Jack Phillips	Deputy Head (Academic)
	Chrissie Lane Fox	SENCo
	Emi-Lou May	Pastoral Operations
	David Hannah	Head of Operations

The Head communicates with members of the Senior Leadership Team each morning, as necessary, and weekly meetings for SLT are timetabled each Tuesday and Friday. Brief Staff meetings are held Tuesdays and Fridays at 11am, while extended Staff meetings are convened two or three times each term.

The Staff Handbook and other policies provide contact details for senior Staff and RSG governance.

Aims, directed by the SMT and overseen and approved by Council of Radley College

1

- To demonstrate an ambitious vision for the school with high expectations for what every pupil and teacher can achieve and set high standards for quality and performance.

- To display a demonstrable capacity to bring about further improvement.

- To evaluate the school's strengths and weaknesses and use the findings to generate improvements.

- To provide school premises and accommodation which meet the requirements of the Independent Schools Standards and relevant national minimum standards and ensure that good use is made of them.

- To work efficiently through having a systematic approach to meeting statutory duties and approving and monitoring priorities, ensuring they are focused on improving teaching and learning.

- To provide the ethos and conditions for all pupils to achieve their full potential, learn and make progress.

2

- To ensure effective safeguarding procedures are in place and actively promote the welfare of all pupils.

- To create a secure, safe and happy school for all pupils, based upon an ordered, disciplined and friendly environment. To ensure that pupils 'have a voice' via their form tutors, houseparents, teachers & the Witan council.

- To manage safeguarding arrangements to ensure that there is safe recruitment and all pupils are protected.

- To promote a healthy lifestyle through the provision of a nutritious and healthy diet.

- To ensure that all pupils receive prompt, evidence-based care from appropriately-qualified practitioners when sick or injured.

- To maintain the single central register and appropriate arrangements for safeguarding and the safe recruitment of Staff.

- To ensure that all the required policies, routines and procedures are in place and are implemented effectively so that the independent schools standards are met, pupils are safe, parents and carers have the information they require and the school operates as an efficient and orderly community.

- To oversee how well safe-practices and a culture of safety are promoted through the curriculum.

3

- To improve the school's capacity for sustaining improvement by promoting high quality teaching and high professional standards among all Staff.

- To improve teaching and learning through professional development.

- To ensure that the curriculum is suitable for the needs, aptitudes and interests of the pupils, is well planned and delivered by Staff with the appropriate knowledge and skills to do so, and promote pupils' progress and personal development.

- To provide all pupils with regular opportunities for sport and exercise across a variety of disciplines and enable them to develop technically, physically, socially, and psychologically.

- To maintain the rigour with which absences of staff and pupils are followed up.

- To focus on how effectively we enable pupils to overcome specific barriers to learning and promote improvements for all pupils.

- To use effective procedures for identifying and supporting pupils with special educational needs so that they can maximise their potential and are enabled, wherever possible, to overcome their barriers to learning.

- To use effective strategies for improving teaching and care of pupils, including, where relevant, the teaching of reading and improving behaviour, through:
    - using appropriate procedures for tackling underperformance;
    - monitoring the quality of teaching and learning, and acting on its findings;
    - providing effective professional development for Staff;
    - effectively leading curriculum development.

- To use effective strategies and procedures for promoting pupils' spiritual, moral, social and cultural development.

- To engage with parents and carers in supporting pupils' achievement, behaviour
- and personal development and their spiritual, moral, social and cultural development.

- To promote the confidence and engagement of parents and carers in their children's learning and development of good behaviour, and providing them with all the relevant information they require.

- To ensure that parents and carers are provided with regular reports on the progress of all pupils and that there are opportunities for parents and carers to meet at least once each term with teaching Staff.

- To help ensure that parental expectations are met with regard to entry into public schools and ensure pupils are provided with all the help and support they require to achieve the necessary results in pre-tests and examinations.