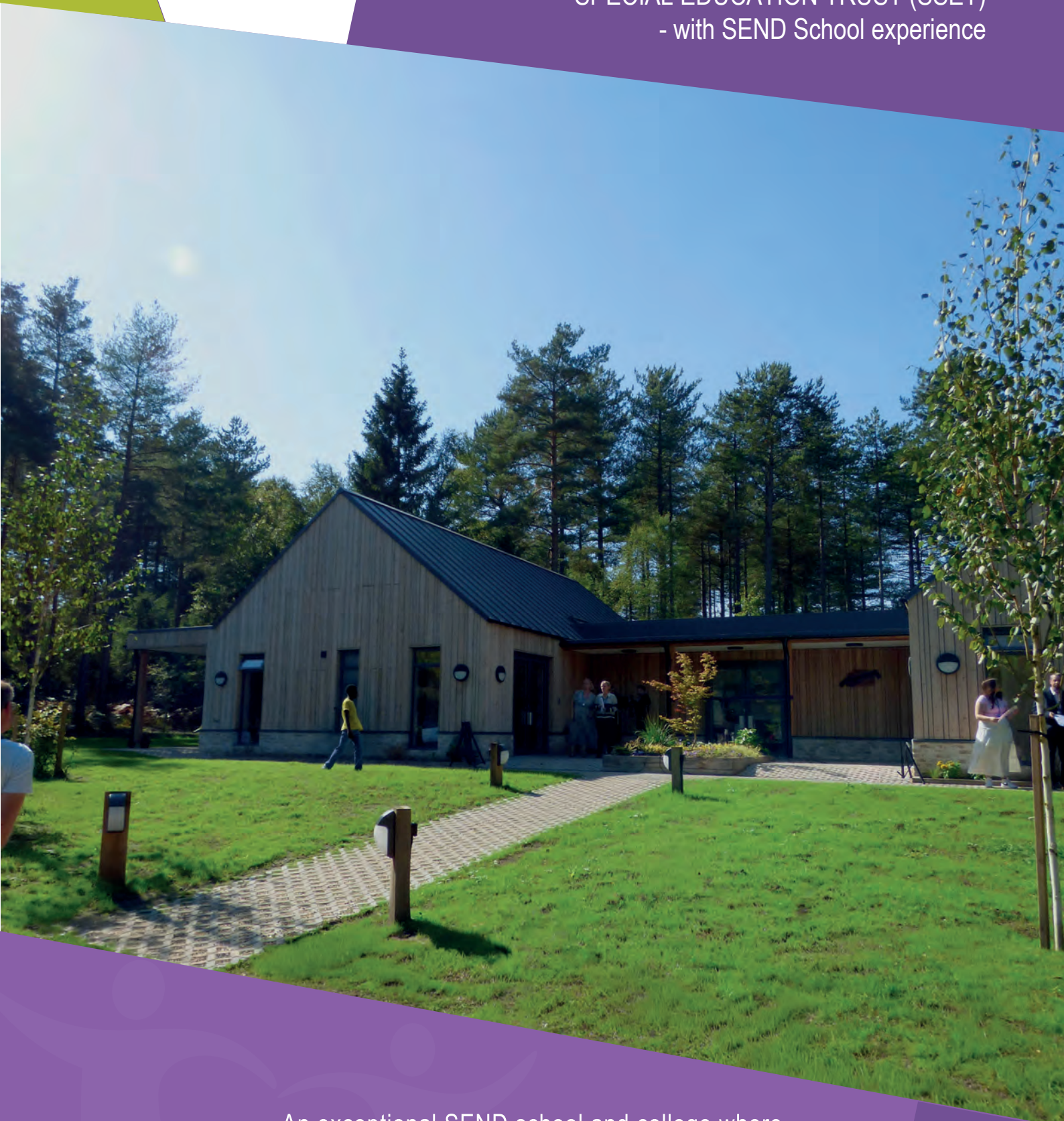




RECRUITMENT PACK

TRUSTEE OF THE SHEILING
SPECIAL EDUCATION TRUST (SSET)
- with SEND School experience



An exceptional SEND school and college where
individuals are cared for and valued.

ABOUT THE SHEILING RINGWOOD

Our mission is to create an educational, therapeutic community and environment, which upholds each person's human integrity and spiritual wholeness and where every child and young person, both because of and despite their individual challenges, has something to give and something to learn through all of their relationships with others.

Students are encouraged and supported to become resourceful and caring individuals, to explore the world of feelings, behaviour and values. We focus on building confidence and skills in different environments and social groups, whilst also developing functional independence in preparation for adult life.

Our school and college offer an individualised and flexible approach to placements: 38-week, day, extended day, weekly and termly boarding. On our 45-acre woodland site we provide a living, working and learning environment that is comfortable, beautiful and natural, befitting of a home away from home with extensive SEND facilities.

“
The inspection team were impressed by the strong culture of teamwork that exists and that parents and carers are overwhelmingly positive about the school's work.
”

OFSTED SCHOOL EDUCATION 2024



ETHOS AND CORE VALUES

The Sheiling Ringwood is a Camphill Community. It is committed to maintaining a therapeutic community environment that is based on the social and educational principles of Rudolf Steiner. Essential to these principles is the recognition that behind every disability, each person's human integrity and spiritual wholeness is inviolable.

This means that every student, both because of and despite their disabilities, has something to give and something to learn in all of their relationships with other children/young people, with staff, teachers, carers, friends and family. The Sheiling Ringwood strives to maximise the diverse social and educational opportunities of community living, within a safe and secure environment, as a stepping-stone for each student's fulfilment of their potential.

“ Our child is at the heart of every little thing the staff do. We feel blessed to have found this place; it is like my child has a second family.. ”

OFSTED RESIDENTIAL INSPECTION 2024



We believe that mutual recognition and acceptance, within a distinct community setting, enables both the individual independence and social connectedness that form the basis of growth and change. We believe that recognising each child's/young adult's human and spiritual integrity means to educate and care for the whole person, intellectually, morally and physically. The Sheiling's School and College seek to broaden each student's horizons along with their confidence and ability to access the wider community beyond.

THE IMPORTANCE OF OUR STAFF

The success of The Sheiling Ringwood is based on the strength of positive relationships between our students and also between our students and staff. We are thrilled that the impact of these relationships is recognised and lauded by Ofsted and CQC.

Our staff provide the flexible and individualised support that each student deserves. Our teams are well trained, supported, valued and recognised as pivotal to the happiness of our young people and the successful outcomes achieved by them in the key areas of education and life-skills.



“ Parents and professionals are overwhelmingly positive about the impact that staff have had on their child’s progress, emotional well-being and physical growth. ”

OFSTED SCHOOL EDUCATION 2024

STAFF BENEFITS



Fantastic working environment with beautiful outdoor space



Onsite free parking

Bike 2 Work Scheme



Enhanced DBS Check paid for



Regular support and Supervision from Line Managers throughout the year



Employers pension contribution at a minimum of 8%

Annual salary review

Employee assistance programme

Minimum of circa 10 days' paid inset/ training per year



Access to funded RQF qualifications through dedicated career pathways

Induction for all new starters on commencement, followed by targeted 5 day Foundation programme



A minimum of 31 days paid holiday per year (FTE)

For more information please visit thesheilingringwood.co.uk/benefit

JOB DESCRIPTION

Job Title	Trustee of the Sheiling Special Education Trust (SSET) - with SEND School experience
Responsible to	Chair of the SSET Board of Trustees
Salary	Voluntary role - reasonable expenses will be paid

ROLE SUMMARY

Trustees of the Sheiling Special Education Trust (SSET) play a vital leadership role in ensuring the success and integrity of the organisation which comprises The Sheiling Ringwood (TSR), a day and residential school and college for young people aged from 5 to 25 years with special educational needs and disabilities (SEND).

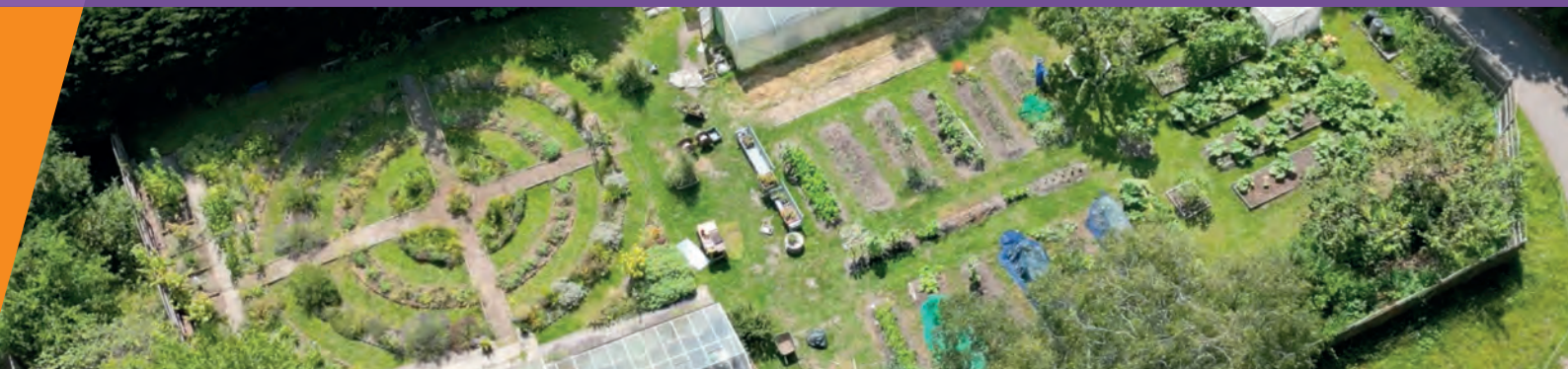
TSR is an independent organisation and registered charity and its governance is undertaken by a Board of Trustees.

The Board members are described as Trustees, (not Governors, as is the case in the maintained sector), although the role is similar in many ways.

SUMMARY OF DUTIES AND RESPONSIBILITIES

“ I found the recruitment process incredibly easy. HR are a dream with all the help and encouragement I could have wished for and more. Such a good organisation, everyone so friendly and helpful.

NEW MEMBER OF STAFF 2024



Role Summary (cont):

Safeguarding

Safeguarding is key to everything we do at TSR and everyone, including our Trustees, has a duty of care towards our young people. Trustees are expected to assure themselves that the school and college offer a broad and appropriate curriculum that meets statutory requirements.

Governance and Oversight

Trustees provide strategic leadership and maintain effective oversight of the organisation's operations, ensuring the highest standards of education and care. They are responsible for ensuring compliance with:

- The SSET's Memorandum and Articles of Association (M&As)
- Charity and Company law
- Relevant regulatory frameworks, including The Education (Independent School Standards) Regulations 2014, Ofsted (Education and Social Care frameworks) and CQC requirements

Strategic Leadership

Trustees are legally and ethically responsible for setting the strategic direction of the SSET, delegating day-to-day management to the Principal and Senior Management Team (SMT).

Key aspects include:

- Setting and reviewing strategic aims and performance indicators
- Raising standards by establishing high expectations for education and residential houses
- Promoting effective teaching and learning
- Overseeing the quality of residential provision (in line with RSS NMS)

Collaborative Leadership

- Work closely and collaboratively with the Principal and SMT to achieve outstanding outcomes across the organisation

Financial Stewardship & Asset Management

Trustees ensure that all funding - whether from local authorities or private sources - is properly managed, applied and monitored in accordance with the SSET's charitable objectives.

They are collectively responsible for:

- Maintaining financial sustainability
- Ensuring sound investment and management of assets
- Safeguarding all property and resources under SSET's control

TRUSTEE PROFILE & EXPECTATIONS

Strategic Contribution

Play an active part in shaping strategy, setting goals, reviewing performance and providing appropriate challenge and support.

Committee Membership

Each Trustee is expected to contribute actively to at least one committee or workgroup that advances the objectives of the SSET. Committees provide detailed oversight, allowing the Board to make informed, collective decisions that serve the best interests of the organisation and its students.

Executive Oversight

Support and oversee the Principal's performance through formal mechanisms such as the Performance Management Review Group.

Local Engagement

Know the school and college well through visits, events and reports in order to maintain an informed perspective.

“

Great outcomes for students and the hard work of our staff is clear to see, it is very encouraging to have Ofsted confirmation that the college is doing so well. I am grateful to the staff teams who are dedicated in their work, providing the platform and opportunities for our students to reach these wonderful outcomes.

”

HEAD OF COLLEGE 2024



Collective Responsibility

Trustees operate as a collective Board, making decisions in the best interests of the charity and its beneficiaries and in alignment with its M&As. With the TSR ethos at the heart of their work, they model teamwork, integrity and accountability in all governance activities and discussions.

Promote Reputation, Ethos and Values

Uphold and positively promote the name, mission, ethos and values of the SSET at all times.

Leverage Personal Expertise

Use individual skills and knowledge to support Board decisions by:

- Leading or enriching discussions
- Monitoring relevant developments
- Advising on specialist areas
- Critically evaluating reports and raising informed questions

TRUSTEE CODE OF CONDUCT

We also ask all Trustees to be aware of the importance of the Nolan Principles. These Seven Principles of Public Life were defined by the [Committee for Standards in Public Life](#).

They are:

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Trustees should demonstrate these principles through conduct, decision-making and by example.

In addition, as a community, we also strive to embody:

Humility - keep your feet on the ground

Silence - listen more than you talk

Worship - an attitude of gratitude

Community - choose community

Stewardship - leave it better than you found it

Service - serve your heart out

INDUCTION & SUPPORT

New Trustees will receive a structured induction and ongoing training to understand the specific responsibilities of the role and stay informed of relevant safeguarding, legal, educational and regulatory changes.

WHAT YOU WILL GAIN

An opportunity to make a real difference to the lives of children and young adults with SEND

Professional development in governance and strategic leadership

The chance to apply your expertise in a meaningful context

Collaboration with a committed team of professionals and fellow Trustees



PERSON SPECIFICATION



“ A welcoming and inclusive process from application to appointment in role, with excellent training and support throughout. A wonderful place to work, so rewarding with excellent team support and a feeling of family and inclusion. ”

NEW MEMBER OF STAFF 2024

Essential experience and understanding

Commitment to the mission, ethos and values of SSET

Willingness and ability to commit appropriate time to the role

Experience working in, or with, different sizes/ types of organisations (business, charity or education)

Ability to work effectively as part of a strategic team

Knowledge and experience of equality, diversity and inclusion

Essential attributes and abilities

Strategic thinking and vision

Professional integrity and discretion

Sound, independent judgement

Reliability and a professional approach

Ability to think creatively and constructively

Willingness to speak your mind and challenge supportively

Understanding of legal responsibilities of Trusteeship

Desirable attributes and abilities

Experience in senior financial management

Expertise in education, residential care or enterprise strategy

Familiarity with legislation and policies relevant to SEND or workforce development

Experience in small local charities or businesses

Understanding of, or openness towards, the Camphill movement/Steiner education



HOW TO APPLY

Prospective Trustees will be asked to complete a Trustee application form and submit a supporting statement to illustrate how they meet the criteria detailed within the Role Profile and Person Specification.

Shortlisted, prospective Trustees will be invited to meet informally with the Principal and have a tour of the campus.

Following this, if all parties are in agreement, the Chair will also meet with the prospective Trustee.

After this, if both parties still feel that it would be of benefit for the prospective Trustee to seek to join the Board, the prospective Trustee will be asked to provide an introductory bio/profile for the initial part of the next appropriate Board meeting to introduce themselves to the other Trustees and answer any questions they may pose.

In private, the Trustees will subsequently vote on whether the individual should be invited to join the Board.

The HR Team will instigate all aspects of the Safer Recruitment Process.

If the application is endorsed by the Board and all safer recruitment checks are achieved, the Trustee will be invited to join the Board.

As per all trustee appointments at The Sheiling Ringwood, references, an online search, a Companies House directorship search, a Section 128 check, an ID check, an enhanced DBS and an Overseas Criminal Record check (if applicable) will be undertaken by the HR dept.

Applications and any queries can be directed to:

Sharon MacLennan

Clerk to the SSET Board of Trustees

sharon.maclennan@thesheilingringwood.co.uk

“ Working at The Sheiling Ringwood (TSR) has been an incredible experience. The recruitment process was transparent, welcoming and efficient, and now, being part of this team is inspiring. TSR’s culture of promoting collaboration and personal growth makes each day rewarding. I am learning and growing continuously, contributing to an enriching professional experience. ”

MEMBER OF STAFF 2024



SAFER RECRUITMENT

The Sheiling Ringwood (TSR) is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment.

We reserve the right to vary or amend the duties and responsibilities of the post and the post-holder at any time according to the needs of its Charitable business.

TSR is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced DBS and Barred List Check will be required. Staff are also prohibited from promoting extremist/radical religious or one-sided political views whilst working at TSR and/or whilst participating in activities associated with their employment.

Your Right to Work will need to be established as part of the appointment process. We will also carry out an online search for all shortlisted candidates, in line with the latest Keeping Children Safe in Education (KCSIE) guidelines.

For more information please visit thesheilingringwood.co.uk/recruitment

“

Their safety and safeguarding practice are managed like a golden thread that runs through all aspects of the children's care.

”

OFSTED RESIDENTIAL INSPECTION 2024





The Sheiling Ringwood School & College

Horton Road, Ashley, Ringwood BH24 2EB
tel: 01425 477488

HR: hr@thesheilingringwood.co.uk

Recruitment: applications@thesheilingringwood.co.uk

BH24 2EB will take you to the centre of the postcode. Following just the postcode will not bring you to us, but to another site within the same postcode. Please use the Horton Road turning from the Ashley Heath roundabout to accurately find us.

Alternatively, use our what3words grid reference:
[w3w.co/declines.dusters.tractor](https://www.what3words.com/declines.dusters.tractor)



thesheilingringwood.co.uk