Appointment of Head of School
Welcome to Fay School and thank you for considering the opportunity to become our next Head of School.

Our position profile is intended as an initial introduction to our school. We could never hope to fully capture the joy of a Fay education, the breadth of our program or the dedication and energy of our community in these pages. We invite you to watch this short video and visit our website to experience more of what Fay School has to offer.

Founded in 1866, Fay School was the first junior boarding school in the United States. Our program for kindergarten through grade nine provides an extraordinary educational experience for a diverse population of students drawn from across the United States and from more than 20 countries worldwide. We blend tradition with 21st century innovation, underpinned by a deep commitment to the educational philosophy that has remained consistent throughout our history: to provide the ‘foundation for a meaningful life’.

Fay has many strengths. As we continue to evolve to meet the needs of the next generations of students, we honor the guiding principle established by our founder, Eliza Burnett Fay “to lay our foundation for education in its broadest sense.” Our talented faculty and staff inspire a life-long love of learning, empowering our students to discover their individual talents, realize their full potential, and develop the skills to make a positive difference in an unpredictable, rapidly changing world.

Our beautiful campus provides a joyful and engaging learning environment, and our inclusive global community is united by shared values.

We have benefited from 15 years of outstanding leadership from Head of School Robert J. Gustavson, Jr. who has served our school with distinction and dedication. Under Rob’s leadership, Fay School has grown in enrollment, expanded and improved its facilities, and increased the breadth and the quality of the academic program, among many other successes.

Our school is thriving, and we look to our future with confidence and ambition. As we embrace our history and uphold the traditions established by our founder, we recognize that the best way to fulfil our mission in the 21st century is to continue to evolve in a thoughtful and deliberate way. The next chapter for Fay School is full of exciting opportunities.

Our next Head of School will join an inclusive community committed to excellence and to nurturing individual strengths, dreams, and identity. This is a once-in-a-career opportunity to shape the future of an extraordinary school and ultimately position Fay School as a vibrant community at the forefront of junior boarding education.

We hope that you will join us.
FAY SCHOOL FAST FACTS

Enrollment
• 475 boys and girls
• 150 boarding students (grades 7-9) from more than 20 countries and across the US
• 325 day students from over 50 surrounding towns

Divisions
Fay School is structured into the following divisions:
• Primary School – Kindergarten to Grade 2
• Lower School – Grades 3 to 6
• Upper School – Grades 7 to 9

Secondary School Placement
• 3 secondary school counselors
• 100+ secondary schools send admission representatives to Fay School each year

Athletics
• 20 interscholastic sports with 57 different teams
• 10 intramural options for grades 5 to 9

Auxiliary Programs
• The Early Learning Center – an early childhood program for children age 2 years, 9 months through age 5
• FaySummer for campers in pre-school through grade 9

Campus
• Located 25 miles west of Boston in Southborough, Massachusetts
• 9 dorms in 7 dormitory buildings
• 7,000 square-foot Center for Creativity and Design
• 2 libraries with over 18,000 books
• 4 art studios, 350-seat theater, dance studio, music rehearsal studios, and recording studio
• 30-acre main campus and 36-acre athletic campus
• 10 fields, 8 tennis courts, 4 basketball courts, 2 outdoor heated pools, and outdoor high and low ropes courses
• 2 fitness centers, indoor turf facility, and indoor rock-climbing wall
Our Mission, Philosophy and Core Values

Mission
Fay School nurtures each child’s potential through a broad, balanced, and challenging program that establishes the foundation for a meaningful life.

Core Values
Our five Core Values are:
• Academic Excellence
• Earnest Effort
• Honorable Conduct
• Dedicated Service
• Wellness of Body, Mind and Spirit

Philosophy
Our central purpose has remained constant since our founding in 1866. Fay School nurtures each child’s potential through a broad, balanced, and challenging program that establishes the foundation for a meaningful life. The full Fay School philosophy can be viewed here.

We teach our students essential, enduring skills: to read well, to write and speak clearly and coherently, to reason soundly, to question thoughtfully, and to study effectively. These skills support their ability to lead, to collaborate, to create, and to solve problems.

Honesty, respect, responsibility, empathy, and kindness inform our conduct. The development of manners, civility, and integrity are hallmarks of our school. At every grade level, we emphasize an obligation to help ensure the well-being of others.

We are united by a love of learning and our campus is a place of joy and growth. As a home for boarding students from many cultures and backgrounds, Fay School is an inclusive community that recognizes, respects, and celebrates the full range of human diversity.
What Makes Fay School Special?

Our mission states that a Fay education establishes ‘the foundation for a meaningful life’. This is our purpose and is central to who we are as a school.

The Visiting Team for the Association of Independent Schools in New England (AISNE) re-accreditation in 2021 commended our school for the congruence between our stated mission and philosophy and our operations and culture. Some of the elements which make Fay School special are:

**Tradition and Innovation**
A Fay School education celebrates tradition and embraces innovation. We enjoy a rich heritage of traditions that bind us together as a community. Some traditions – such as our family-style meals in our dining room, where students and faculty share a meal, enjoy conversation, and take turns serving each other – reinforce our commitment to civility and respect. Other traditions celebrate teamwork and fun.

**Earnest Effort**
Earnest Effort is one of our five core values and an important cornerstone of our identity. Our motto is Poteris Modo Velis, “You can if you will” and we instill in our students the belief that effort is the key factor in success, as shown by effort grades being awarded in conjunction with academic grades.

**Excellence as a Habit**
At Fay School, we believe that excellence is a habit, and we define excellence in its broadest sense.

Fay School students are high achievers, regularly securing places at the leading secondary schools in the United States and progressing to outstanding colleges and rewarding careers, but most importantly, Fay School students learn that excellence is the process, not the product. Excellence is what happens in the day-to-day interactions with students and faculty, in a community where learning is both effortful and joyful.
What Makes Fay School Special?

Global Community
Our global community distinguishes us from our peer schools. Fay School is a place of global learning in action. Upper School students have the unique opportunity to make meaningful friendships with peers from around the world. Through our cross-grade partnerships, our Primary and Lower School students also benefit from our international students’ experiences and perspectives. Our comprehensive world languages program and the importance we place on cross cultural experiences are important expressions of our commitment to true global learning.

Signature Programs
A Fay School education establishes a life-long love of learning. We believe that learning is serious fun and two of our signature programs, Creativity and Design and Vox Inventum, are distinctive elements of the Fay School experience.

Creativity and Design
Our Creativity and Design program was launched in 2013 to give our students leading edge learning opportunities. Our curriculum challenges students to work with design thinking and to develop an empathy-based, solution-oriented approach to solving problems. These skills complement the enduring skills that are part of Fay School’s traditional curriculum.

Last year we opened our state-of-the-art Center for Creativity and Design (CC&D), a 7,000 square foot facility at the heart of our campus. The CC&D provides modular, user-friendly spaces that are outfitted specifically for creative problem-solving, and students and faculty have access to sophisticated tools for making creative ideas and designs a reality, including CNC routers, laser cutters, and 3D printers.

Vox Inventum
Vox Inventum (Find Your Voice) is a school-wide program inspired by our faculty to develop public speaking and presentation skills, self-advocacy and, organizational skills. True to our values, the program emphasizes effort, civility, and kindness.

Vox Inventum is woven into the everyday life at Fay School. From our public speaking program, which begins in third grade, to our system of effort grades and our homevisory/advisory program, our students learn valuable skills that enable them to flourish beyond Fay School.
2025 Strategic Plan

Our 2025 Strategic Plan was approved by the Board of Trustees in May 2022. It can be accessed here.

The plan identifies five areas of focus as Fay School continues to grow and evolve to meet the needs of our students: School Community, Campus Planning, Environmental Sustainability, Alumni Engagement, and Financial Sustainability.

It is designed to ensure that Fay School will continue to realize our single most important goal: to provide students with the foundation for a meaningful life. While the Plan is a road map for our ongoing improvement, it continues to honor the guiding principle established by founder Eliza Burnett Fay in 1866 – “to lay a foundation for education in its broadest sense.”

Meaningful work is well underway in each of the five areas of focus. The new Head of School will join prior to the completion of our current plan’s timeframe. This will allow our new leader to spend the first year understanding our school and building relationships across the community. There will be time to work collaboratively with the Board, faculty, staff, students, families, and alumni to map out an ambitious new strategic plan. This inclusive process will build intentionally on our many existing strengths and set our aspirations for the future.
Trustees, Administration, Faculty and Staff

Trustees

Fay School benefits from the support of a highly engaged and supportive Board of Trustees. Our Trustees bring a diverse range of professional experience, skills and lived experiences, and are united by a shared commitment to the continued success of our school.

The current President of the Board of Trustees is James P. Shay ’78, P ’15, ’17. His term will end in June 2023, and he will be succeeded by Ann Laquerre P ’16. This is a well-planned transition and is designed to dovetail with the transition to a new Head of School. James and Ann will act as co-chairs of the Head of School Search Committee.

Administration

Our Head of School will lead and work closely with a talented and high performing leadership team. The Head’s Administrative Team is comprised of:

- Associate Head of School
- Assistant Head of School for Finance and Operations
- Assistant Head of School for the Educational Program
- Director of Equity and Inclusion
- Head of Primary School/Director of the Early Learning Center
- Head of Lower School
- Head of Upper School
- Director of Advancement
- Director of Marketing and Communications
- Director of Innovation

Faculty and Staff

Fay School’s culture of excellence and our commitment to exceptional professional development makes our school a destination for outstanding teachers and administrators.

Our student/teacher ratio is 6:1 and approximately 40 faculty and staff live on campus. Our faculty culture is professional, supportive, and empowering and we are united in our collective aim to be the best we can. Eighty percent of our faculty hold advanced degrees.
Role Description

Fay School looks forward to welcoming a visionary, inclusive leader who is dedicated to our mission, embodies our values, and is committed to sustaining a culture of excellence.

The successful candidate will be a thoughtful and inspiring educator who will work with the broad Fay School community to further develop our strategic direction, balancing a commitment to our traditions with a forward-thinking approach to guiding Fay School into a new era of excellence in junior boarding education.

This is a complex, multi-faceted and deeply rewarding role. The key responsibilities and expectations are:

**Strategy and Vision**

- To invest in listening, learning and understanding our diverse Fay School community, our culture, traditions and values.
- To reflect deeply on the richness of our mission, provide the ‘foundation for a meaningful life’ and articulate a clear vision for Fay School as a globally recognized leader in junior boarding education.
- To translate this vision into an inspirational strategy, engaging our Board, Administrative Team, faculty, staff, students, parents, and alumni in an inclusive process to develop our new strategic plan from 2025.

**Community and Culture**

- To be a visible, accessible, and approachable leader who fosters a collegial, diverse, and inclusive campus community.
- To play a full and active role in the life of our boarding community, recognizing that our residential life program is integral to our culture and identity.
- To engage enthusiastically with students, faculty, staff, parents, and alumni, finding joy and fulfillment in every opportunity for connection.
- To celebrate the diversity of our global community and advance our commitment to diversity, equity and inclusion.
- To model our Core Values of Academic Excellence, Earnest Effort, Honorable Conduct, Dedicated Service, and Wellness of Mind, Body, and Spirit.
Role Description

Philanthropy

• To play the lead role in developing a strong, sustainable culture of philanthropy through compelling communication of our vision and aspirations.

• To ensure the effective cultivation and stewardship of key alumni and donors by building and actively investing in these highly important relationships.

Educational Leadership

• To have a clear vision for excellence in elementary and middle school education, leading our faculty in the thoughtful evolution of our educational and residential life program.

• To maintain and further enhance our emphasis on a ‘broad, balanced and challenging program’ focused on the development of the whole child.

Organizational Leadership

• To develop a strong partnership with the Board of Trustees, valuing support and challenge in a relationship based on mutual trust.

• To provide clear, inspiring leadership to a high-performing Head’s Administrative Team, empowering each individual to uphold our commitment to excellence in their respective areas.

• To partner effectively with the Board of Trustees and the Assistant Head of School for Finance and Operation to ensure effective financial management and stewardship of our assets.

• To act as a magnet for talent, further enhancing our reputation as an exceptional school and destination for the most able and dedicated faculty and staff.

• To recognize and encourage leadership potential, opportunities for growth, and a positive spirit of mentorship among faculty and staff.
Person Profile

Our next Head of School will be an outstanding educator, exceptional leader, and inspiring community builder willing to fully immerse in the life of our school. We are committed to excellence in elementary and middle school education, and we aspire to lead at the forefront of junior boarding education.

Our new Head of School will demonstrate most or all of the following experience, skills and knowledge, and personal and leadership attributes.

Experience

• An outstanding educational leader with a track record of delivering excellence and innovation.

• An understanding – ideally, but not necessarily gained through experience - of the opportunities, challenges and demands of leadership in a boarding school.

• Proven experience of leading, developing, and motivating high-caliber teams with a clear commitment to the continuing professional development of all colleagues.

• Substantial, senior strategic leadership experience with a track record of advancing positive change.
Person Profile

Skills and Knowledge

- Outstanding relationship-building skills with the warmth, compassion, and empathy to lead from the heart of our community.
- High-level engagement skills with the ability to connect meaningfully with students, faculty, staff, parents, and alumni.
- A demonstrated record of commitment to diversity, equity and inclusion.
- An importance of the place of advancement in modern headship with the skills to engage meaningfully with donors in the collective pursuit of our vision.
- Strong strategic skills to chart the course for an already high-performing school, leading our community in balancing continuity with continued innovation.
- Deep respect for our traditions and heritage, coupled with the wisdom and judgment to evolve Fay School to meet the needs of future generations.
- An active listener with the communication skills to be a compelling ambassador for Fay School in a variety of settings.
- A broad understanding of the changing independent school landscape in the US and globally, and the opportunities and challenges this presents for Fay School.
- High levels of cultural competency and fluency to fully embrace the international identity of our school.
- An understanding of the financial and operational dimensions of successful independent school leadership.

Personal and Leadership Attributes

- A highly visible and strongly relational leadership style with the personal warmth to build connections across our community.
- Integrity, resilience, humility and an authentic resonance with the values that unite our diverse Fay School community.
- A deep conviction in the value of a ‘broad, balanced and challenging program’ as the ‘foundation for a meaningful life’.

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Appointment Process and How to Apply

A global executive search exercise is being undertaken by Perrett Laver in parallel with the public advertisement of the position. Perrett Laver will support the Search Committee in the discharge of its duties both assisting in the assessment of candidates against the requirements of the role and identifying a wide field of candidates.

This is a CONFIDENTIAL SEARCH: All applicant names will be kept confidential with PL and the Search Committee through the early stages of the process until finalist professional references will be checked. Applicants will be apprised of this in advance. The finalist is encouraged to visit us in-person, to tour our campus, and to meet with members of our community prior to final acceptance of the position.

Applications should consist of a full CV and cover letter addressing the criteria set out in the role description and person profile. All applicants must also complete the application form.

Completed applications should be uploaded here.

The closing date for applications is 12:00pm EDT on Thursday, July 6, 2023.

The longlist of candidates will be determined in the week commencing July 10, 2023 and longlisted candidates will be invited to interview with Perrett Laver in July and August, 2023. The shortlist of candidates will be determined in the week commencing August 28, 2023. Shortlisted candidates will be invited to a first round of online interviews with the Search Committee on Monday, September 18, 2023 and finalist candidates will be invited to visit the School and have a final round of interviews on Tuesday, September 26 and Wednesday, September 27, 2023.

Fay School is an equal opportunity employer and does not discriminate on the basis of race, color, religion or creed, national or ethnic origin, gender, gender identity, sexual orientation, genetic background, age, disability, military service, or any category protected under applicable law in its hiring, employment or other programs and activities.

Fay School, 48 Main Street, Southborough, MA 01772.
Data Protection

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerized database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in. As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is ‘Legitimate Interests’. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website http://www.perrettlaver.com/information/privacy/.