Employment Application

Hurlingham School

122 Putney Bridge Road, London SW15 2NQ
Tel: 020 8874 7186
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office@hurlinghamschool.co.uk
www.hurlinghamschool.co.uk

Passport sized photograph (optional)

Position applying for: ASSISTANT HEAD WITH RESPONSIBILITY FOR 11+ TRANSFER (YEARS 5 & 6)

Closing date: Monday 20 February 2012

Please submit this application form together with a hand-written covering letter to the Headmaster at the above address.

Applicant's Information			
Surname			
Forenames			
Previous surname(s)			
Date of Birth (optional)			
Nationality			
Do you need a work permit?	YES ☐ NO ☐	If you already have a work permit, when does it expire?	
Tel No (home)		Tel No (mobile)	
email (home)			
National Insurance No.		DfES Reference No.	
Have you passed the NQT year?	YES ☐ NO ☐	Are you GTC registered?	YES ☐ NO ☐
Do you have a current enhanced Criminal Records Bureau (CRB) check?	YES ☐ NO ☐	Ref no.	
		Date of issue	
Current Address	Since:		
Previous Address (if resident at current address for less than five years please provide any previous addresses during this period)	From: To:		
	From: To:		

In addition to this Assistant Head post, we also need to recruit excellent Y5/6 class teachers with particular strengths in English and/or Maths. Please tick the box if you would like to be considered for one of these positions should your Assistant Head application be unsuccessful. ☐

We plan to hold interviews for these posts in the week beginning 27 February. Please indicate if there are any days in this week when you would NOT be able to attend.

Present Post

Title of Post			
Employer			
Business of Employer			
Address			
Date Commenced		Date Ended (if applicable)	
Please outline your responsibilities, to whom you are responsible and staff responsible to you			
Reason for leaving			
Notice period required			

Further Education and Career History

Please supply a full history in chronological order (with start and end dates) of all training/further education, employment, self-employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment.

Dates from/to	Employer/Educational Institution	Job/Course Title	Reason for leaving
mm/yyyy - mm/yyyy			

Details of all Academic/Vocational Qualifications e.g. A levels, degree, first aid

Original documents as proof of qualification will be required at interview

Date Obtained	Title of qualification	Institution	Awarding Body	Grade

Please give details of your relevant skills, abilities, knowledge and your reasons for applying for this job, referring to person specification and job description for this role.

continue on a separate sheet if necessary

Other information

What activities outside work interest you?

Existing Contacts within School

Please indicate if you know any existing employees or parents at the school, and if so how you know them.

Referees

Please provide at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.

Name	Name
Position	Position
Address	Address
Telephone no.	Telephone no.
email	email

Declarations

I have read and understand Hurlingham School's Safer Recruitment policy.

Signature Date

I hereby give my consent for personal information provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature Date

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature Date

JOB DESCRIPTION

ASSISTANT HEAD WITH RESPONSIBILITY FOR 11+ TRANSFER (YEARS 5 AND 6)

Accountable to: Head of Key Stage Two, Deputy Head and Headmaster

This job description will be reviewed annually and may be subject to amendment at any time by the Headmaster, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham School in relation to the post holder's professional responsibilities and duties.

The School's ethos is to provide a happy, secure atmosphere in which children can be the best that they can be. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

AREAS OF RESPONSIBILITY AND KEY TASKS

Upper School Form Teacher
All elements of the separate Upper School Form Teacher Job Description, plus:-

1. Be a member of the Senior Leadership Team with delegated responsibility from the Head of Key Stage Two for the teaching and learning within Years Five and Six
2. Attend weekly Senior Leadership Team meetings
3. Meet regularly with the Head of Key Stage Two
4. Monitor and develop the preparation for 11+ examinations for each and every child within this proudly mixed-ability school
5. Act as an exemplary model to all staff in terms of outstanding teaching practice
6. Lead staff meetings of colleagues involved with teaching Years Five and Six effectively to ensure the development points discussed in SLT meetings are implemented thoroughly whilst upholding the values and ethos of Hurlingham School at all times and keeping staff morale high
7. Ensure minutes of any meetings led are recorded and circulated accordingly
8. Working in collaboration with the Co-curriculum Manager, ensure the smooth running of residential trips for Y5/6
9. Working in collaboration with the Head of Music, ensure the smooth running of performances, concerts and other events throughout the year as necessary

Supporting Staff within Years Five and Six

10. Manage the team of staff effectively in order to sustain and develop the quality of teaching and learning of children, with particular emphasis on examination preparation
11. Support all staff, be available and approachable in order to ensure a happy and professional working environment
12. Liaise with other staff on the effective deployment of any Classroom Assistants or other helpers
13. Encourage team work and mutual support between Form teachers and Classroom Assistants
14. Conduct annual Professional Development Reviews as directed by the Headmaster and in accordance with Hurlingham School policy
15. Assist the Head of CPD with the induction of new members of staff

Supporting Pupils and Parents

16. Develop a good personal knowledge of all pupils within Years Five and Six, including optimistic, realistic and backup possibilities for their 11+ entries
17. Organise activities that promote cohesion of pupils across the year groups
18. Liaise with all teachers of Years Five and Six, the Head of Learning Support and the Able Child Coordinator to ensure adequate provision is made for all relevant children
19. Meet with parents who have concerns, and support Form Teachers who see parents of children with particular needs
20. In collaboration with the Head of Key Stage Two, the Headmaster, and the Year Five/Six teaching team, host an information evening at the start of the Summer term of Year Five to explain the 11+ process
21. Meet with all parents on a child-by-child basis during the Summer term of Year Five to discuss senior school entry procedures and agree on schools to be investigated

Developing the Curriculum

22. Encourage interaction between staff and the sharing of "best practice"
23. Working in collaboration with the Head of Key Stage Two, the Deputy Head and the Headmaster, oversee the subject time allocation for each Y5/6 form to ensure there is an appropriate allocation of subjects and oversee each Y5/6 form timetable, reviewing it as necessary to accommodate the different demands of each term
24. In conjunction with the Head of Key Stage/Deputy Head monitor planning and work samples with Y5/6 to ensure children of all abilities make excellent progress

25. Be responsible for reviewing and updating the Y5/6 curriculum in liaison with Subject Co-ordinators, to ensure that, whilst the highest of standards in teaching and learning are the only ones appropriate for Hurlingham School, these are developed within a supportive and caring classroom environment

Other Duties and Responsibilities

26. Assist and support the Head of Key Stage Two and the Headmaster in any way that is in the best interests of Hurlingham School, its staff and its pupils e.g. take assemblies, organise cover for absent colleagues, oversee organisation of parents' evenings

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JOB DESCRIPTION

UPPER SCHOOL FORM TEACHER

Accountable to: Head of 11+ Transfer, Head of Key Stage Two, Deputy Head and Headmaster

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The School's ethos is to provide a happy, secure atmosphere in which children can be the best that they can be. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

AREAS OF RESPONSIBILITY AND KEY TASKS

Planning, Teaching and Classroom Management

1. Prepare lessons and schemes of work, as appropriate, taking into account the demands of 11+ examinations alongside the needs, interests, experience and existing knowledge of your pupils
2. Identify clear learning objectives for each lesson and specify how these will be taught to ensure progression in pupils' learning and coverage of the requirements of 11+
3. Ensure the learning needs of the whole class are met by providing suitably differentiated activities for each child, including those with specific learning difficulties and more able pupils
4. Provide opportunities for children to use ICT
5. Prepare children's work for displays
6. Take responsibility for discipline when teaching and, jointly with colleagues, maintain a high standard of discipline throughout the School.

Monitoring, Assessment, Recording and Reporting

7. Mark pupils' written work promptly, give positive, constructive feedback and comment appropriately with regard to specific learning intentions and future targets, thereby facilitating positive pupil development
8. Make regular assessments and observations of children's work, keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and identify the level at which the pupil is achieving
9. Meet with parents informally as required, to discuss children's well-being, progress and individual needs, drawing on attention to special skills and talents, as well as difficulties
10. Meet with parents formally whenever required, to discuss on-going pastoral and academic matters in Key Stage 2 as well as likely transfer routes into Key Stage 3
11. Write reports on each child twice a year, and reports for transfer to other schools when required

Professional Development

12. Keep up to date with current statutory requirements and educational practice through personal study, attendance at INSET and peer observation
13. Maintain competent ICT skills to use in teaching and in general class administration e.g. class records on spreadsheets, presentation software for IWB, word-processing for planning
14. Participate in the annual Professional Development Review
15. Have an excellent working knowledge of teachers' professional duties and legal liabilities

Pastoral Care

16. Liaise with class and subject teachers to ensure you are aware of individual children's pastoral needs
17. Provide a role model for the development of children's social behaviour and attitudes
18. Provide a safe, secure, attractive and well-organised environment that encourages the development of children as independent learners and considerate members of the school community
19. Abide by all health and safety procedures and report any concerns regarding health and safety immediately to the Headmaster and Deputy Heads
20. Implement school policies and guidelines for pastoral care e.g. anti-bullying and safeguarding policies
21. Build and maintain positive relationships with parents

Other Duties

22. Ensure you keep informed about events, general school organisation and staff discussions by attending, and then reading the minutes from, whole school and key stage staff meetings each week
23. Take part in events that may be during the evenings or, occasionally, at weekends, within reason

24. Provide additional examination practice sessions on the two days immediately prior to the start of the Y6 spring term, as required at the request of the Head of 11+ Transfer or the Headmaster
25. Attend residential trips, as required at the request of the Co-curriculum Manager or the Headmaster
26. Play an active role in the preparation and performance of the annual school play for Upper School children, as required at the request of the Head of 11+ Transfer or the Headmaster
27. Abide by the school's safeguarding policy and procedures and report any concerns regarding safeguarding immediately to the Headmaster and Deputy Head (Pastoral)
28. Have a good working knowledge of whole school policies and aims
29. Promote the ethos, good name and reputation of the school at all times

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PERSON SPECIFICATION

ASSISTANT HEAD WITH RESPONSIBILITY FOR 11+ TRANSFER (YEARS 5 AND 6)

	Essential	Desirable
Education and Training	• Relevant first degree • Qualified Teacher Status • NQT year completed and passed (please note this is not a position for new entrants to the teaching profession) • Evidence of commitment to own professional development • Specialist study of English or Mathematics at degree or teacher training level or both	• Leadership/management training
Experience	• Excellent classroom teacher, with a clear commitment to improving the quality of pupils' learning • Extensive knowledge of the National Curriculum • Experience of using a range of classroom management strategies to promote high quality learning for all children • Use of assessment data to raise standards • Teaching to 11+ or 13+ examination level in the independent sector (for Head of 11+ Transfer)	• Leading a subject in a primary or preparatory school • Previous SLT position in a preparatory school
Skills and Aptitudes	• Ability to create a happy, challenging and effective learning environment • Commitment to the vision and ethos of the school • Ability to communicate effectively, in writing and orally • Ability to inspire, challenge and motivate others to work towards common goals • Commitment and ability to ensure all pupils achieve well • Ability to prioritise, plan and organise self and others • Ability to build and maintain effective relationships with parents • Commitment to the safeguarding and promoting the welfare of children • Commitment to Health and Safety, including staff well being and equal opportunities • Understanding of the use of ICT as both a teaching tool and a management tool • Enthusiasm to coordinate major extra curricular projects such as residential trips and school plays	• Experience of running residential trips within the UK and beyond • Experience of coordinating school plays

Employment Application
ADDITIONAL INFORMATION

Please send this section in a separate, sealed envelope which will only be opened after the invitation to interview has been sent to you.

Medical History

Are you aware of any on-going medical condition or treatment of which we should be aware in order to facilitate the interview process? YES ☐ NO ☐

If yes, please give brief details of your medical condition and any reasonable adjustments you anticipate we need to make.

Criminal Records Bureau Disclosure

I am aware that a Disclosure will be requested from the Criminal Record Bureau at Enhanced level for the successful applicant for any post and that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council),

and **either** (please delete as appropriate):

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

Signature Date

Declaration

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature Date