



# EMPLOYMENT APPLICATION

## HURLINGHAM SCHOOL

122 Putney Bridge Road, London SW15 2NQ

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office@hurlingham-school.co.uk

www.hurlingham-school.co.uk

Passport sized  
photograph  
(optional)

Position applying for: **HEADTEACHER**

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

Applicant's Information			
Title / Surname	Miss / Mr / Mrs / Ms /		
Forenames			
Previous surname(s)			
Date of Birth (optional)			
Nationality			
Do you need a work permit?	YES <input type="checkbox"/> NO <input type="checkbox"/>	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 <input type="checkbox"/> NO <input type="checkbox"/>	Are you GTC registered?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a current enhanced Criminal Records Bureau (CRB) check?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Ref no.	
		Date of issue	
Current Address	Since:		
Previous Address <small>(if resident at current address for less than five years please provide any previous addresses during this period)</small>	From:		To:
	From:		To:

<b>For Office Use</b>	
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**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

### HEADTEACHER

Accountable to Principal and Board of Advisors

*This job description will be reviewed annually and may be subject to amendment at any time by the Principal, 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 maximise their potential. 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

### General Description

1. Lead by example and be the key figure in providing inspiration and motivation to the whole community, sustaining the School's vision for the future
2. Promote the ethos, good name and reputation of the school at all times
3. Guide the Senior Leadership Team to ensure the smooth operation of the day-to-day running of the School
4. Act as a "sounding board" and "critical friend" to the Principal, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism
5. Develop and maintain effective lines of communication throughout the School
6. Play a full and active role in the wider life of the School
7. Sustain and develop positive relationships with children, parents, advisors and the local community
8. Continue to foster strong links with IAPS and senior schools

### Strategic Development of the School

9. Contribute to establishing the core values of the Leadership team and their practical expression
10. Play the lead role in the preparation, implementation and evaluation of whole school policies, actions plans and development plans that support the ethos and vision of Hurlingham School
11. Ensure policies and practices take account of school data and inspection and research findings
12. Manage periods of innovation and change sensitively to ensure smooth transition for pupils, staff and parents
13. Ensure that all those involved in the School are committed to meeting long, medium and short term objectives which secure the educational success of the School

### Teaching and Learning

14. Promote an environment which secures effective learning for pupils of all abilities and ensures continuity and progression throughout the School
15. Act as an exemplary role-model to all staff in terms of excellent teaching practice
16. Oversee the organisation and content of assessments and record keeping throughout the school
17. Monitor the quality of teaching and pupils' achievements including the analysis of assessment data to ensure excellent progress is made by pupils of all abilities
18. Support the Deputy Head (Academic) to plan a balanced curriculum that develops the skills and knowledge required by the National Curriculum and Independent School entrance examinations

### Leading and Managing Staff and Resources

19. Support all staff, be available and approachable to ensure a happy and professional working environment
20. Develop positive working relationships with, and between, all staff through the promotion of team work, mutual support and the sharing of "best practice"
21. Ensure that all staff understand and carry out their respective roles and responsibilities
22. Monitor, conduct and evaluate the School's annual Professional Development Review system in accordance with Hurlingham School policy
23. Work alongside and support the Head of Professional Development with the induction and training of new members of staff and NQTs
24. Consult with the Heads of each Key Stage to deploy people and resources efficiently and effectively to meet specific objectives in line with the School's Development plans
25. Recruit and retain high calibre teaching staff

**Pastoral Care and Health and Safety**

26. Provide a role model for the development of children's social behaviour and attitudes
27. Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community
28. Support the Deputy Head (Pastoral) to determine and implement school policies and guidelines for pastoral care, including: anti bullying, safeguarding and child protection, behaviour and sanctions, equal opportunities
29. Recognise and respond effectively to equality issues as they arise and challenge stereotyped views
30. Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development
31. Work alongside the Principal to manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, the children and health and safety regulations, with due regard to all risks assessments
32. Ensure whole school compliance with procedures relating to confidentiality and data protection

**Professional Development**

33. Keep up to date with current statutory requirements, educational thinking and practice, through personal study and attendance at courses
34. Maintain competent ICT skills to use in teaching and in general administration
35. Participate in the annual Professional Development Review
36. Have an excellent working knowledge of teachers' professional duties and legal liabilities

**Accountability**

37. Present a coherent and accurate account of the School's performance to the Principal, Board of Directors and Board of Advisors annually
38. Create and develop an organisation in which all the members of the School recognise that they are accountable for the success of the School
39. Ensure that parents are and pupils are well informed about the curriculum, attainment and progress and the contribution they can make in supporting children's learning.
40. Ensure the School is well prepared for a short notice standard ISI inspection and liaise with and foster a proactive relationship with the inspection team



# PERSON SPECIFICATION

## HEADTEACHER

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Qualified Teacher Status</li> <li>• Evidence of professional development relevant to senior leadership</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of successful strategic leadership at senior level</li> <li>• Involvement in school self-evaluation and its documentation</li> <li>• Excellent classroom teacher, KS1 or KS2, with a proven commitment to improving the quality of pupils' learning</li> <li>• Extensive knowledge of the primary curriculum and requirements for senior school entrance examinations at 11+</li> <li>• Experience of monitoring and evaluating the quality of teaching and learning</li> <li>• Experience of modelling effective practice in teaching and learning</li> <li>• Use of assessment data to raise standards</li> <li>• Evidence of motivating and liaising collaboratively with colleagues</li> <li>• Involvement in the selection, deployment and development of staff</li> <li>• Liaising with parents at a senior level</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching in more than one school</li> <li>• Experience of reviewing staff as part of their professional development</li> <li>• Experience of organising and leading assemblies</li> <li>• Development of links with the local community</li> </ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Commitment to the vision and ethos of the school</li> <li>• Ability to communicate effectively, in writing and orally, to a wide range of people</li> <li>• Understanding of effective and appropriate working with the Senior Leadership Team</li> <li>• Ability to inspire, challenge and motivate others to work towards common goals</li> <li>• Ability to lead staff meetings</li> <li>• Commitment and ability to ensure all pupils achieve well</li> <li>• Ability to prioritise, plan and organise self and others</li> <li>• Ability to work creatively and quickly under pressure</li> <li>• Ability to build and maintain effective relationships with parents</li> <li>• Commitment to the safeguarding and promoting the welfare of children</li> <li>• Commitment to Health and Safety, including staff well being and equal opportunities</li> <li>• Understanding of the use of ICT as a management tool</li> <li>• Ability to foster links with the local community and other schools</li> <li>• Ability to speak with confidence for the whole school community in a variety of contexts</li> </ul>	



# EMPLOYMENT APPLICATION ADDITIONAL INFORMATION

**Please send this section in a separate, sealed envelope which will be opened should you be short listed to attend an initial interview**

## Medical History

Are you aware of any on-going medical condition or treatment that we should be aware of? YES  NO

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

## Disability Discrimination Act 1995

Do you consider yourself to be disabled under the Disability Discrimination Act? YES  NO

If Yes, please provide further details of any adjustments that you think we could make to overcome a disability in relation to the essential requirements of this job?

If selected for interview, do you require any assistance/adaptations to help you attend? YES  NO

If Yes, what assistance/adaptations do you require?

## 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