



**HURLINGHAM
SCHOOL**
AND
HURLINGHAM NURSERY SCHOOL

**INFORMATION FOR CANDIDATES APPLYING FOR THE
POST OF DEPUTY HEAD OPERATIONS AND PASTORAL
CARE AT HURLINGHAM SCHOOL**

WELCOME FROM THE HEAD

I am delighted to be able to invite applications for the post of Deputy Head Operations and Pastoral Care at Hurlingham School. The appointment will commence September 1st 2024.

The successful candidate will be an exemplary educational practitioner who will embrace the core values of Hurlingham, provide inspirational, collaborative leadership and build upon the School's firm foundations. This post is a critical appointment for the School and one which we hope will promote a positive, high performance culture with high expectations of all.

My vision for the School is to establish a learning community where we are viewed as "more than just a school". I want to build a reputation where learning is at the heart for all; pupils, staff and parents. A culture of personal development and collaborative endeavour which is innovative, pushes boundaries and puts no ceiling on possibilities.

Simon Gould
Head



INTRODUCTION / OVERVIEW OF THE SCHOOL

Hurlingham School is a highly regarded co-educational, IAPS, non-selective preparatory school and nursery for children aged 2 to 11 in Putney, South West London. We currently have 450 pupils across the Prep School and Nursery. We are very proud of our outstanding and inclusive academic environment which offers an extremely diverse and enriching educational programme.

The curriculum and extensive array of extra-curricular activities give every child, whatever their talents, an opportunity to shine. This is largely attributable to the expertise and dedication of our excellent staff, all of whom share the School's passion for promoting creativity and independence of thought and an overriding belief in the importance of nurturing in every pupil confidence, discipline, motivation, self-esteem and, above all, for generating a thirst and enjoyment for learning.

The School's ethos is to provide a happy, secure atmosphere in which children can be the best that they can be. Our experienced, dedicated and enthusiastic staff provide opportunities for the children which strongly promote creativity and independence of thought; we feel these are essential attributes for a child growing up in the 21st Century.

We continue to foster an intimate and welcoming environment centred on family values, with a strong focus on respect for one another. Our aims are:

- To aim for excellence in all we do in the education and development of pupils at our school
- To establish a sound, fair and moral community in which pupils can learn to live amicably with their peers within a happy and nurturing atmosphere
- To provide a stimulating, safe, enjoyable and dynamic environment where children want to attend and develop a love of learning
- To enable all pupils, whatever their abilities and talents may be, to access an excellent education throughout the Early Years Foundation Stage, Key Stage One and (on the Putney Bridge Road site) Key Stage Two
- To provide a broad curriculum and a strong extra-curricular programme which develops the children's confidence and independence and ensures that they are well equipped for life after Hurlingham
- To widen the availability of the school to as many families as possible within our local community, through the provision of assistance in cases of hardship
- To develop an ongoing partnership between parents and Hurlingham School as a whole

Our goal is to provide a firm foundation for each pupil, to prepare them for their next school and to ensure that they secure places in the schools which are most suitable for them. Academic standards have gone from strength to strength over the last decade as is evidenced by our consistently extremely impressive 11+ results which demonstrate the success of our individualised, personalised education that prepares our pupils thoroughly for whatever entrance examinations they elect to sit.

The provision which we have put in place, ensures that every child gives of their best in line with their ability, through encountering a carefully engineered blend of challenge and support.

LOCATION / CAMPUS

The Prep School is located at 122 Putney Bridge Road which is adjacent to Wandsworth Park and is a 5-10 minute walk from Putney Station and East Putney Station. The Nursery is located at The Old Methodist Hall, Gwendolen Avenue and is a 5 minute walk from Putney Station

ACADEMICS / THE CURRICULUM

We develop our teaching and learning through a respectful but critical approach to UK National Curriculum documentation, placing due emphasis on English, Mathematics and Science whilst enhancing all areas of each and every child's development by incorporating the arts, sports, languages and technology.

All pupils are taught the following subjects: English, Mathematics, Science, Computing, History, Geography, Religion, Philosophy and Ethics, Personal, Social, Health and Personal Economic Education, Citizenship (including a whole-school programme of community responsibilities such as School Council, Eco-Schools, Charity Coordination and Healthy Schools), Physical Education and Games, including competitive Sports, Drama, Music, Art, Design Technology, French, Latin and Spanish.

Within these subjects, we aim to:-

- Enjoy ourselves, valuing every day and experience
- Develop lively, enquiring minds which delight in discussing and sharing ideas within an ethos of cooperative learning
- Facilitate the acquisition of understanding, knowledge and skills across the curriculum- academic, artistic, sporting- in each and every child
- Apply the basic skills of literacy and numeracy effectively across the curriculum
- Develop appropriate personal moral values within every child, including respect for others, a sense of awe and wonder, an appreciation of culture (both one's own and that of others) and a pride in our school community in the heart of Putney
- Encourage responsible attitudes towards ourselves and our environment
- Place immense value on achievements and aspirations, celebrating development and successes wherever they may lie

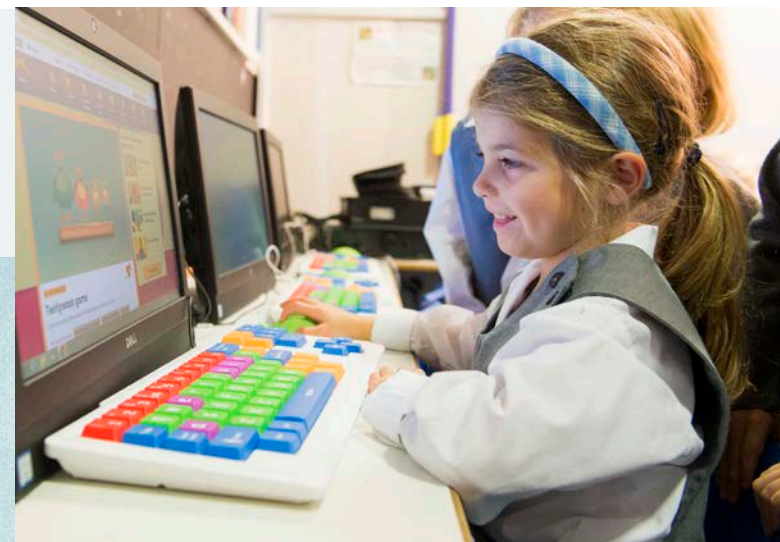


PASTORAL CARE

Hurlingham children thrive in everything that they do, because each and every one of them always looks forward to being in school. From the earliest days, they develop a love of learning and a voracious appetite for working together.

Children's happiness is our absolute priority and, to ensure it is always present, we have a set of Golden Rules that apply to pupils, staff and visitors alike. Because they are respected by everyone, they quickly become second nature and children rarely need to be reminded of them.

Of course, everyone involved with Hurlingham goes to great lengths to ensure that no children have any worries whatsoever; quite rightly, their primary school days are filled with the joys of enquiry and discovery, not anxiety and concern. Nevertheless, should any pupil ever feel the need to discuss any matter that they might find troubling- whatever its cause- they know that they can approach any staff member for help and advice.



THE ROLE

Job Description

Job Title: Deputy Head Operations and Pastoral Care
Accountable to: The Head
Role: The responsibilities & duties of the Deputy Head Operations and Pastoral Care, are as follows:

General Description (as a member of the SLT)

- Act as an exemplary role model to all staff in terms of outstanding teaching practice
- Take responsibility for establishing a high performance culture in the school and the maintenance of exemplary professional behaviours
- In leading change, to be innovative and forward-thinking in your approach
- Support the appraisal system by acting as a coach and mentor to your appraisees
- Be a strong presence in the school community as well in the wider community
- Play an active role in supporting the wellbeing of all staff members
- Promote a psychologically secure environment which brings about effective learning for pupils of all abilities, ensuring continuity and progression throughout the school
- Support all staff, be available and approachable to ensure a happy, motivated and professional working environment
- Ensure that all staff understand and carry out their respective roles and responsibilities
- Implement school policies and guidelines for pastoral care, including anti-bullying, safeguarding and child protection, behaviour and sanctions
- Recognise and respond effectively to equality issues as they arise and challenge stereotyped views
- Promote the ethos and reputation of the school at all times
- Act as a “sounding board” and “critical friend” to the Head, and the rest of the SLT, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism
- Play a full and active role in the wider life of the School
- Sustain and develop positive relationships with parents, advisers and the local community
- Contribute to establishing the core values of the Leadership team and their practical expression
- Work alongside the Head to recruit high calibre teaching staff



Strategic Development of the School

- Assist the Head in translating the vision for the School into agreed objectives and operational and strategic plans to be included in the SDP
- To deputise for the Head in their absence and work closely with them, being a key figure in fulfilling the targets of the School Development Plan (SDP) and providing strategic guidance and support.
- Take responsibility for the progress of the SDP, meeting with staff that contribute to its success
- Take lead responsibility for policy development and implementation in the following areas: Ensure policies are regularly reviewed, disseminated amongst staff, and compliant with the ISI regulatory handbook
- To support the wider strategic and operational priorities of the school
- Support the Head by being a strong presence in the school community: sustaining positive relationships with parents, advisors and the local community by visiting other schools; supporting sports fixtures and after-school events such as productions and concerts
- Assist the Head to develop amongst staff an outward facing perspective and personal commitment to the promotion of the school
- Take a lead role in supporting the school's marketing strategies to ensure attractiveness in the wider market and secure optimum pupil numbers
- Provide reports to the Board and Governors as required by the Head

Operational Management

- Take responsibility for creating and overseeing the school timetable. Monitor, evaluate and improve to ensure balance and coverage of the curriculum and in the individual timetables of members of staff
- Manage daily staff cover, both planned and unplanned and create a plan a week in advance where possible
- Create and oversee the school calendar and ensure clear communication to staff and parents, as required
- Support effective communication links between staff, parents, pupils and the wider school community
- Coordinate whole school events such as organisation of the school photograph, Parents' Evening, Open Mornings, plays, concerts and the schedules for visiting speakers/workshops in school and other 'ad hoc' arrangements as required
- To be the lead member of Health and Safety on SLT, supporting the Site Manager in any health and safety issues arising; conducting regular site walks with the Site Manager in respect of building maintenance and safety
- Work in partnership with the Site Manager to ensure risk assessments for the school site and teaching spaces are up to date and regularly reviewed
- Be the main point of contact for the catering department and liaise with the Head Chef on all issues pertaining to the effective running of this department

Pastoral Care

- Take responsibility for the overall pastoral care of the pupils and of the staff
- Promote a psychologically secure environment which enables all pupils to thrive and make excellent progress
- Assume responsibility for all pastoral policies to ensure a nurturing environment that supports the wellbeing and personal development of both pupils and staff
- Keep the Head informed of any concerns or grievances regarding pupils, staff and parents and act as a robust filter for these to ensure appropriate steps are taken before they need to reach the Head
- Support and give guidance to the Heads of Section to manage all pupil issues and support them with communication to parents both written and in person
- Play an active role in supporting the wellbeing of all staff members
- Support staff and be available and approachable to ensure a happy and professional working environment

Leading and Managing Staff

- Take overall responsibility for the daily operational management of all staff
- Take responsibility for the day-to-day line management of Heads of Section
- Take responsibility for the day-to-day line management of the Head of Hurlingham Extra

Designated Safeguarding Lead

- As the Designated Safeguarding Lead, exemplify a steadfast commitment to promoting the safety and welfare of every individual within our school community
- Ensure full compliance with child protection and safeguarding regulations, and best practices established by the Department for Education (DfE) and the local authority
- Work together with the Safeguarding team to ensure a safeguarding risk register is maintained and regularly reviewed

Professional Development

- Maintain regulatory DSL training
- Keep up to date with current statutory requirements, educational thinking and practice, through personal study and targeted CPD
- Maintain competent ICT skills to use in teaching and in general administration
- Have an excellent working knowledge of teachers' professional duties and legal liabilities

THE PERSON / Job Title: Deputy Head Operations and Pastoral Care

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Degree • Qualified Teacher Status • Evidence of professional development relevant to senior leadership 	<ul style="list-style-type: none"> • Other professional qualifications pertinent to the role • DSL Level 3 qualification
Experience	<ul style="list-style-type: none"> • Proven track record of successful strategic leadership at senior level • Exceptional organisational and administrative skills • Ability to think and plan strategically • Involvement in school self-evaluation and its documentation • Excellent classroom teacher, KS1 or KS2, with a proven commitment to improving the quality of pupils' learning • Extensive knowledge of the primary curriculum and requirements for senior school entrance examinations at 11+ • Experience of monitoring and evaluating the quality of teaching and learning • Experience of modelling effective practice in teaching and learning • Evidence of motivating and liaising collaboratively with colleagues • Involvement in the selection, deployment and development of staff • Liaising with parents at a senior level 	<ul style="list-style-type: none"> • Experience of teaching in more than one school • Experience in teaching across the primary age range • Experience in overseeing Nursery Education • Experience of providing school based Inset or related CPD opportunities
Skills and Aptitudes	<ul style="list-style-type: none"> • Commitment to the vision and ethos of the school • Ability to communicate effectively, in writing and orally, to a wide range of people • Understanding of effective and appropriate working with the Senior Leadership Team • Ability to inspire, challenge and motivate others to work towards common goals • Ability to lead staff meetings • Commitment and ability to ensure all pupils achieve well • Ability to prioritise, plan and organise oneself and others • Ability to work creatively and quickly under pressure • Ability to build and maintain effective relationships with parents • Commitment to safeguarding and promoting the welfare of children • Commitment to Health and Safety, including staff wellbeing and equal opportunities • Understanding of the use of ICT as a management tool • Ability to foster links with the local community and other schools • Ability to speak with confidence for the whole school community in a variety of contexts 	

Employment terms and conditions

The successful candidate will be offered the position of Deputy Head Operations and Pastoral Care of Hurlingham School along with a competitive salary. The post will be offered subject to the necessary pre-employment checks, including medical fitness and enhanced DBS check.

The Application Process

Please write a letter of application to the Head, Simon Gould, and complete the Hurlingham application form which should include names and contact details of two referees.

Closing date

The closing date for applications is midday on Monday 29th January 2024.

Interview Process

Long list interviews will take place on Thursday 1st and Friday 2nd February and shortlist interviews will be held on Thursday 8th and Friday 9th February.





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AND
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Hurlingham School

122 Putney Bridge Road, London SW15 2NQ

Email: office@hurlinghamschool.co.uk

Tel: 020 8874 7186

Hurlingham Nursery School

The Old Methodist Hall, Gwendolen Avenue, London SW15 6EH

Email: nursery.office@hurlinghamschool.co.uk

Tel: 020 8874 7186

Head: Mr Simon Gould

Principal: Mrs Fiona Goulden

Admissions Registrar: Mrs Fiona Driver

admissions@hurlinghamschool.co.uk

Should you ever wish to contact a Director of Hurlingham School Ltd, the school Principal is Mrs Fiona Goulden and you can get in touch with her using the details above.