



HINCHLEY WOOD LEARNING PARTNERSHIP



Application Pack Head of Year TLR £6,693



Hinchley Wood Learning Partnership
CEO Mr Ben Bartlett

Hinchley Wood School – co-educational comprehensive secondary, Years 7 - 13
Headteachers – Ms Maria Cachia and Ms Lucy Macdonald

Hinchley Wood Primary School – 3 form entry, Reception to Year 6
Headteacher – Mrs Aisling Hogan



May 2022

Dear Applicant

**Re: Head of Year
To commence September 2022**

Thank you for your interest in joining Hinchley Wood School, within this pack you will find information about the school, the role and the application process.

We are seeking an outstanding teacher, with the potential to become an excellent pastoral leader and role model, to lead a team of tutors and oversee a year group of approximately 220 students. The successful candidate will be responsible for the overall welfare and care of students in that year group, linking pastoral and curriculum priorities to get the very best outcomes for every young person.

The successful candidate will also teach across the age and ability range in this highly sought after 11-18 co-educational academy, with over 1,400 students on roll including 300 in our Sixth form. You would be joining a supportive, committed and experienced team who work hard to deliver innovative and enjoyable lessons.

We would welcome an application if you:

- are committed to enabling every student to achieve the very best they can;
- can raise attainment through outstanding teaching and the promotion of a culture of high expectations;
- have a passion for providing the highest quality pastoral care;
- have the ability to lead and maintain good discipline and standards of behaviour;
- have the skills to lead, manage and enthuse a team of staff; and
- are committed to your own professional development.

If you have a strong desire to help students of all abilities achieve the best they can whilst fulfilling your own potential, we would very much welcome your interest.

We offer:

- a competitive salary (London Fringe Pay Scale/dependent upon experience),
- professional development support and an extensive CPD programme.
- two week autumn half term,
- This role meets the school's priority admissions criteria, enabling any children of the postholder to be considered for priority admission to the school upon commencement of role.
- Generous employer pension contributions
- cycle to work scheme and on site gym

Please contact us if you have any questions prior to applying or would like to visit the school. Contact details can be found on the last page.

**Closing date for applications: Thursday 19th May (9.00am)
(Interviews are planned for the following week)**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The position advertised is subject to an



Enhanced Disclosure and Barring Service Check. Staff and governors have also established a code of conduct, included within this pack, which applies to all members of the school community.

Yours faithfully,

Lucy Macdonald
Headteacher

Maria Cachia
Headteacher



Background Information

Hinchley Wood School has a well-established reputation within the area for providing high quality education and excellent public examination results. This success is based on an approach which combines high expectations with sensitivity to students' individual needs.

In September 2011 Ofsted judged the school to be outstanding, highlighting the excellent progress all groups of students make as a key strength:

***“Hinchley Wood is an outstanding school – the students work exceptionally well together in this harmonious and cohesive community, and achieve outstanding outcomes.”
(Ofsted, September 2011)***

Hinchley Wood is an inclusive and high achieving school on the borders of SW London, celebrating student progress and development as well as academic achievement. We are one of the top 200 performing schools in England and Wales in terms of the progress our students make between the end of Key Stage 2 and their GCSEs. Our Progress 8 figure is significantly positive, and for the last four years it has been +0.87 (2018); +0.74 (2019); and +1.0 in 2020 and in 2021. In summer 2021, 94% of pupils achieved 5 or more GCSE level grade 5 or above including English & maths. This is an excellent result achieved during another pandemic affected, challenging year. These outstanding results are matched at A level; in 2021 our students achieved 100% pass rate with 81% of students achieving A*-B grades and 94% achieving A* - C. The L3VA has been at least +0.33 since 2018. The majority of our leavers have gone onto higher education and all were able to progress to their chosen pathway be it HE, apprenticeship or employment.

Well qualified and experienced staff work together to make this school a successful and happy community. We offer a rich, varied and stimulating curriculum as well as high class purpose built accommodation.

Particular importance is placed on recognising and rewarding individual achievement. Students are actively encouraged to participate in a wide range of artistic and sporting activities; many gain recognition at local and national level for their achievements. We have an enthusiastic and effective school council, a very active school sustainability group and a long-standing and popular tradition of student involvement in charity and community work.

We were one of the first schools in the country to be designated a Music College and to set up an education trust for the benefit of students. Trustees include representatives from local and international businesses, a university, a national charity and a local arts charity to help develop the creative potential of all students. In February 2012 the school acquired academy status. All of these initiatives have enabled us to offer a much wider range of learning opportunities to students.



Our effectiveness is dependent on developing good relationships with students and parents; the respect shown between staff and students is regarded as a particular strength of the school.

***“There is a highly positive ethos of behaviour for learning and achievement”
(Ofsted, September 2011)***



Location



Hinchley Wood is located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. Surbiton, with regular fast rail links to London is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.

For more information regarding Hinchley Wood click on this link: <http://hinchleywood.org.uk/>



HINCHLEY WOOD SCHOOL
INSPIRING LEARNERS

Mission Statement:

‘Committed to sustainability – caring for ourselves, each other,
the environment and the future.’

*...in order to take on the challenges of an ever competitive and changing world.
All students will develop creative and entrepreneurial skills, be financially aware
and able to use technology in all aspects of their lives. They will take an interest in
and contribute to a wide range of creative, artistic and sporting activities.*



Vision

To inspire all students to be ...

Confident

Have self belief, communicate clearly in any situation

Considerate

Respect others' views and values

Determined

Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic

Willing to learn from mistakes and maintain a positive outlook

Independent

Take responsibility for themselves and their learning



Extract from the Staff Code of Conduct

Our Code of Conduct sets clear guidance on the standards of conduct and behaviour expected from all staff at Hinchley Wood Learning Partnership (HWLP). The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of behaviour and minimise the risk of inappropriate conduct occurring and to safeguard staff and pupils.

School staff are in a unique position of trust and influence as role models for pupils and other staff. Therefore, all staff must adhere to behaviour that sets a good example to all members of the school community. Staff have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and the work setting.

CORE PRINCIPLES

The welfare of pupils is paramount and all staff should always act, and be seen to act, in each child's best interests.

Staff should work, and be seen to work, in an open and transparent way. All staff working within HWLP are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

As part of the School's positive safeguarding culture, staff must have a regard for the need to safeguard children's well-being in accordance with statutory provisions. All staff should know the name of the overall Designated Safeguarding Lead (DSL), and must be familiar with child protection arrangements and understand that they have a responsibility to speak up immediately about safeguarding and welfare matters within the school, and to external agencies where necessary, to safeguard and protect pupils.

PROFESSIONAL BEHAVIOUR AND CONDUCT

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Hinchley Wood Learning Partnership expects staff to treat each other, pupils, parents/carers and the members of the wider community with dignity and respect at all times. All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are given the highest priority.
- Staff must have regard for the ethos and values of the Hinchley Wood Learning Partnership and must not do or say anything which may bring the School or Trust Board into disrepute.
- Staff should act in accordance with the school's policies and procedures at all times.



JOB DESCRIPTION – HEAD OF LEARNING

In addition to the postholder's salary, an allowance will be paid in accordance with the School's Pay Policy, currently TLR 2.3.

- Responsible to:** Head or Assistant Headteacher responsible for line management of the relevant Key Stage.
- Line Management:** The Head of Learning is responsible for the performance of all staff within the year group in their pastoral capacity and may be required to act as a team leader within the school's performance management scheme.
- Purpose:** The Head of Learning will play a major role under the direction of the Leadership Group in exercising overall responsibility for the pastoral care and academic progress of a cohort of pupils within the school.

Core Responsibilities:

- Overall responsibility for monitoring the progress of all students with the year group;
- Working closely with Heads of Department to identify students who are at risk of under achieving; planning and implementing appropriate intervention programmes in conjunction with SEND/MCC/Cullum Centre including for those in identified sub-groups and vulnerable learners;
- Be accountable for the intervention and support of students identified as at risk of exclusion;
- Monitor and evaluate the impact of intervention and support programmes for students in the year group;
- Overall responsibility for leading a team of tutors and overseeing and supporting their pastoral work with the year group.
- Ensure that there are programmes of activities for tutors to use during registration and other form time.
- Meet with the year tutors on a regular basis.
- Ensure that all appropriate pupil records are kept, used and up-dated regularly.
- Monitor attendance, punctuality and behaviour.
- Ensure that year tutors are fulfilling their legal requirements re pupil registration.
- Encourage a positive ethos within the student body.
- Promote good behaviour within the year group and, when necessary, use school sanctions to that end.
- Liaise with parents about pupil progress and, when necessary, about areas of concern.
- Work closely with the SENDCo and outside agencies including: parents / guardians, school nurse, EWO, Surrey Young Carers, CAMHS, Social Services, Home school link workers etc;
- Liaise with other key personnel within the school as necessary.
- Liaise with appropriate outside bodies, including the police, as and when required.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of safeguarding and child protection matters.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff members participate in the school's performance management scheme.
- The postholder may be required to perform any other reasonable tasks after consultation.



JOB DESCRIPTION - TEACHER

Line of Responsibility: The teacher is directly responsible to the head of department on curriculum matters and the head of learning for pastoral issues.

Salary: The post holder will be paid on the appropriate point of the Teacher's Pay Scale.

At the heart of a successful school is the provision of high quality teaching and tutoring, the effective use of resources, improving standards of achievement for all students and the promotion of students' personal development and well-being. A teacher/tutor plays a key part in this provision by a commitment to the school's ethos, by working effectively in subject and tutor teams and by delivering high standards of teaching and learning and personal care.

Job Purpose

To teach and tutor students across the full age and ability range in order to ensure the highest possible standards of achievement, personal development and well-being. The post holder will continue to meet, maintain, and build upon, as appropriate:

- Teacher Standards
- Induction Standards
- Threshold Standards

All teachers are expected to:

Teaching

- Consistently plan and deliver good lessons taking account of students' prior learning and needs.
- Provide a stimulating classroom/learning environment.
- Work closely with Learning Support Assistants, the Learning Support Department and the Achievement Co-ordinator to meet the needs of different groups of learners in particular SEN students and those who have been identified as potential high attainers (PHA).
- Use a wide range of resources, including ICT, to good effect.
- Provide intervention for under-performing students.

Assessment

- Give timely, positive, helpful feedback to students.
- Understand and utilise the principles behind Assessment for Learning.
- Complete reports to a high standard and within the specified deadline.
- Regularly assess and mark students' work in line with the school and departmental guidelines.

Tutoring

- Actively monitor student's progress and provide support where needed.
- Encourage students' self-development and personal expression through PSHE and tutor time sessions.
- Complete relevant tasks to a high standard, including taking of the register and completion of absence returns.



Professional development and wider contribution to the school community

- Proactively engage in continuous professional development to reflect on and improve your teaching repertoire.
- Contribute to working groups, policy development and initiatives where appropriate.
- Participate in arrangements for the appraisal and review of own performance and, where appropriate, that of other teachers and support staff.
- Contribute to the life of the community, particularly by leading and contributing to extra-curricular activities.
- Attend parents' evenings and other meetings/workshops as appropriate.

General well-being /safeguarding

- Adhere to the school code of conduct.
- Promote the safety and well-being of students.
- Register, start lessons and tutor periods on time and purposefully engage students for the duration of the period.
- Commit to safeguarding and promoting the welfare of children and young people.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder to meet changing regulations or circumstances.
- All staff members participate in the school's performance management scheme.



PERSON SPECIFICATION - TEACHER

Qualifications

Essential	Desirable
<ul style="list-style-type: none">Qualified teacher status	<ul style="list-style-type: none">Commitment to continuing professional development

Experience

Essential	Desirable
<ul style="list-style-type: none">Have met the Teacher Standards and continue to meet them.Have a secure knowledge and understanding of own subject/curriculum area.Evidence of taking responsibility for own professional development.Evidence of good teaching skills, leading to consistently high standards of achievement.Knowledge of current developments in teaching and learning.	<ul style="list-style-type: none">Experience of teaching a second subject.Experience of using ICT for subject development.Understanding Experience of personal involvement in the wider curriculum.Evidence of leading high quality extra-curricular activities.Evidence of working with other professionals as part of a team. Experience of teaching across all Key Stages.

Knowledge/Skills (Ability to)

Essential	Desirable
<ul style="list-style-type: none">Develop a broad and imaginative range of teaching skills.High-level communication and presentation skills applicable to a range of audiences.Think creatively and imaginatively to solve challenges.Make effective use of assessment for learning in the classroom.	<ul style="list-style-type: none">Knowledge of how to use and adapt a range of teaching, learning and behaviour management strategies including how to personalise learning to provide opportunities for all learners to achieve their potential.

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none">Enthusiasm for the subject and a desire to communicate that to others.Commitment to running and leading extra curricular activities, where appropriate.Commitment to the highest standards of child protection.Enjoy working with young people.Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy.Ability to prioritise, plan and organise own work and that of students.Effective interpersonal skills.Self-motivated and a desire to achieve the highest possible standards.	<ul style="list-style-type: none">Involvement in creative and innovative teaching developments.Willingness to take on delegated responsibility.Ability to build on the experience, advice and contribution of others.



Why join Hinchley Wood School?

Hinchley Wood School offers a positive and innovative learning ethos supported by students, staff, parents and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support, we offer:

- Complimentary tea and coffee every day and a fully equipped and pleasant staff room.
- Parking on site
- Early finish to the school timetable on Fridays.
- Free lunch and refreshments on INSET days.
- Free lunch for colleagues if they are staying later to attend parents' evenings.
- Free use of our on-site gym before and after the school day.
- Two week Autumn half term
- A minimum two week break over the Christmas period.
- Time off for celebration of close family events eg child's nativity play, graduation etc.
- Every Colleagues Matters – a group to represent and discuss staff matters.
- A supportive Staff Association which covers a range of events including provision of end of term food and drinks and sending small gifts to colleagues at times of celebration or loss.
- Concessionary/franked postage rates at Christmas for staff and the school can be used as a delivery point for online personal purchases.

Job Satisfaction and Progression

HWS has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and have established excellent staff:student working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom and corridor decoration, Premises, ICT and Science Preparation Room and Curriculum offices.

Early Careers Teachers' programme

We have a programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions and NQT support network.

CPD

We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff and mutual support between teaching and associate staff to ensure effective teaching and learning and the best outcomes for our students.

Staff have opportunities to work on cross curricular projects with students and colleagues, and this is actively encouraged.

Wide range of educational visits and extra-curricular activities

Staff are able to assist on a number of day/residential visits to extend their own experience and support students' personal growth and also encouraged to get involved in extracurricular clubs. These have included:

- Trips as part of curriculum enhancement eg New York
- Skiing



- Duke of Edinburgh – Bronze, Silver, Gold
- World Challenge trips
- Combined Cadet Force
- Various sports clubs including tennis, hockey, football, rugby, netball and athletics.

Secure School Finances

In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- Cost of living pay rise approved each year to date
- Performance Related Pay outcomes funded

Part of a growing Multi Academy Trust

- Opportunity to work across different education phases with the Multi-Academy Trust.

Other Benefits include:

- For staff employed at HWS, priority admission for children of all permanent postholders after 2 years' service, or upon commencement for designated roles, identified at time of recruitment advert.
- Employee Assistance Programme – available to staff and their immediate family
- Membership of either of the following pensions schemes, including a generous employer contribution;
 - Teachers' Pension Scheme
 - Local Government Pension Scheme
- Cycle to Work salary sacrifice scheme.
- Access to Teacher Perks (www.teacherperks.co.uk) offering great perks to staff in schools. The perks range from high street discounts to money off educational products and services from some great UK education suppliers.
- Reduced rates at local service providers.
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.



The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

HR Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

For further information please contact Heather Morey on 020 8398 7161 or via email hr@hinchleywoodschool.co.uk

We are committed to meeting our data protection obligations and for information on how we collect, use, share and store your data within the recruitment process please click [here](#)

Hinchley Wood School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

