

# HEREFORDSHIRE PUPIL REFERRAL SERVICE



---

**c/o St. David's Centre**

CONINGSBY STREET • HEREFORD • HR1 2DY

TEL: 01432 274 485 | EMAIL: [ks4admin@hprs.hereford.sch.uk](mailto:ks4admin@hprs.hereford.sch.uk)

---

Dear Candidate,

Thank you for your interest in the position of Headteacher at Herefordshire Pupil Referral Service (HPRS). HPRS has three different centres all based in Hereford itself. St David's is a Key Stage 4 pupil referral unit; The Aconbury is a Key Stage 3 pupil referral unit and H3 is a specialist service for pupils with medical and mental health needs. We hope the information in this pack will be helpful to you and that it conveys exactly what we are looking for in a Headteacher –

***An exceptional leader who shares our vision and is fully committed to excellence in all aspects of teaching and learning for the benefit of all our pupils and their families.***

As an Alternative Provision, our priority is to support every pupil and their families who are with us due to behavioural or personal circumstances, by providing excellent, personalised education during their time with us. We work with our pupils by helping to ensure their successful return to their home school/college or post 16 provision. HPRS is commissioned by Herefordshire Council.

We were judged by Ofsted to be a 'Good' Alternative Provision (AP) in July 2017 and we work hard to sustain and improve on this achievement. Our leaders, teachers and support staff aspire for excellence in everything they do and are open and committed to exploring new and innovative ways of delivering our provision.

HPRS is structured to adapt quickly to the specific needs of each pupil. Most of our pupils arrive having missed varying amounts of education and often with very low self-esteem. In every case, our key aim is to identify each pupil's unique needs, interests and learning styles, and to respond with an individual programme of teaching that delivers the most engaging, stimulating and fulfilling learning experiences.

We place great emphasis on the importance of engaging and collaborating with our partners, including professionals in the social care, youth offending team, police and CAMHs. This approach enables us to share our specialist knowledge and collaborate on new initiatives that support the wider education system and enrich our pupils' learning experiences.

In 2018, following an external review, our LA commissioned places dropped from 80 to 50. We introduced a traded model to fund the additional places to be commissioned directly with schools. This initially was successful however Covid 19 has had a significant impact upon school take-up of traded places. As a result, we are just completing a restructure. This is a new position resulting from the restructure. We have successfully negotiated a secure funding model with the LA so our income is much less dependent upon the number of places occupied. This is an ideal time to join as the service as, having been rationalised, we are ready for someone to affect and design the regrowth.

We are looking for an exceptional individual to take HPRS forward; someone who can inspire, motivate and enhance the learning of our pupils, as well as lead and develop the staff team. Applications are invited from inspirational, motivated and exceptional individuals with a proven track record of successful school leadership. We are looking for:

---

- A leader with high expectations of excellence and in-depth knowledge and experience of leading.
- A leader with a commitment to the principles of ethical leadership
- An inspirational professional with the skills and personality to take this good AP further on its journey
- The ability to demonstrate the vision and values of the provision in everyday work and practice
- A leader committed to exciting and innovative approaches in all aspects of our work, in particular the use of IT to enhance the quality of our provision for both our staff and pupils' experience.
- A leader with excellent communication skills, who will inspire and develop the staff team and have an open and supportive approach
- A leader who can build positive relationships with the whole service community and wider stakeholders

We can offer:

- A Management Committee who is committed to the provision of high quality education for pupils with difficulties.
- Support from highly committed and passionate Local Authority Officers, community groups and parents
- A strong and supportive team spirit amongst staff
- Good teaching within an exciting and challenging learning environment
- Continued support for personal and professional development
- The opportunity to work with children and young people, all of whom are unique individuals with specific behavioural, emotional and health needs, and who come from all phases of education.

The Management Committee is a forward-looking and supportive body of committed individuals. We recognise that this is a challenging role, but we believe that it will present the successful candidate with an exciting and rewarding opportunity to demonstrate their strategic thinking in regard to the future of the provision, the progress of our pupils, and the continued development and support of our staff.

I hope that the information contained in this pack will help you to decide if you are the person who is excited about leading our school on its continuous journey of improvement. Visits to the HPRS sites are welcome but, in these strange times, they will need to be conducted differently. If you would like further information, an informal chat or a visit please contact Kimberly Harley on [kharley@h3.hprs.hereford.sch.uk](mailto:kharley@h3.hprs.hereford.sch.uk) or call 01432 274485.

Yours sincerely,

Jan Baker

Chair of Herefordshire Pupil Referral Service Management Committee

---

## About our service

Herefordshire Pupil Referral Service (HPRS) is made up of three centres that provide a specialist provision throughout the county of Herefordshire. The PRU serves children and young people aged 11-16 years that have been permanently excluded or require an alternative provision. H3 serves children from 5-16 years who are unable to attend their home school due to a wide range of medical and mental health needs. HPRS is the only PRU in Herefordshire.

Working in partnership with Herefordshire County Council is integral to our way of working and together we have developed a service level agreement which specifies the delivery of services in two separate provision models:

- (a) The PRU delivers education at a separate Key Stage 3 and Key Stage 4 provision. Pupils benefit from a small setting that accommodates their needs and develops their self-esteem. Key Stage 3 provides an intervention service for pupils that may be at risk of permanent exclusion and need support to remain in mainstream education. Key Stage 4 is a provision for permanently placed pupils only. Both services work with other Alternative Providers to ensure we can offer a rich and varied curriculum offering.
- (b) H3 (Hub, Home, Hospital Teaching Team) is a service for children and young people resident in Herefordshire and on the roll of a school (including Academies, Free Schools, independent schools and special schools) and who are not able to access mainstream school provision because of medical needs, including mental health needs. This involves the management and/or delivery of educational provision as appropriate at our site in Hereford, the Hub, or on the children's ward of Herefordshire Hospital or within the homes of children.

HPRS is committed to:

- Offering an exceptional quality educational provision and support to the varied needs of our pupils;
- Empowering pupils to access education and "re-engaging the disengaged";
- Maintaining the momentum of their education and providing continuity of education for all pupils;
- Supporting pupils to reintegrate back into school if appropriate;
- Working in partnership with parents, medical and educational professionals, outside agencies and stakeholders, to minimise interruption and disruption to the education of pupils;
- Promoting high quality outcomes and raising aspirations for all pupils.

### Our Centres

The three centres are places where our pupils can practice their social skills and build their confidence in a small and nurturing setting. Teaching is provided to small groups of pupils by subject specialist teachers, some of whom teach across all centres. A broad and balanced curriculum is offered, with opportunities for enrichment, alternative provision and vocational learning.

### Outreach Teaching Service

For children and young people who are too unwell to access their home school or one of our centres, H3 offer individual educational support. This may be at home, in a local community venue, or the young person's home school. H3 staff support the pupils back into their mainstream schools and classes, and, alongside health colleagues, help them learn strategies to manage their associated anxieties.

---

## What sort of leader are we looking for?



## Our Values and Ethos

Our service is a place where we make sure every individual feels safe and supported. We recognise and value the fact that we are all unique individuals with different strengths and talents. We support each other – and positively challenge ourselves and others – so that we can become more independent, achieve our potential and make positive choices about our future. We treat each other fairly, with respect, dignity and kindness. We work together because we all have a role to play – pupils, parents, staff, Management Committee members – in accepting each other, aspiring to become confident, independent adults and inspiring each other to achieve our dreams.

We recognise that Values Education is vital in creating an approach to teaching that not only nurtures a strong learning environment and enhances academic attainment, but also continues to develop pupils' social, emotional and relationship skills that will last throughout their lives.

Resilience is a core ethos that runs through all of our work, together with the value of: respect, compassion, cooperation, hope, honesty and trust. These values are principles that guide our thinking and behaviour.

## How to Apply and our Recruitment Process

The Management Committee of Herefordshire Pupil Referral Service will be supported through the Headteacher recruitment process by Hoople Ltd which is an education recruitment service for Herefordshire.

<b>Further discussion and/or school visits</b>	<p>For further informal discussion about this post please contact Kimberly Harley on <a href="mailto:kharley@h3.hprs.hereford.sch.uk">kharley@h3.hprs.hereford.sch.uk</a> providing a phone number so that she can call you or an email address for a TEAMS meeting.</p> <p>To arrange a visit to the school please contact Kimberly as above.</p>
<b>Applications</b>	<p>Your completed application form including a covering letter should to be submitted via the online advertising site where the advert has been seen or sent to Kelly Hughes at Hoople Ltd;</p> <p><a href="mailto:Kelly.Hughes@hoopleltd.co.uk">Kelly.Hughes@hoopleltd.co.uk</a></p>
<b>Closing date</b>	Friday 16 <sup>th</sup> April 2021, 12.00 noon
<b>Shortlisting</b>	Week beginning 19 <sup>th</sup> April
<b>Interview dates</b>	28 <sup>th</sup> & 29 <sup>th</sup> April
<b>Selection programme</b>	<p>It is anticipated that the format for the interview days will be as follows:</p> <p><b>Day 1 28<sup>th</sup> April 2021</b></p> <p>Day 1 of the selection programme will provide numerous opportunities for candidates to explore our provision and understand our context more fully and will include:</p> <ul style="list-style-type: none"><li>▪ Tour of the different settings</li><li>▪ Informal discussions</li><li>▪ Presentation to panel</li><li>▪ Tasks</li><li>▪ Panel interviews</li></ul>

	<p><b>Day 2 29<sup>th</sup> April</b></p> <p>Series of tasks to include but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Panel interviews</li> <li>▪ Formal interview</li> </ul> <p>At the end of day 1, the Management Committee will shortlist applicants to go forward to day 2 interview (feedback following the appointment available to unsuccessful candidates)</p>
--	--

**Any offer of employment will be subject to receipt of entirely satisfactory references and the school pre-employment medical and background checks.**

Jan Baker

Chair of the Management Committee