



# HAMPTON SCHOOL

HMC INDEPENDENT SCHOOL FOR BOYS, FOUNDED IN 1557



INFORMATION  
FOR  
PROSPECTIVE MEMBERS OF STAFF





## GENERAL INFORMATION

Hampton School was founded in 1556/7. Formerly Hampton Grammar School, Hampton School reverted to independence and its ancient name in 1975. One of the UK's top-performing schools, Hampton provides an outstanding boys-only education, combining academic and all-round excellence with exceptional pastoral care.

Boys are admitted into the First Year (Y7), Third Year (Y9) and Lower Sixth Form (Y12). There are four entrance assessments: the 10+ Advance Place Exam in Y5 for entry at 11+ into the First Year; 11+ in January of Y6 for entry into the First Year the following September; 13+ Pre-test in January of Y6 for entry to the Third Year; 13+ Pre-test in January of Y7 for those unsuccessful in the Y6 Pre-test and new candidates. The offer of a place for 13+ entry is subject to a satisfactory performance at Common Entrance/Scholarship in the summer of Y8; a growing number of boys enter the Lower Sixth. Competition for places is strong: the School assesses around 1,100 applicants each year. The School has established its own Bursary Scheme to maintain a broad intake. Approximately 65% of boys joining at 11+ come from maintained primary schools. Virtually all the Upper Sixth leavers go on to elite universities e.g. Russell Group, including Oxbridge, with increasing numbers to Ivy League Universities. Examination results in 2015 at A level (94% A\* - B) and GCSE (99% A\* - B) are extremely strong and are at record levels. There is some setting for I/GCSE Mathematics, Science and first choice Language. All boys take I/GCSE in English Language, English Literature, Mathematics, their chosen first Language (French, German or Spanish), Biology, Chemistry and Physics together with three other subjects. In the Lower Sixth Form almost any combination of four mainstream AS Level subjects is possible; some boys take five. In the Upper Sixth virtually

any combination of three (or four) mainstream A Levels is available. A growing number of departments are adopting the Cambridge Pre-U. All Sixth Formers also follow a broad-based Curriculum Enrichment programme and many also complete an in-house Extended Project qualification. Mandarin at GCSE was introduced in 2008. It is expected that all staff will participate in some of the wide range of activities which the School provides.

In Games very high standards are achieved in all the major sports - rugby, football, rowing, cricket, tennis, as well as swimming and athletics. The School enjoys conspicuous national-level success in ISFA football and NatWest rugby tournaments, and also in the Schools' Head of the River and National Schools' rowing events. Recently, Hampton has provided Cambridge with its Captains of Tennis, Cricket and Boats among other Oxbridge "Blues". Outstanding performances are often achieved in golf and basketball. There is an active CCF, as well as a strong community service programme, which are both run with our neighbours, The Lady Eleanor Holles School (LEH). Music thrives, with well over half the School actively studying at least one musical instrument. There are several School Orchestras and many ensembles and groups, plus a vigorous Choral Society (with LEH). Notable recently has been the number of Organ and Choral Scholarships won at Oxbridge, a scholarship at the Royal College of Music, a Finalist in the Brass section for BBC Young Musician of the Year and finalists in the BBC Choir of the Year Competition. There are frequent music and choir tours abroad and the School is one of only a handful of All-Steinway schools in the country. Drama is included in the curriculum. In addition to School and Year group or Form productions, there are regular major joint musical and drama productions with LEH. A theatre company attached to the School has taken plays to the Edinburgh Fringe Festival. There is considerable interest in art, debating and chess and the School has enjoyed much success in these areas.

There is also an active Adventure Society. As well as providing opportunities for canoeing, climbing, orienteering and camping, expeditions are arranged both in the UK and abroad. Boys regularly take Duke of Edinburgh's Scheme Gold, Silver and Bronze Awards and interest is very strong. The School has also established an orphanage in Senga Bay, Malawi.





Hampton School is located in an attractive corner of South West London, with excellent links to public transport and to major road networks. Within walking distance of both Hampton Court and Bushy Park and within easy reach of central London and all the attractions that has to offer, Hampton is an ideal location. The nearby neighbourhoods of Hampton, Hampton Hill and Teddington offer a village-like atmosphere with numerous independent shops, restaurants and thriving local sports clubs and arts associations. Slightly further afield, the riverside towns of Richmond and Twickenham, and the larger towns of Kingston and Guildford, have much to offer and are easily accessible.

Hampton Station is a comfortable 15 minute stroll from the School and has a good service to Waterloo, Clapham Junction, Wimbledon and Sunbury. Buses from Kingston, Twickenham and Richmond stop outside the School and it is just a few minutes' drive from the M3 and M25.

Hampton is perfect for families and has many good primary schools. The area also offers an abundance of affordable rental accommodation for those looking to share.

The School's premises and facilities for both academic work and co-curricular activity have been greatly improved and extended since 1975 and new building developments have been as follows:

- 1978** **Garrick Building** for Music and Drama.
- 1980** **Grundy Centre** for Design Technology (upgraded and incorporated in the 2004 project)
- 1984** **School Library Extension**
- 1987** **Sports Hall**
- 1990** **Whitfield Building** for Geography, Economics and Art (upgraded in 2000)
- 1994** **Alexander Centre** for Sixth Form common rooms, History Department and Pavilion Room
- 1997** **New Dining Rooms** and kitchens on two floors
- 1998** **Hammond Quad Extension** providing Language Laboratory, ICT then Science Laboratory, large classroom and Main Hall Storage
- 2000** **Millennium Boat House** A project in partnership with The Lady Eleanor Holles School
- 2000** **General development** including Five Science Laboratories, ICT Laboratory, ICT Science Laboratory, Art Department, five new classrooms and office space.
- 2003** **Sports Pavilion Complex** The building provides extensive changing facilities and storage rooms; it houses the Sixth Form Social Centre in pavilion rooms overlooking the fields
- 2003** **Cloisters** redevelopment to provide better reprographics facilities, medical room and music practice rooms
- 2004** **New nine-room English Department** on first floor with **five-laboratory Design and Technology** upgraded and extended on the ground floor
- 2009** In September 2009 the **Hammond Theatre**, a near 400-seat performance space for music and drama with associated facilities, was opened
- 2010** **A new teaching facility, the Atrium**, on three floors providing 10 new rooms and a new Biology Laboratory; as part of the project two new laboratories were created from existing rooms and a number of existing classrooms were refurbished; the Tennis Courts at the front of the School were upgraded
- 2011** **Re-design and landscaping** of the front of the School and signage
- 2013** Construction of a **3G Astro turf** pitch for Rugby, Football and lunchtime recreational use

The School was inspected by ISI in March 2010 and the summary of the inspection is available on the School website - [www.hamptonschool.org.uk](http://www.hamptonschool.org.uk).

**Further updated details of the School are also available on the website.**



## APPLICANTS FOR TEACHING POSTS

### Salary

The School has its own salary scale. Starting salary will depend on the experience and qualifications of the successful candidate. The Governors review salary scales each year to ensure they remain competitive. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

### Non-contractual Benefits to Staff

#### Pension

The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme for support staff. Further details are available from the Bursar.

#### Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Restrictions apply to this policy.

#### Health Care

The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Health Care policy.

#### School Fee Reduction

Child(ren) of teaching staff at Hampton School or Denmead School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

#### Cycle to Work Scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the "cycle to work" scheme to ride to work. Further details are available from the Bursar.

#### Childcare Vouchers

The School allows staff access to a childcare voucher system by means of a salary sacrifice scheme. Further details are available from the Bursar.

#### Eye Tests

In September each year members of staff receive a voucher for a free eye test at nominated opticians.

#### Personal Accident Insurance

Staff are covered for permanent disability resulting from an

accident, whether at School or elsewhere.

#### Drinks and Snacks

Staff are provided, at no cost, with tea/coffee and light snacks throughout the day.

#### Lunch

Lunch is provided at no cost.

#### Sports Travel to School on Saturdays

Staff running teams can claim expenses for travel to and from School for Sports matches.

#### Use of Private Vehicle

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.

#### Blood Pressure

The School Nurse can check your blood pressure. She is not able to give staff medical advice and staff must rely on their own adviser.

#### Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required a charge may be made.

#### Sports Therapy

The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

#### Multi-Gym

The School multi-gym is available for use by staff. Induction is required and conditions apply. The School accepts no liability for use by staff.

#### Sporting Facilities

Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant Games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

#### Parking

Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Front Office.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.

## APPLICATION FORM

- Applications will only be accepted from candidates completing the School's Application Form in full. CVs may be submitted but will not be accepted in substitution for completed Application Forms in the absence of good reason.
- Candidates should be aware that all posts in the School involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- Where appropriate the successful applicant will be required to complete a Disclosure from the DBS at the appropriate level for the post. Employment is conditional upon a satisfactory DBS check for all applicants home and overseas.
- An overseas national must have permission to work in the UK (if not a member of a European Economic Area country).
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfE National Safeguarding Delivery Unit.

### References

- a. We will seek references on shortlisted candidates and may approach previous employers whether or not named as a referee for information at any stage following receipt of the application form.
- b. Employment is subject to satisfactory references from suitable referees and references will be verified by telephone call.
- c. If you are currently working with children, on either a paid or voluntary basis, your current employer (who must be listed as one of your referees) will be asked about disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the previous employer will be asked about those issues (and should be listed as a referee). Where neither your current nor previous employment has involved working with children your current employer will still be asked about your



suitability to work with children, although it may where appropriate answer if your duties have not brought you into contact with children or young persons.

### Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg. the original or certified copies of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding bodies.

All candidates invited to interview must also bring with them:

- A current driving licence including a photograph and a passport or a full birth certificate.
- A recent utility bill (less than three months old) or financial statement showing the candidate's current name and address.
- Where appropriate, any document evidencing a change of name.

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

- d. In the case of applicants who have been employed but who are not now employed, one referee must be the most recent employer (who should be listed as one of your referees).





## CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

**Any offer to a successful candidate will be conditional upon:**

- Receipt and verification of at least two satisfactory references.
- Verification of identity, qualifications and right to work in the United Kingdom.
- A DBS Barred List Check.
- A satisfactory Enhanced DBS Disclosure.
- Where the successful candidate has worked or been resident overseas for more than 3 months in the previous five years, such overseas checks and confirmations as the School may require in accordance with statutory guidance.
- Check of the prohibited Lists (appropriate to the level of the post and for all staff carrying out teaching duties, or those who have been teachers)
- Verification of medical fitness in accordance with DfE Regulations or
- Satisfactory completion of the probationary period.

## WARNING

**Where a candidate is:**

- Found to be on Barred List or the DBS disclosure shows s/he has been disqualified from working with children by a Court, or
- found to have provided false information in, or in support of, his/her application, or
- the subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police and/or the appropriate national bodies.

## GENERAL

**Offers of employment will be made on merit and in accordance with our policy of equal opportunities.**

- Employment is also subject to a satisfactory medical report to the School's medical officer.
- Satisfactory results for the statutory employment checks are recorded in the School's centralised register of staff, supply staff, contractors, volunteers and governors.
- The School reserves the right to offer the post at any stage in the appointment process.

# SAFEGUARDING POLICY AND PROCEDURES

This policy is published on the Hampton School website and is also available to parents from the School Office or the School Bursary upon request.

## 1. INTRODUCTION

Hampton School fully recognises the contribution it makes to the safeguarding of children and the responsibility it has under Section 157 of the Education Act 2002 and the Education (Independent Schools Standards) (England) Regulations 2003 to have arrangements in place to safeguard and promote the welfare of children.

To ensure the protection of children in our care, the School complies with government publication *Working Together to Safeguard Children (2013)* and the statutory guidance contained in *Keeping Children Safe in Education (2015)*, as well as the Local Safeguarding Children Board (LSCB) (Richmond) procedures.

The School operates safe recruitment procedures in accordance with guidance given in *Keeping Children Safe in Education (July 2015)*. For further information on safe recruitment, please refer to the Hampton School Recruitment, Selection and Disclosure Policy.

### 1.1 Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. There are two main elements to Hampton School's Safeguarding Policy:

1. Procedures to ensure we are alert to the signs of abuse and neglect and that we deal with cases of abuse appropriately.
2. Guidance for staff in recognising abuse.

In addition, there are the following appendices:

- Policy and Procedures following an Allegation of Abuse Against Staff and Volunteers.
- List of Related School Policies.
- Log of concern about a child's safety and welfare.

Our policy applies to **all** full and part-time teaching and non-teaching staff, to volunteers working in the School, and to governors.





## HOW TO GET HERE

Hampton School  
Hanworth Road  
Hampton  
Middlesex TW12 3HD

**General:** Please note - there are three schools on Hanworth Road, Hampton. Hampton School is between Hampton Academy and The Lady Eleanor Holles School. (Take care - there are other 'Hanworth Roads' nearby).

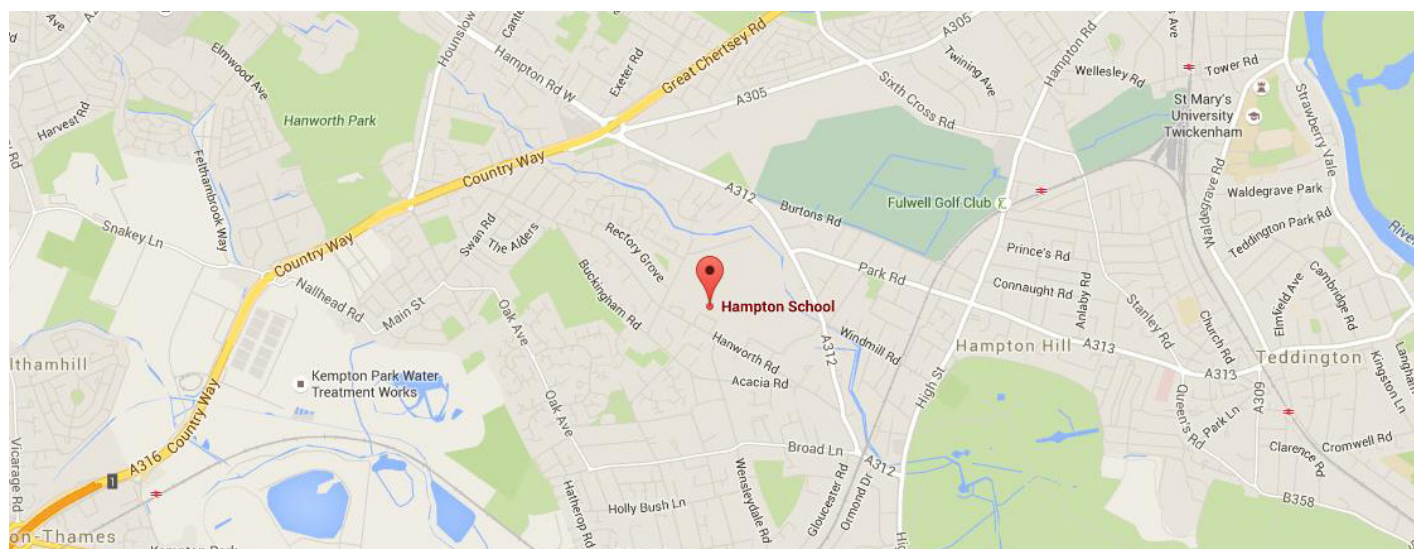
**By Road:** If travelling from the west or via the M25, join the M3. After Junction 1 the M3 then becomes the A316 - leave at the first or third junction (A312). From the south and south east use Hampton Court Bridge. From the east come through Kingston, Teddington or Twickenham. From the north east come via Richmond and the A316.

**By Bus:** The 111 and R70 stop near to the School. The 216 stops at Hampton Station and the R68 stops ten minutes from the School.

**By Rail:** Hampton Station is on the Shepperton line from Waterloo and it is 15 minutes' walk to the School. Hampton Court and Hampton Wick Stations are well beyond walking distance.

**By Air:** Heathrow and Gatwick airports are 30 minutes and 50 minutes respectively by road.

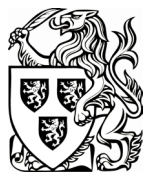
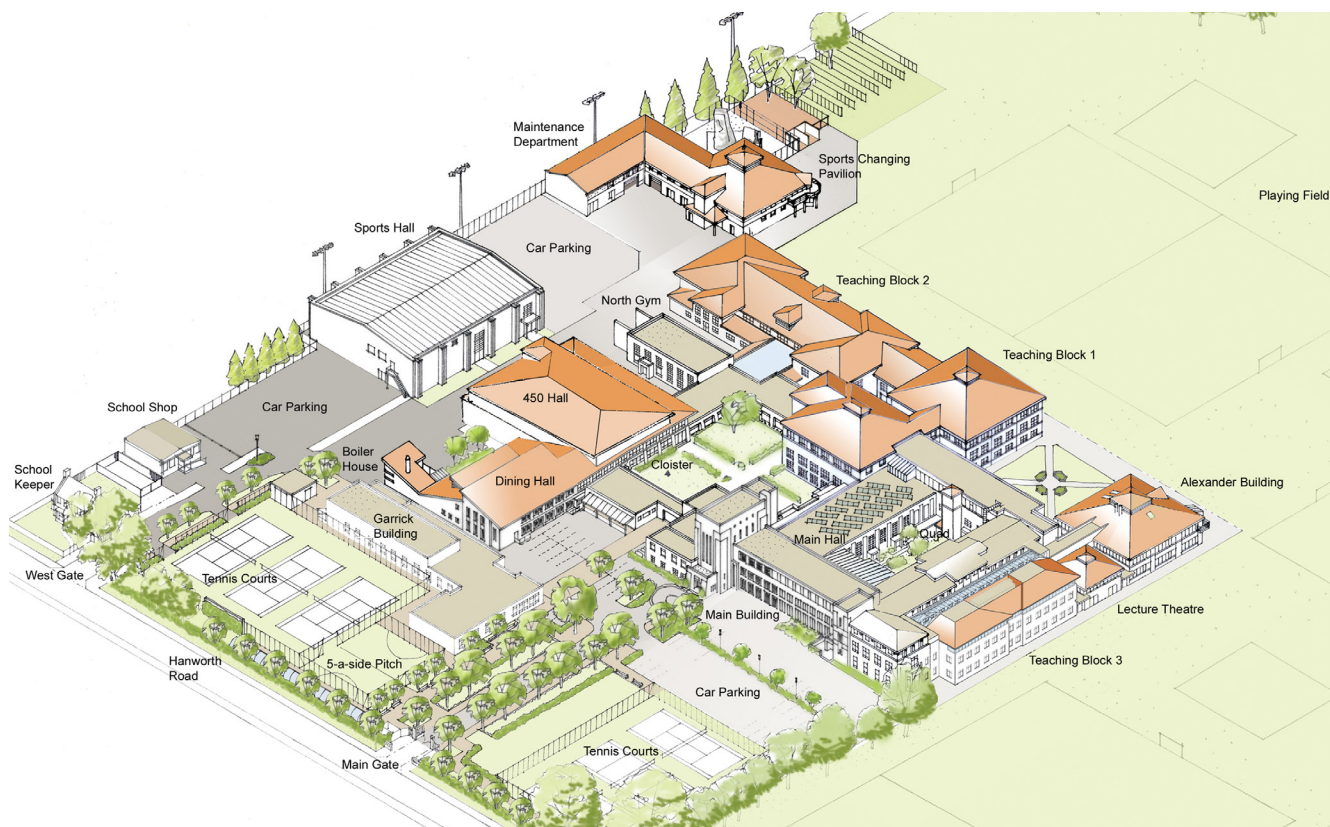
**On Arrival:** Visitors must report to Reception. Car parking is available via the main gate.







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