

**Further information**

**The Hermitage School** aims to be an outstanding junior school at the heart of our community. It has recently gone through huge change, supported by local parents and the Swan Trust (a collaboration of local schools) who have a clear vision for how the local school provision can be enhanced - a vision that has struck a chord with the local community. The team is now turning this popular vision into reality, and we seek the right candidate to come with us on this exciting journey. The role will offer a rare opportunity to craft the culture and values of an evolving school.

**How will The Hermitage School vision create success?**

**Our Vision**

The vision for The Hermitage School is:

* We will inspire everyone to be the best that they can be by preparing our children for a rapidly changing world, by equipping them with life skills and respect for our core values of honesty, tolerance and responsibility. Challenged today; prepared for tomorrow.
* To inspire a life-long love of learning, independent thought and the courage to think and act differently.
* For each pupil to receive a personalised learning experience tailored to their educational needs, abilities and ambitions, enabling them to achieve their highest academic potential, and to have the confidence to follow their aspirations.
* To develop a strong sense of responsibility to the community and to improve the quality of the local environment for its residents.
* To provide excellent pastoral care by supporting every pupil in their learning career, with skilled mentoring to provide the best understanding of pupils' strengths, passions and purpose.
* To work closely with the infant school to develop effective collaboration to enhance pupil progress.

**Our Curriculum - meeting the learning needs of all our pupils**

* Covering all the national curriculum subjects and highly effective spiritual, moral, social and cultural development
* A strong emphasis on English, maths, sports, music and drama
* Strong parental engagement
* Dynamic curriculum organisation with strong integration and topic-based learning approaches
* Strong transition programmes, from Infant to Junior School and on to Secondary Education
* Develop pupil independence skills through topic-based and collaborative learning approaches

The staff of The Hermitage School believe that a great school will have a positive impact on the lives of local children. Our role is to ensure all our pupils achieve the academic success and relevant skills that will help them excel in secondary schools and beyond. Our curriculum has a focus on strong basic skills, supplemented with a wide range of cultural and creative experiences. We encourage independent thinking in an environment that values respect, citizenship and resilience.

High standards are central to our vision, whether in pupil behaviour, quality of teaching, aspiration or achievement. We will broaden our pupils' horizons and help them find and develop their particular talents.

Above all, The Hermitage School believes that every pupil in our school has the right to leave with the skills, qualifications and values to become confident, successful and positive contributors to their future.

**Contextual Information**

The Hermitage School is a junior (Year 3-6), mainstream, non-selective school with an additional specialist centre for pupils with MLD, located in the West Woking area. The school has space for 360 children plus 18 specialist centre places, creating a desirable, local choice for the parents and children of the community.

**School Cohort**

We currently have 339 children on roll:

55% boys

45% girls

18% SEN

14% in receipt of Pupil Premium

7% EAL

The Hermitage School is situated in an area of West Woking where there is a mixture of deprived and affluent areas. One of the core targets of the school is to close the achievement gap between pupil premium and non-pupil premium children. The school has had a PP audit and devised an accompanying action plan to meet this target.

**Staff**

We have an overall staff of 50 people, comprising of 4 senior leaders, 4 year team leaders (middle leaders), 1 Business Manager, 12 class teachers, 1 part-time teacher, 24 TAs, 2 PE specialist staff plus a team of office, site and lunch-time staff.

**Candidate Competency Specification**

We seek to attract an inspirational primary school leader with the ability to drive forward our school vision and development plan. The candidate will have a demonstrable track record of effective school improvement.

As Head Teacher, the successful candidate will lead on the evolution and delivery of the School Development Plan, with the support of a committed team of governors and senior leaders.

As well as an exemplary record of academic leadership we are looking for evidence of personal attributes and values that underpin The Hermitage School ethos. These should include:

* Highly developed knowledge and understanding of pedagogy
* A track record of recruiting and retaining high-calibre staff through effective performance management and succession planning
* Building of high-performing teams
* Ensure all necessary safeguarding requirements are effectively and fully implemented
* Commitment to inclusion, quality and spiritual, social, moral, cultural development
* Articulate to all stakeholders and children the aims and vision of the school
* Evidence of having driven the creation of a strong school culture that has high expectations of all pupils
* Ability to create positive personal relationships with all children and staff
* Utilisation of effective strategies for the engagement of parents in their child’s education
* Commitment to their own personal and professional development and that of their staff
* Ability to make sound financial decisions and be strategic on whole school systems and processes
* Experience of having personalised the curriculum in ways which have improved progress and attainment
* Evidence of successfully implementing topic-based or collaborative learning

**In Return:**

We offer a wonderful school of dedicated staff and pupils, governors who are wholly supportive and involved in the life of the school, a commitment to providing high-quality and continuous professional development for a new Head Teacher and ensuring they have a good work-life balance, support and challenge from the Swan Trust HTs, experienced mentors/coaches to work alongside.



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| **THE HERMITAGE SCHOOL**  **JOB DESCRIPTION**  **HEAD TEACHER**  **This job description should be read in accordance with the**  **National Standards of Excellence for Head Teachers.** |
| **Salary**  L15 to L21 (£56,684 - £65,513) |
| **Line of responsibility**  The Head Teacher is directly responsible to the school’s governing body through the chair of governors. |
| **Line management**  The Head Teacher shall line manage all members of the school’s leadership team. |
| **Strategic purpose**  The Head Teacher shall be responsible to the board of governors for the overall leadership and management of the school, leading governors and colleagues in the development of strategy, policy and development plans. In particular s/he shall advise on and implement rigorous academic and pastoral policies to ensure that students receive the highest standard of education, that progress is assured for all pupils, and that demanding and measurable targets and objectives are set for staff. |
| **Core responsibilities**   * Lead, manage and develop staff to ensure that the school’s organisation, curriculum, and resources enable everyone to achieve the highest possible standards. * Ensure the highest possible standards of education through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for pupils and a rich extra-curricular programme. * Lead and direct all members of staff and pupils, through the direct leadership of the school’s leadership team, ensuring that effective responsibility is delegated through an appropriate leadership structure, and that the school complies with educational and other relevant legislation, including health and safety and safeguarding. * Be responsible for promoting the aims and values of the school and ensure effective communications with all stakeholders, including governors, staff, pupils, parents, the community served by the school, feeder schools, destination schools, the Swan Trust, the local authority (LA) and relevant government agencies. * Attend meetings of the governing body, provide governors with regular reports on school developments and activities and consult with the governing body wherever appropriate. * Keep abreast of changes in government policy and wider educational practices, and be accountable for the effectiveness, efficiency and quality outcomes of all aspects of the school, including financial and human resources, pupil behaviour and discipline, educational and support services, and marketing and communications. * Lead the shaping of the school’s future and in regard to its effectiveness and sustainability and ensuring that everyone is enabled to contribute effectively to the progress and development of the school. * Support the busy and varied life of the school, attending its events and wider programme of activities. * Ensure that child protection and safeguarding of pupils are given high priority at all times. |
| **Conditions of employment**   * The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). * In particular, attention is drawn to the requirements entitling Head Teachers to a reasonable amount of time during school sessions, having regard to his/her teaching responsibilities, for the purpose of discharging his/her leadership and management responsibilities. * To uphold the school's policy in respect of child protection and safeguarding matters. * The post holder will ensure effective SMSC development of all pupils through provision of a creative and inspiring curriculum, assembly programme and special events. * The post holder is required to support and develop the school’s objectives, policies and procedures as agreed by the governing body. * The post holder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers’ Pay and Conditions Document. * This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. * This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder. * The post holder will be required to participate in the school’s appraisal scheme. |