



**Halliford
School**
SHEPPERTON



Applicant Information
Deputy Head (Pastoral)

Welcome from the Headmaster

Dear Applicant

Thank you for the interest you have shown in Halliford School and our position of Deputy Head (Pastoral). May I take this opportunity to welcome you to our wonderful school and I hope that what you will read on the following pages will encourage you to come and see for yourself what a magnificent place Halliford School is to learn and to work at. You would be joining us at a very exciting time in our development.

As the new Headmaster, I am working with the students and staff here to create a school where we strive for excellence in all that we do. My job, along with my colleagues on the senior leadership team is to support and empower our dedicated members of staff as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning where possibilities for our students are endless.

The position of Deputy Head (Pastoral) is a new one to the school. The SMT is moving to a structure of two Deputy Heads, replacing the previous positions of Deputy Head and Director of Studies. The newly created position of Deputy Head (Pastoral) is a reflection of the governing body's commitment to enhancing the management structure of the school as part of their ambitious development plans.

This position will suit an impressive professional with a significant pedigree of strong pastoral leadership within a school at a senior level. The individual will need to demonstrate a commitment to the holistic educational values on offer at Halliford and proven previous senior leadership skills. We are looking for an individual who will join us to lead the pastoral life of the school forward with the ability to think strategically and play

a vital role in the future development of the school. They will need to show pride in their work and a commitment to the needs of students and colleagues and will possess the necessary energy, perseverance and tenacity to lead and see whole school projects through to a successful conclusion.

The Deputy Head (Pastoral) will also be responsible for behaviour management at the School and it is expected that they will provide a strong and positive role model to our students. Halliford School has an enviable reputation for team sports and it is very much envisaged that the Deputy Head (Pastoral) would play a strong role in this area of school life.

The Senior Management Team at the School is a collegiate unit, with a commitment to flexibility and support for each other. The Deputy Head (Pastoral) and the Deputy Head (Academic) will work closely together to lead the day-to-day life of the school and will also work closely with the Senior Tutor, Director of Teaching and Learning and the Head of Sixth Form. The successful candidate will need to be a strong team player with a passionate interest in the wider educational landscape.

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complemented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations and instilling in them confidence and resilience for the future.

As young Hallifordians we recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised

teaching and learning strategies suitable for our boys.

We recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

There are currently around 400 students on roll. The school teaches boys in years 7 – 11 and since 2007 has taken girls into sixth form. In November 2014, the school was accepted into membership of HMC. The school has seen expansion since the year 2000 and has an impressive array of facilities including a dedicated theatre, classroom block, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. More recently the school completed the magnificent Philip Cottam Centre which houses: Music, Art, Sixth Form Centre and Cafe along with recently refurbished kitchens and dining room. Exciting plans are now being considered by the dynamic governing body for the next phase of development at the school. Further details about the school can be found on our website at: www.hallifordschool.co.uk

We are proud of many excellent results achieved by our students and this year is set

to see another superb set of results and some magnificent University destinations for our upper sixth form, including Cambridge University.

The staff room at Halliford is welcoming and supportive of new colleagues. Our boys are full of energy and enthusiasm and we work in an environment founded on the principle of mutual respect for one another. We are a busy school and our staff offer a great number of opportunities to the students and we seek to offer our staff rich opportunities for personal and professional development and training.

I warmly invite you to consider joining us to be a part of this wonderful school on our exciting journey and I look forward to hopefully inviting you to interview.

Good luck!



Mr J Davies
Headmaster



The Position

The position of Deputy Head (Pastoral) is an exciting new appointment to the Senior Management Team at Halliford School and presents an opportunity for an ambitious candidate to take the pastoral lead in this successful HMC Day School.

The Deputy Head (Pastoral) will be required to promote the School's aims and policies and to play an active and visible leadership role on the Senior Management Team. S/he will work closely with the Headmaster and the SMT in the strategic leadership of the School. S/he will also play a full part in the life of the School, including attendance at evening and weekend functions and events, Open Days and promotional visits off-site. S/he will be expected to teach a reduced timetable and to be fully involved in the extra-curricular life of the School.

The Pastoral Structure

The School has four houses which each student belongs to. Each student has a house tutor who they meet with twice a day for registration. There are then four Heads of Houses who are responsible for a team of tutors in Year 8 – 11 who manage the day to day pastoral and academic lives of their tutees. Currently there is a Head of Year 7 who, together with a group of four tutors, looks after the students specifically in this year group to give them the best possible start to their time at Halliford. The Head of Sixth Form then assumes responsibility for the tutors in the Sixth Form.

The Senior Tutor will report to the Deputy Head (Pastoral) and they take responsibility for the line management of the School Matron and the School Counsellor.

Process of Application

We trust that this brochure will provide you with helpful information on which to make a

decision regarding your application for this post.

Along with this pack, you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Claire Worrell, the Headmaster's PA who will be delighted to assist you.

Telephone: 01932 234925. E-mail:

head.pa@halliford.net

If you would like to come and pay us a preliminary visit, you would be warmly welcome at a mutually convenient time. The Headmaster is also happy to discuss the role with any potential applicants. To arrange this, please contact Mrs Claire Worrell, the Headmaster's PA.

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the Headmaster's PA to arrive no later than 4pm on Wednesday 18th April 2018.

Following this the selection panel will convene to determine a shortlist of applicants who will be invited to interview, which are likely to be held shortly after the deadline.

On the day of interviews, all applicants will be asked to bring with them proof of identity and address along with any original certificates pertaining to their qualifications.

Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.



Halliford School

Job Description – Deputy Head (Pastoral)

Salary

The post holder will be paid on the appropriate point of the Halliford School Leadership Pay Scale. We have our own pay scale, which is significantly above the maintained sector. The salary will be commensurate with experience and will recognise the major responsibility and seniority that this post entails.

Lines of Responsibility

The Deputy Head (Pastoral) is directly responsible to the Headmaster.

The Senior Management Team

The Headmaster leads a Senior Management Team which upon this appointment will comprise the following positions:

- Bursar
- Deputy Head (Pastoral)
- Deputy Head (Academic)
- Senior Tutor
- Director of Teaching and Learning
- Head of Sixth Form

Key Responsibilities

- Together with the Deputy Head (Academic) to take responsibility for the day-to-day running of Halliford School
- Deputise for the Headmaster in his absence
- Together with the Deputy Head (Academic) to be the key point of contact for all staff
- Accountable to the Headmaster and the Governing Body for the provision of all aspects of the pastoral life of the school
- Provide engaging, dynamic and purposeful leadership to promote and support the delivery of outstanding levels of pastoral care and maintaining a culture of purpose, discipline and ambition throughout the school
- Management of student behaviour, including taking the lead on all disciplinary matters, communicating with parents and management and review of policy and procedures
- To be the Designated Safeguarding Lead and the E-Safety Officer for the school
- Develop, review and implement all school policies related to pastoral care to ensure that they are kept up-to-date in line with current legislation and good practice. To ensure that all staff, students and parents are aware of the school's policy and practice in this regard
- Produce and maintain an up-to-date staff handbook in consultation with the Deputy Head (Academic) and the Headmaster
- Co-ordinate and manage the extra-curricular provision of the school and to ensure it provides a full and varied programme of activities for the students
- Plan and prepare the school calendar

- Provide regular briefings to staff particularly regarding aspects of the School's operation and systems, safeguarding, events and regulatory requirements
- Work with the members of the SMT to develop a suitable induction programme for new staff.
- Develop and regularly review a Pastoral Development Plan for the school
- Maintain an up-to-date knowledge and understanding of current legislation and guidance, including safeguarding legislation in order to advise the Headmaster, SMT and Governors on pastoral policies and procedures
- Liaise with the Deputy Head (Academic) in overseeing, monitoring and reviewing the School's pastoral reporting procedures to ensure that every Hallifordian achieves their true potential
- Provide the strategic overview of staffing requirements and recruitment of Pastoral staff, including the identification of skills gaps for succession planning
- Contribute to the school's ongoing strategic development
- Prepare the pastoral aspects of the School for Inspection with the support of the Senior Tutor.

Operational Responsibilities

Management and Administration

The Deputy Head (Pastoral) will chair the Pastoral Meetings and will lead discussions at the Governing Body's Safeguarding Committee. They will also be responsible for convening and leading other working parties from time to time. In addition, S/he will be responsible for the following:

- Oversee and manage the staff duty system and to be a leading presence around the school to support staff and students and ensure the ethos of the school is maintained
- Work closely with the Senior Tutor, who manages the work of the Heads of Houses and the Head of Year 7. Advise, support and quality assure all pastoral policies and systems within the school
- Lead any necessary departmental reviews, probation processes, capability and disciplinary procedures and investigations into academic staff as required
- Lead a positive culture of staff professional development
- Responsibility for day-to-day routines including lunch rotas, assembly seating, staff supervision etc.
- Responsibility for planning the school calendar in advance, including chairing the termly calendar meeting
- Take the lead in preparing the school for Open Days and Visitor Mornings in consultation with the Registrar
- Co-ordinate and manage the extra-curricular provision of the school and to ensure it provides a full and varied programme of activities for the students
- Conduct a termly audit of staff extra-curricular allocation and follow up as required.
- Ensure the school demonstrates a commitment to outreach and community projects
- Develop and prepare the student planners
- Organise the end of term activity programme for students
- Work closely with the Deputy Head (Academic) regarding all aspects School Trips. The Deputy Head (Academic) is the Educational Visits Co-ordinator

- Assemble proposed Term Dates each year for discussion with and approval by the Headmaster
- Organise all whole-school events, such as the Carol Service, Easter Service and Speech Day in consultation with the Headmaster
- Plan and oversee the student induction days for new students and organise the programme of student mentoring
- Organise the whole school photograph every two years and individual school photographs annually
- Be the point of contact for members of the public wishing to raise any concerns
- Visit 'feeder' schools to represent Halliford at outreach and recruitment events and present as necessary
- Liaise with the Director of Teaching and Learning and Deputy Head (Academic) to arrange a series of appropriate staff INSET and CPD opportunities throughout the year
- Assist the Headmaster and Bursar in the production of job application packs and job descriptions for teaching staff appointments
- Careful liaison with the School administrative staff to ensure they are aware of any changes to routine etc.
- Act as the main point of contact for the PTA and attend meetings in consultation with the Headmaster
- Attend meetings of the Health and Safety Committee
- Take ownership of the Critical Incident Policy and training and, in conjunction with the Estates Manager, ensure that evacuation drills are rehearsed and recorded at least once each term

Pastoral Care and Discipline

In dealing with students, the Deputy Head (Pastoral) is expected to work in conjunction with the Deputy Head (Academic) and the Senior Tutor to manage all areas of student performance, behaviour and progress. The Deputy Head (Pastoral) reports to the Headmaster on all matters relating to students' pastoral and behavioural concerns

- Ensure that the highest standards of Pastoral Care are provided at the School, working in conjunction with the Senior Tutor to set the tone for a caring and warm-hearted culture in which students feel confident to talk to someone if they have a problem
- Ensure that high standards of behaviour and discipline are maintained throughout the School and when students are representing the school off-site
- Design, develop and implement an effective behaviour management system, to include school rules, rewards, sanctions and all disciplinary processes
- Take the lead in the investigation and management of major disciplinary offences, or allegations thereof
- To oversee and regularly review the school's anti-bullying policy and procedures and to keep an accurate bullying log which is reviewed regularly
- Ensure that students maintain high standards of personal appearance and conform to the uniform policy
- In conjunction with the Senior Tutor, ensure that Tutors, Heads of House and the Head of Year 7 effectively deliver the administrative, pastoral and co-curricular aspects of their roles
- Chair and oversee the Pastoral Committee, working with the Senior Tutor
- Take responsibility for the administration of pastoral rewards and sanctions, welfare tracking, pastoral reporting (including parents' evenings) and presentation to parents

- To support the Head of PSHE in ensuring that an effective and inspiring programme of PSHE opportunities are offered to students
- To develop, with the Head of PSHE, a series of parent information events on key pastoral issues
- Ensure the effective organisation and development of the School Council, working in conjunction with the Head of Sixth Form and Senior Prefects. Attend Section and Whole School Council meetings and report back to the Headmaster and SMT.
- Conduct meetings and interviews with prospective parents and pupils as required
- Liaison with the Deputy Head (Academic) to manage student workload and maintain an overview of the student experience
- Liaison with the Head of Sixth Form regarding the progression of students into the Sixth Form
- Oversee the use of management information systems to accurately record student pastoral and behavioural incidents
- To take Saturday morning detentions as required

Inspection

- Together with the Deputy Head (Academic) to ensure that the School maintains an accurate Self-Evaluation Framework
- Ensure that the School remains 'Inspection ready' including a prepared timetable that has been shared and discussed with the relevant internal staff
- Ensure that the required documentation is in place for ISI Inspections and evidence that the School has responded to ISI Inspection update advice, as well as previous Inspection Report recommendations as appropriate
- Ensure that records of complaints, working in conjunction with the Deputy Head (Academic), including those with no case to answer, are maintained in line with ISI Inspection requirements
- Ensure that all staff are regularly updated regarding regulations, requirements and expectations
- Keep suitable records to demonstrate the school's commitment to key pastoral areas such as SMSC, Safeguarding, Fundamental British Values etc.

Staffing

- Anticipate and discuss matters of concern with any teaching staff member as needed to offer support and advice
- Take a significant role in the appointment of Teaching staff, in conjunction with the Deputy Head (Academic), including choosing candidates for interview and the interview and appointment process, working with the Headmaster and the Headmaster's PA
- Act as Investigating Officer for investigations in relation to staff and attend and/or chair formal meetings, as required

Safeguarding – Designated Safeguarding Lead

The Deputy Head (Pastoral) will be the Designated Safeguarding Lead for the School. In this role the post holder will be expected to prepare a safeguarding update for each Governors' meeting and to make an annual full report of all Safeguarding matters to the Governing Body at their Christmas Term meeting. The following outlines the key responsibilities for the DSL as stated in the school's Safeguarding and Child Protection Policy:

Managing referrals

Refer all cases of suspected abuse to the local authority children's social care and:

- The designated officer(s) for child protection concerns (all cases which concern a staff member),
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed).

Liaise with the Headmaster to inform him of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.

Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Training

The Designated Safeguarding Lead should receive appropriate training carried out every two years in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the School's child protection policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the School may put in place to protect them.
- Update staff on any changes in content or emphasis to the School's safeguarding policy or procedures. (This should be done at least termly and be accompanied by printed notes)

Raising Awareness

The Designated Safeguarding Lead should ensure the School's policies are known and used appropriately:

- Ensure the School's Safeguarding and Child Protection Policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the governing body regarding this.
- Ensure the Safeguarding and Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the School in this.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the School ensure their child protection file is transferred to the new School or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Contact with Surrey Children's Social Care

The School has regular contact with **Surrey Children's Social Care** and this Policy is compatible with and meets all applicable requirements laid down by them. The School ensures that it has positive communication with them to ensure compliance with any changes in local protocol and access to relevant support.

Administration

The DSL refers a child if there are concerns about possible abuse, to the Children's Services Local Referral, Intervention and Assessment Service Team, and act as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call.

The DSL is responsible for keeping detailed, accurate written records of all concerns about a child even if there is no need to make an immediate referral. They will ensure that all such records are kept confidential, stored securely and are separate from pupil records, until the child's 25th birthday and will ensure that an indication of the existence of the additional file above is marked on the pupil's records.

The DSL will ensure that when a pupil leaves the School, their child protection file is passed to the new School (separately from the main pupil and ensuring secure transit) and that confirmation of receipt is obtained. In addition, they will ensure that a copy of the Child Protection file is retained until such a time that the new School acknowledges receipt of the original file. The copy should then be shredded.

The DSL will ensure that either they, or another senior staff member, attend case conferences, core groups, or other multiagency planning meetings, contribute to assessments, and provide a report where required which has been shared with the parents.

The DSL will ensure that any pupil currently with a child protection plan who is absent from School without explanation for two days is referred to their key worker's Social Care Team.

Extra-Curricular

- Take a full and active role in the extra-curricular programme on offer at the School
- Lead at least one team sport activity
- Participate in educational visits

Senior Management Team

- Model the agreed values and vision of the School and as a member of the SMT be seen to translate this into practice
- Demonstrate and role model positive and constructive leadership behaviours and in so doing to act as a mentor and role model for students and staff
- Provide encouragement, support and assistance to staff colleagues whilst also holding them to account
- Lead assemblies and parent presentations as required
- Take a leading role in the School Open Days and Entrance Examination day
- Lead a staff duty team at least once a week
- Meet and interview prospective students and parents
- Conduct disciplinary investigations (staff and students) when required
- Attend at as many School events (matches, plays, concerts etc.) as possible
- Respond to reference requests as required (Students and staff)
- Contribute to the production of school publications as required
- Take part in the SMT on-call rota during holiday periods
- Work during school holidays as needed to fulfil the requirements of the role
- Undertake any other duties which fall within their capabilities and which may reasonably be required by the Headmaster

Teaching

- Teach a reduced timetable (subject specialism is not a critical factor)

Line Management

To be the line manager for the following people:

- Senior Tutor
- Head of PSHE
- Director of Sport
- Duke of Edinburgh Award Scheme co-ordinator

Performance Management and Professional Development

The Deputy Head (Pastoral) will be part of the School's Performance Management Scheme. S/he will be assigned an appraiser (usually the Headmaster) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.



Deputy Head (Pastoral) – Person Specification

Applicants should:	Essential	Desirable	Primary means of assessment
Have a good Honours Degree	✓		Application Form
Have Qualified Teacher Status	✓		Application Form
Have an educational leadership qualification		✓	Application Form
Experience as a middle or senior leader in a Senior Day School	✓		Application Form
Significant pastoral experience	✓		Supporting Letter
Experience as either a Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead	✓		Supporting Letter
Have a proven track-record of leading and managing staff; being supportive, sympathetic, constructive and, when necessary, challenging	✓		Supporting Letter
Have a proven track-record of high quality record-keeping and administration	✓		Supporting Letter
High emotional intelligence and sensitivity to deal with challenging pastoral and staffing issues	✓		Supporting Letter
Experience of successful strategic planning, implementation, monitoring and evaluation of school improvement	✓		Supporting Letter
Experience of creating, implementing and monitoring effective policies and procedures	✓		Supporting Letter
Skilled communicator with an ability to lead individuals and to persuade them to share, explore and adopt new and different methods and approaches where appropriate	✓		Supporting Letter / Interview
Experience of chairing meetings		✓	Supporting Letter
Ability to work under pressure and to tight deadlines	✓		Supporting Letter
Ability to think and plan strategically	✓		Supporting Letter / Interview
Demonstrate initiative, imagination, energy, enthusiasm, resilience and personal commitment	✓		Supporting Letter / Interview
Experience of staff leadership, management and development	✓		Supporting Letter / Interview
Experience of working with a Governing Body		✓	Supporting Letter
Experience of working in the independent sector		✓	Supporting Letter
Experience of preparation for ISI Inspections		✓	Supporting Letter
Ability to coach / mentor colleagues	✓		Supporting Letter

Have high expectations of students	✓		Interview
Be able to communicate effectively with students age 11 - 18	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Ability to prioritise effectively	✓		Interview
A professional approach, which inspires confidence in students, staff, parents and governors.	✓		Interview
Ability to coach a team sport	✓		Interview
Excellent written and ICT skills (Microsoft Office)	✓		Interview
Be willing to participate in the wider extra-curricular life of the School	✓		Interview
A good sense of humour	✓		Interview



Shepperton and South West London

Halliford School is situated alongside the banks of the River Thames in a beautiful setting. The school was founded in 1921 as an independent grammar school on the present site. The building closest to its road is the oldest, a tall-storied Georgian House set in six acres beside the River Thames that was once home to Emma Hart (later Emma, Lady Hamilton) when she lived with Charles Francis Greville before she married and then became Lord Nelson's mistress.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home of approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.

There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.



Additional Information

Non-contractual benefits to Staff

Pension

Membership of the Teachers' Pension Scheme is offered to all teaching staff.

School Fee Reduction

Children of teaching staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

Initial Teacher Training

Initial Teacher Training through HMC / University of Buckingham and a thorough NQT induction process through ISTIP are available to those staff who require them. A reduced timetable and weekly mentor support are offered to these colleagues.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time in either main Dining Room or in the Vibe Café where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality teas and coffee are also available daily from the Vibe Café.

Sports Facilities

Members of staff are able to use the School gym and fitness facilities subject to approval from the Director of Sport.

Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff

as well as students including the opportunity to travel and visit new countries.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Other Benefits including

- Private Medical Insurance
- Ability to register with cyclescheme.co.uk
- Childcare vouchers scheme
- Personal accident insurance

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School. Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required by to be completed by the successful candidate.

Further Information

If you have any queries regarding the application process, please do not hesitate to contact Mrs Claire Worrell, the Headmaster's PA who will be delighted to assist you:

Telephone: 01932 234925

E-mail: head.pa@halliford.net

Halliford School
Russell Road
Shepperton
Middlesex
TW17 9HX

www.hallifordschool.co.uk

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