



HOE BRIDGE SCHOOL



HEAD TEACHER

HOE BRIDGE SCHOOL, WOKING, SURREY

INDEPENDENT PREP SCHOOL FOR BOYS AND GIRLS AGE 3 – 13 YEARS

For September 2018



THE SCHOOL

Hoe Bridge is a leading IAPS co-educational day school for pupils aged between 3 and 13, set in a stunning location on the outskirts of Woking, surrounded by 22 acres of beautiful grounds. It is the ideal choice for parents who are looking for a family style school with high quality modern facilities, a team of dedicated staff and the convenience of being only 25 minutes from central London. Numbers have been strong for well over a decade and currently stand at just under 500, split between the Pre-Prep and Prep Departments, with a 3 form structure from Reception.

Hoe Bridge gives pupils the very best all-round education, with an ethos of "Happiness; Confidence; Achievement". Happiness is all important at Hoe Bridge and is something that the School takes very seriously - a happy child learns! Life at Hoe Bridge offers a fantastic daily experience for children from Nursery right the way through to Year 8 and they thoroughly enjoy their time at school and embrace everything that it has to offer. The School, although it has a Christian ethos, has no specific religious denomination and welcomes families from many cultural backgrounds and celebrates the diversity that this brings.

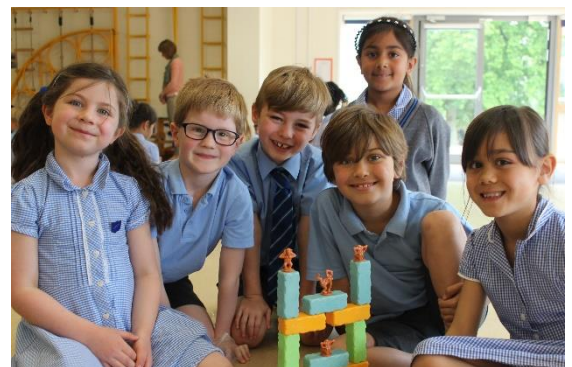


The current Head, Nick Arkell, has been at Hoe Bridge since 2009 and has decided to retire from the profession at the end of the Summer Term 2018. During his time at Hoe Bridge, Nick has further enhanced the School's excellent reputation. The school was last inspected in October 2014 receiving an excellent report, something that both the pupils and staff are extremely proud of. The School continues to enjoy substantial success in every area of school-life, highlighted by the 18 scholarships to senior schools awarded in 2017, in academic, sport, music, DT and all-round to some of the top schools both locally and nationally.

Academic Matters

Hoe Bridge is a mixed ability co-educational school with non-selective entry to the Nursery and Reception at three and four years of age. The School aims to fulfil the children's entitlement to a broad curriculum and enable all children to participate in the life and work of the School to the best of their abilities, whatever their needs, with most succeeding well above the national average.

The Foundation Stage curriculum begins in the Nursery and carries on into Reception. Social and language skills develop through working and playing together and the many varied activities give opportunities to practise their early skills of reading, writing and number work. Much of the pupils' work is done outdoors where they find out about the world around them and develop their physical skills through exploring, climbing, pedalling, balancing and running. Pupils in Years 1 and 2 work with increasing independence, using their skills in problem solving situations. As fluent readers and writers they embark on topics of interest and begin scientific explorations.



In the Prep Department the staff/pupil ratio is very generous which means that classes are kept small and each child can receive appropriate help and attention. The children follow a curriculum incorporating the traditional core subjects as well as Computing, Design Technology, Art and Music and take part in physical activity daily. From Year 2, pupils are set for Maths and English and from Year 7, are streamed for the academic subjects, following either the Common Entrance or Scholarship courses prior to moving onto senior schools. From the non-selective base, the results are exceptional, with over a third of each intake securing places to the most academically selective senior schools locally and/or nationally.

Expectations are high and pupils' achievements are measured against these expectations but equally importantly against their own individual potential. Individual efforts are rewarded and recognised, no matter what the level or the subject, and as a community the School celebrates these successes. At every stage pupils are well prepared, enabling them to move on happily and successfully to the best and most appropriate senior school for them.



There are a wealth of educational visits both locally and abroad that support the wide curriculum and many opportunities for pupils to experience a variety of extra-curricular activities. The wide and varied opportunities across the disciplines - academic, sporting and creative - allow all pupils to be challenged and to develop to the very best of their ability; success in one area often leads to greater confidence and further successes across the curriculum.

Co-Curricular

Sport plays a significant part in school life and each child is involved in some form of physical activity each day. P.E. and games lessons are taken by specialist teachers and all pupils have the opportunity to develop their full potential in the basic skills of a wide range of sporting and physical activities and from Year 4 upwards represent their school in team matches. Over past years the high standards achieved have led to success at district, county and national levels across all the sports with teams regularly winning the Surrey Championships and even occasionally the IAPS National Championships.

Music is rightly regarded as an essential part of the pupils' general education and our excellent Music curriculum caters for all pupils. Following on from violin lessons, group recorder and ukulele lessons in the Pre-Prep, all pupils are encouraged to sing and learn an instrument. Numerous and varied ensembles for beginners upwards, ranging from choirs and the chamber orchestra to the Djembe Djerummers and a guitar quintet regularly perform at concerts that are appreciated by pupils and parents alike.

Drama and performance is encouraged from the very beginning. In Nursery and Reception this starts with role play and leads into a Christmas performance from each year group. In Year 2, drama is part of the weekly curriculum and Years 1 and 2 perform at Christmas, Easter and in the summer productions which include acting, music and public speaking. This continues into the Prep school and throughout the year children are encouraged at all ages to participate in public speaking, poetry recitation and debating. Our major annual summer production gives children from Year 5 upwards an opportunity to star on stage!

Art and Design also plays an important role within the curriculum and there are many impressive displays around the school. In the senior year groups, the "car" project gives pupils the chance to work together to design, build and compete in their vehicle.





Governance and Leadership

There are currently nine Governors with expertise in a wide range of fields, including education, finance, law and business. The full board and the sub-committees; Education and Welfare, Finance and Facilities, each meet termly.

The Senior Management Team meets weekly and comprises Head of Pre-Prep, Bursar, Deputy Head, Assistant Head - Academic, Assistant Head – Pastoral, Director of Marketing, Facilities Manager and a Senior Pre-Prep Teacher.

The School's finances are strong, underpinned by an affluent catchment area, steady pupil numbers and careful budgeting and cost control. This has allowed the School to make appropriate annual surpluses that have been invested in maintaining a good staff pupil ratio, competitive fees and constantly upgraded facilities.

Staff

The staff are a dedicated group of professionals who enjoy working at Hoe Bridge and provide an excellent mix of experience and enthusiasm. They have a wide range of expertise and many of them have served the School for several years. They work hard to create the fun, warm and vibrant atmosphere that you feel the minute you walk through the door.

School Campus and Facilities

Hoe Bridge sits in 22 acres of parkland on the outskirts of Woking, an ideal rural location in a suburban environment and one in which the children thrive. The majority of the buildings are purpose built around Hoe Place, a stunning 17th century mansion and they are a mix of both modern and historic. Three sports fields, an Astroturf, woods and an adventure playground then go to make up the majority of the outside space.

The School recently began a ten year development plan. The initial part of this plan was the complete rebuild and extension of the Pre-Prep Department creating more space and light for our youngest pupils, and providing dedicated play/learning outdoor spaces for Nursery, Reception and Year 1. The Chapel Block was then renovated and redesigned to create greater space for Art, Design and Technology and Music. 2018 will see the redevelopment of the Prep Dining Hall extending it considerably to create a light and airy environment for the pupils and staff to enjoy and a dual purpose Drama/Music performance space and hospitality suite.

Community

Every school is unique and the strength and attraction of Hoe Bridge lie in the atmosphere throughout the School. The School's ethos of high expectations, individual determination, enthusiasm, respect, warmth, and care leads to happy, confident and successful children.

The community of parents, children, staff and governors thrives on the mutual respect and support embodied in the School's ethos. There is a very successful and effective social calendar lead by both a Parents' Circle and Social Committee and events are held throughout the year for pupils, parents and staff.

Each year the pupils choose two charities to support and in the last four years the School has raised nearly £87,000 for these numerous organisations, something that the girls and boys are very proud of! The School has well established links with the local community and the facilities are regularly used by local charities and groups.





JOB DESCRIPTION

The role of the Head is to lead, motivate and develop the School and its staff, so that the School fulfils the academic, pastoral and social needs of its pupils. The Head will ensure that the School provides an excellent, broad-based education in line with the School's ethos and enables pupils to gain the maximum benefit they can from their education, including those areas not measured by academic results.

The Head has responsibility for the day-to-day leadership and management of the Prep, and working closely with the Head of Pre-Prep, leads the wider management of the School and the formulation and execution of the strategic and development plans.

The Head is supported in their duties and responsibilities by the Deputy Head, Assistant Head Academic, Assistant Head Pastoral, Director of Marketing, Bursar and Head of Pre-Prep.

The Head's key responsibilities, directly or by delegation, are:

Teaching, Learning and Pastoral Care

- To be responsible for the academic life of the School, the maintenance of the highest standards of teaching and learning, and the provision of a rich and balanced curriculum for boys and girls at every stage.
- To be responsible for the cultural, moral, social and spiritual development of each child, providing a wealth of extra-curricular activities to inspire and challenge pupils.
- To know all the pupils in the Prep by name and understand their interests, needs, strengths and weaknesses.
- To encourage, motivate, monitor and support children in all aspects of their life at Hoe Bridge, namely: academic, pastoral, personal and social well-being, happiness, health, extra-curricular life and out of school activities and trips.
- To create a sense of fun and purpose, and encourage a sense of community and pride in the School.
- To monitor teaching, learning and assessment and pupils' progress, ensuring that parents are provided with regular and appropriate feedback.
- To work with staff and parents to determine, advise and manage the best and most appropriate senior school entry options for pupils.
- To be directly responsible for the safety and security of all pupils at all times, acting as the Designated Safeguarding Lead (DSL) for the Prep, supported by a deputy DSL, and being responsible for maintaining the School's Safeguarding Policy.
- To oversee the pastoral system and to monitor the pastoral care and well-being of pupils.
- To develop good professional relationships with the parents of pupils; being responsive to parent queries and concerns whilst maintaining firm, clear School guidelines and policies.
- To delegate and oversee the organisation of regular meetings and communication with parents.





Academic and Support Staff

- To oversee the recruitment, induction and professional development of teaching staff in the Prep.
- To recruit high-quality, dedicated teachers who are enthusiastic and committed to working within the School's ethos and who are thoroughly vetted and checked as safe to work with children.
- To assess Prep staff performance and hold them accountable through a rigorous appraisal system to include lesson observations and work scrutiny.
- To give advice, encouragement, support and constructive feedback to teachers and, when appropriate, to support staff, and to ensure the wellbeing of all employees.
- To encourage and value an inclusive and consultative approach in leading and managing all staff.
- To lead and support the School's Senior Management Team in continuing the strategic improvement of the School and to hold them to account for academic systems and facilities.
- To lead all staff in ensuring the good conduct of the School and the smooth running of the reward and disciplinary processes.
- To ensure that proper processes are in place for the safety and security of staff and that all staff are fully aware of and trained in their delegated responsibilities.



Strategic and General

- To develop and oversee the implementation of the School's strategic development, in collaboration with the Governors, Senior Management Team and all staff.
- To have a sound understanding of the financial and business management of the School in order to support and work closely with the Bursar and Governors.
- To consult with the Bursar and jointly advise the Governors on guidelines for the annual budget and capital programme.
- In conjunction with the Bursar and the Head of Pre-Prep, to ensure that the Board of Governors receives sufficient and timely information and advice in order to make informed decisions of an operational and strategic nature.
- Working with the Senior Management Team to develop, review and implement the School's policies and ensure compliance with all safeguarding and regulatory requirements.
- To ensure that the School is ready for Compliance and Qualitative Inspections at any time.
- In partnership with the Head of Pre-Prep, to be responsible for the admissions process and to meet prospective parents as needed.
- To oversee the marketing of the School, including the production of publicity, advertising, the public relations profile, management of the School's website, and the establishment of positive relations with prospective parents.
- To develop strong relationships with local senior school Heads and Registrars.
- To maintain good communications and relationships within the School and with key stakeholders including neighbours, local schools, the local community, professional bodies and former pupils.
- To become a member of IAPS and attend external meetings for Heads', both to represent the School and to personally benefit from professional development.





PERSON SPECIFICATION

The Governors place far more importance on appointing the right person to lead the School through the next stage of its development, rather than someone who simply ticks every box on a list of skills and attributes.

The ideal candidate is likely to bring all or most of the following:

Skills

- A passion for education and a commitment to helping young people to be the best they can be.
- A genuine concern for the welfare of young people and an appreciation of their individuality.
- Empathy with the ethos, traditions and achievements of Hoe Bridge to date but with the energy, imagination and drive to lead the School into the future with its ongoing development.
- Strong inter-personal skills, with the ability to forge genuine relationships with a wide range of people – pupils, parents, staff, Governors and Heads and Registrars of senior schools.
- The ability to inspire others and to unite them.
- The ability to think strategically and see the big picture whilst also having an eye for the detail.
- The ability to analyse, plan and implement objectives with exceptional planning and organisational skills.
- Excellent judgement, with the ability both to consult and be decisive and to be willing to make difficult decisions when necessary.
- Outstanding communication skills, including confident public speaking.
- Excellent listening skills with the ability to handle difficult situations sensitively and diplomatically.

Personal attributes

- A good sense of humour.
- Strong leadership skills.
- Empathy and kindness, a person who engenders trust and is approachable to all.
- Integrity and a strong moral compass.
- Resilience, confidence and strength, with the ability to work under pressure.
- Flexibility and tact.

Experience and Knowledge

- Knowledge of what excellence looks like in all areas of school life, including academic, pastoral, financial and Safeguarding.
- Being an advocate of the value of all extra-curricular activities and an active promoter, in equal measure, of sport and the creative arts (drama, music, art, DT).
- Experience of leading and developing teams with a focus on improving performance.
- Experience of a range of educational approaches and the ability to reflect on these.
- Experience of the 11+ and senior school entry process.
- Experience of managing finite resources and controlling budgets.
- Experience of recruitment and retention of staff and pupils.
- Knowledge of marketing within a competitive educational environment.
- An understanding of the role of IT in delivering high quality education.
- All the attributes of an inspirational teacher who enjoys developing his/her own practice and that of others.





TERMS AND CONDITIONS

The post commands a competitive salary and benefits package, including pension contributions, and (where applicable) a generous remission on school fees.

APPLICATION PROCESS

Closing Date: 29 September 2017
by 4pm

1st round interviews: 12 October 2017

Final interviews: 18 October 2017



Candidates are invited to contact the current Head, Nick Arkell, by email or telephone for an informal, confidential discussion about the role or the school. 01483 760018 or email, headmaster@hoebridgeschool.co.uk

To apply, candidates should send the following documents to the Bursar, by email, bursar@hoebridgeschool.co.uk or by post, Hoe Bridge School, Hoe Place, Old Woking Rd, Woking, Surrey, GU22 8JE

- Completed application form
- CV
- Letter of Application to the Chair of Governors, explaining the motivation for applying.

The receipt of all applications will be acknowledged by email and all interviews will be held at Hoe Bridge School.

Please include details of your references on the application form, as specified. We will need to collect references before the 1st round interviews but if you have a specific preference that we do not contact one of your references at this stage, please inform us of this in your documentation.

Hoe Bridge School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to child protection screening appropriate to the post including an enhanced disclosure through the Disclosure and Barring Service (DBS), and checks with previous employers. The post is also subject to a satisfactory medical.

