



THE  
HAWTHORNS  
SCHOOL



## Appointment of Head of English

From September 2022

[www.hawthorns.com](http://www.hawthorns.com)



# Welcome

---



I am delighted that you are considering The Hawthorns School as an employer.

We are a thriving independent prep day School in Bletchingley, Surrey for girls and boys aged 2-13 years. Situated in 35 idyllic acres just 30 minutes from central London by train, we have a striking atmosphere and a professional, supportive ethos.

Our foundations are based on the three core principles of academic achievement, breadth of opportunity and pastoral care, setting high intentions for children and staff alike, drawing out the potential in all.

With a genuine team spirit, we blend tradition, informality and innovation, working hard to offer a vibrant and stimulating environment for learning. We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff.

We recognise that much time and thought goes into preparing an application and we in turn will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR Manager, Emma Mitchell, on 01883 743048 x 2022 who will make the necessary arrangements.



Adrian Floyd  
Headmaster

# The School

---

*School mission: To inspire each child with a love of learning and prepare them for a fulfilling future.*



In a happy, family atmosphere every child is given the opportunity to realise their potential through academic achievement and by engaging in an exceptional breadth of activities which build confidence and character. With a healthy set of values Hawthorns children are loved, feel secure and learn from their mistakes, endeavours and successes. Laughter and energy abound as pupils and staff make the most of school life.

Our School values of kindness, respect, courage, honesty and resilience lie at the heart of all that we do. With that ethos at our core, we believe in an education underpinned by four key values:

### **A warm family atmosphere**

Our principle “Happy Children Learn” sums up the warm and caring relationships which support our unique educational and developmental experience.

### **A pursuit of excellence**

The staff are dedicated to inspiring and drawing out the best in every child, whatever their strengths.

### **A generosity of heart**

The School motto “Love God, Love Thy Neighbour” guides the way we work together as a loving and supportive community.

### **A robust vitality**

A Hawthornian education promotes involvement in a wide range of activities to support a sense of well-being and develop the character to adapt and persevere in later life.

# History

---

The Hawthorns School was founded by Christopher and Dudley Bull in 1926 and began life as a boys' boarding school situated at Gatton Point in Redhill. In 1961 the School moved to a larger site, the beautiful Jacobean mansion, Pendell Court, Bletchingley with its 35 acres of idyllic estate.

In 1969 the decision was taken to end proprietorial control and establish The Hawthorns as an Educational Trust and limited company. A group of former parents and Old Hawthonians were invited to become Governors, responsible for the long-term maintenance, success and continuity of the School.

1979 saw the beginning of provision for 2-7 year olds and in 1992 the school became co-educational and the Head a member of IAPS, with boarding ceasing in 1994.

The Hawthorns continues to flourish and today has a three-form entry with approximately 460 children on roll, ranging from 2 to 13 years with a fairly even split between girls and boys. There are around 120 members of staff. The School is divided into four sections: Upper School (Years 7&8), Middle School (Years 3-6), Lower School (Years 1&2) and Early Years (Nursery & Reception).

The School facilities have also grown extensively, now housing an impressive Sports Centre, which holds a 20m pool, outdoor flood-lit all-weather pitch, Multi Use Games Area, outdoor courts and a climbing high wire course. The investment in state of the art facilities and resources is an on-going programme; in the past four years we have invested heavily in digital literacy, placing the School in an enviable position to deliver a first class education throughout the pandemic, as well as equipping D&T and Textiles workshops with the latest machinery and an adjacent CAD suite. The importance we place on outdoor learning continues with the investment in an off-grid classroom: Cedar Lodge for use as a base across the curriculum.



# Why teach at The Hawthorns?

*“Adults provide excellent role models and as a result the children quickly absorb the school’s ethos and values of respect, co-operation and tolerance.”*

Independent School Inspectorate, 2017

Staff come from a variety of backgrounds and all find their place at The Hawthorns School.



*“Moving from the state sector I recognise that the small class sizes mean that I have the time to work more closely with the children. I gain more personal satisfaction knowing that I can make a greater difference to each child.”*

Helen Smart  
Year 1 Form Teacher



*“The Hawthorns School is a fantastic environment to work in, not only because of the impressive buildings and grounds, but because of the supportive staff and friends you make.*

*As an NQT, I had lots of support from my mentor and other Year 4 colleagues to help me develop and improve my teaching, but also to help me develop the many other skills you require as a teacher that university or teaching training doesn’t fully prepare you for, such as forming strong, positive partnerships with parents.*

Mark Goldhawk  
Assistant Head and Head of Digital Learning  
(NQT at The Hawthorns School 2016/17)



*“The Hawthorns is a school full of warm and supporting colleagues working together to provide and develop forward thinking education for all of its pupils, whilst upholding and valuing the School’s history and tradition.”*

Emma Saklatvala  
Head of Music  
(Joined Sept 2021)

# Benefits of working at The Hawthorns



**All staff are supported in their professional development, with numerous opportunities for in-house and external training, and for gaining further qualifications at a variety of levels; these have previously included PGCE, QTS and leadership qualifications such as the NPQML and NPQSL.**

The Hawthorns School offers competitive terms and conditions of employment, including generous pension schemes. Significant concessionary school fees are available to all permanent members of staff, subject to their children meeting the academic entry requirements, and a place being available.

- New staff are allocated a mentor in the first year who meets with them on a regular basis to ensure all queries and concerns are answered.
- ECTs are fully supported with a bespoke programme and have a mentor as well as a school Professional Tutor.
- Excellent working environment: dedicated staff working areas and a personal Microsoft Surface Pro and iPad.
- Progressive digital strategy: classrooms equipped with industry-leading interactive screens, 1:1 iPads for pupils in Years 3-8, shared iPads for younger pupils, use of online learning portfolios, easy access to a wide variety of learning applications, modern Learning Management and Management Information Systems, ICT support and regular training for teachers enabling innovative lesson delivery and efficient administration.
- Small class sizes, high levels of pastoral care and parental support.
- Generous timetabled non-contact allowances for teaching staff.
- Staff well-being opportunities including free access to the School's Sports Centre.
- All employees are members of the Employee Assistance Programme which provides 24 hour support for employees and their immediate family members.
- 'Restaurant quality' lunch is provided free of charge for all staff during school term time, with any dietary requirements met.
- Staff are part of a lively, supportive Common Room with frequent social events and a good balance of age and experience.

# Academic Excellence



Each year typically over 30% of Hawthorns' children win scholarships and awards to their senior school whether at 11+ or 13+. Children move on to a rich variety of schools, several of which are highly selective academically.

Children at The Hawthorns School follow the Compass Curriculum. Based on the National Curriculum and the ISEB Common Entrance syllabuses, this has been developed by the School through a desire to underpin the learning of a deep foundation of factual knowledge with the development of the skills required in senior school and beyond: analytical skills, critical thinking, problem solving and a growth mindset.

Learning opportunities are holistic in nature and not compartmentalised by subject boundaries, examining issues of local, national and international interest. European and wider cultural links are developed and children experience opportunities ranging from the latest e-learning to stimulating talks and presentations, residential field trips and visits. Public speaking, leadership, service and teamwork skills are developed through a rich variety of projects and challenges.

Self-evaluation is encouraged as part of each child's development towards more independent learning.

*"Pupils' achievements are grounded in their exemplary attitudes to learning. They are polite and work well together displaying great enjoyment, application and perseverance."*

Independent School Inspectorate, 2017

# Co-Curricular

---



## Learning to embrace Creativity

Creativity is nurtured in each child through a rich programme of Art, Music, Dance, Drama, Textiles and Design & Technology. We aim to provide every child with the opportunity to be challenged in an engaging manner to develop their creativity and build confidence.

## Learning how to Perform

We believe that every child can learn how to perform. Children start in an atmosphere of encouragement. Nativity plays and carol concerts ensure young children learn to enjoy performing musically. Music concerts, dance shows and school drama form the foundation of performance. School dramatic productions are a regular feature of every child's life at The Hawthorns.

## Learning to be Sporty

Sport plays a large and important part in the life of a pupil at The Hawthorns. We believe in "Sport for All" and provide a wide breadth of opportunity so each child can feel sporty.

*"I was taught to play to win and lose with a grin!"*

Past Pupil

## Clubs and Activities

Countless other clubs and activities provide the children with a rich and stimulating environment. Every teacher is expected to contribute significantly to the co-curricular programme and there are a wide variety of ways in which to do this, from 3D Art, and Street Dance to Fencing!

# Pastoral Care

---



**At The Hawthorns each child's well-being is at the heart of our work and we pride ourselves on delivering the highest standards of pastoral care.**

We follow a wholly inclusive approach, with all staff embracing responsibility for the well-being of the children entrusted to our care in partnership with their parents. Throughout the Early Years, Lower School and Middle School children are predominantly taught in classes. It is the class teacher who develops a close relationship with the child and is predominantly responsible for each child's pastoral care, supported by the Heads of Year. Upper School children are further supported by tutors from across the teaching staff, who have additional pastoral responsibilities for small groups of children. Tutors meet with their group of tutees once a week, and with individuals on a regular basis.

Much of our culture of looking after one another is fostered by the House structure. Each child is assigned to one of the four School Houses and becomes part of a smaller House 'family' with other children from different year groups. This gives a wonderful opportunity for children to get to know one another across age groups and for the older children to guide others in their House 'family' as a 'family leader'. House staff oversee House and House 'family' activities.

Expectations of positive behaviour, including good manners and friendship, and of learning from challenges and mistakes as much as from successes, are made clear and reinforced from the earliest age. A wealth of opportunities and experiences exist both inside and outside the classroom to enable Hawthorns children to develop in these ways: such as participating in a teamwork day; 'buddying' peers and younger pupils; showing prospective parents around the School; discussing citizenship within a PHSEE lesson; presenting an assembly and having the chance to lead as one of a variety of School Officers.

# The English Department

---



**English is a flourishing subject at The Hawthorns School and at the centre of our curriculum offer.**

The English department comprises of a strong team of teachers, who share the teaching across all the Key Stages under the leadership of the Head of English. We all have a specialist focus on English and Literacy, and despite teaching different age groups, we all come together as one collegiate team to share best practice and plan and develop our curriculum as part of our whole school strategy. There is an excellent culture of reciprocity and respect amongst all of the English teachers from Reception to Year 8.

Every classroom is equipped with an interactive whiteboard, linked to our developing cloud based system with the powerful VLE Firefly being utilised for the storing of resources, sharing of ideas and team planning. Work is set and uploaded to our Firefly pages to enable remote learning opportunities.

We are extremely proud of our broad and balanced English curriculum that begins in the EYFS with establishing the basic literacy skills and then enables the pupils to go on a learning journey in their reading, writing and speaking and listening. We use the well-established and successful Read Write Inc. programme to deliver spelling and phonics from Reception to Year 6. At Key Stage 3, we mirror the levels of challenge of our senior school equivalents by offering a programme of English that prepares the pupils for the skills needed to embrace the challenges of GCSE: poetry; non-fiction text types; Shakespeare; pre-20<sup>th</sup> century writers; modern drama to name but a few of the units of work.

# The English Department

---



A typical English lesson will be vibrant, creative and always challenging. We embrace the work of new writers and are fortunate to experience many visits from successful published authors to deliver workshops and bespoke experiences to encourage writing.

We complement the creative and innovative English curriculum with specialised preparation for 11+ and 13+ entrance examinations including ISEB and work to scholarship level. The team mentor and nurture the pupils through the process of transition, ensuring that they excel in all aspects of English and are confident to take on the examination series that ultimately determines their next educational steps.

We offer a rich and varied co-curricular programme with clubs such as debating. The pupils benefit from many trips and visits to the Globe, to literacy festivals and national competitions and to the Sky Academy in London to make their own news programmes. Participation is high and the department has a well established reputation for excellence and achievement in these areas.

# The Post

---



The successful candidate will be a well-qualified, talented and motivational teacher, with a strong knowledge of KS2 and KS3, who is looking to further develop their career. They will ensure that English provision across the School is outstanding and that everybody is engaged positively in learning and that the standards of progress are excellent. They will also have responsibility for ensuring that Drama provision across the School is outstanding. They will have the ability to inspire and motivate others and to deliver a curriculum that is exciting, innovative, diverse and culturally rich. They will be able to lead through encouragement and enthusiasm, as well as exemplary classroom practice.

## **Responsibilities will include:**

- Driving forward the curriculum and assessment of English across all Key Stages;
- Delivering outstanding lessons and instilling a love of English in pupils;
- Preparing pupils for Senior School entrance examinations;
- Leading on teaching and learning initiatives in the English Department;
- Responsibility for Drama provision across the School;
- Planning and structuring exciting and imaginative schemes of work;
- Demonstrating the highest standards in planning and assessment;
- Promoting English throughout the School;
- Promoting high standards in pupils and staff;
- Line managing and developing staff, promoting teamwork and collaboration;
- Designing and maintaining the English Department VLE pages;
- Promoting and safeguarding the welfare of pupils;
- Contributing to the co-curricular programme according to particular strengths.

A full job description is available on our website or from our HR Manager, Emma.



# Information for Applicants

---

## **Safeguarding:**

The Hawthorns School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy, Staff Code of Conduct, Recruitment Policy and Keeping Children Safe in Education guidance, which are available on our website or in hard copy from the School Office. Shortlisted candidates will be required to complete a self-declaration of their criminal record prior to interview. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

## **Equal Opportunities:**

The Hawthorns School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

## **How to Apply:**

Candidates are asked to complete an **Application Form** (available for download from our website) and submit this as soon as possible and by **9.00am on Thursday 24 February 2022** at the latest. CVs will not be accepted in substitution for completed Application Forms. Please also submit a completed Equal Opportunities Monitoring Form (on our website).

**Applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.**

Applications should be sent (by letter or by email) to the address below.

Ms Emma Mitchell  
Human Resources Manager  
The Hawthorns School  
Pendell Court  
Bletchingley  
Surrey  
RH1 4QJ  
Tel: 01883 743048 Ext 2022  
Email: [hr@hawthorns.com](mailto:hr@hawthorns.com)

The Hawthorns School is committed to ensuring that the personal data of applicants and employees is protected. The School's Privacy Notice is available on our website and our Recruitment Policy sets out how the School uses and protects any personally identifiable information that is collected as part of the recruitment process.