



HEREFORD CATHEDRAL SCHOOL

Deputy Head (Academic)

Candidate Information Booklet

HEREFORDCS.COM

01432 363522

Welcome

Thank you for your interest in working with us at Hereford Cathedral School. I hope that this information booklet will help provide you with some insight into our Cathedral School, Hereford city, and the outstanding county in which we are privileged to be located.

From our three year-olds in Nursery to our 18 year-olds in the Sixth Form, we seek to meet the specific needs of every pupil – providing stretch and challenge in the classroom and a wide variety of opportunities to develop individual interests, skills and self-esteem.



Alongside our small class sizes, excellent results and the outstanding range of opportunities on offer, we feel that our greatest strength lies in our friendly, family, inclusive ethos, encouraged by excellent staff pupil relations and a highly supportive parent body. It is this ethos, widely recognised as a special characteristic of the school, which enables pupils, young and old, to excel both in and out of the classroom.

The school is one of the UK's leading independent co-educational day schools. We also benefit from the finest of settings, adjacent to a beautiful Cathedral and within a stone's throw of the thriving city centre.

This is an exciting time in the development of the school and all of our teaching staff play their part in helping the school provide a lively, enriching and relevant curriculum.

I hope that the information provided in this pack gives you a sense of what to expect at Hereford Cathedral School and helps you to decide whether you might be interested in working with us. Please feel free to contact me directly if you have any further questions.

Paul Smith,
Headmaster

"Justifiably growing more self-assured, a school with a great deal to offer and an ethos of careful, thoughtful, nurture. Much to impress, with truly outstanding arts and music, a wide curriculum, a great sense of community service and genuine commitment to developing courage, confidence and a sense of adventure in even the quietest child."

The Good Schools Guide Review 2013 of Hereford Cathedral School

Aims, Ethos & Vision

We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world.

We seek:

- To meet pupils' academic and personal needs and to promote the acquisition of moral values.
- To provide an environment in which pupils feel valued and learn to work co-operatively in a community.
- To provide a balanced, appropriate and challenging curriculum and a wide range of extra-curricular opportunities.
- To encourage pupils to achieve their academic potential and to foster a climate in which teaching and learning of high quality are given central priority.
- To ensure a high degree, within and outside the formal pastoral structure, of personal care, support and guidance.
- To respond to pupils' aspirations and to be attentive to those of parents, and to their views.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the school and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain qualities and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, and sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.

A Brief History

Hereford Cathedral School is amongst the oldest schools in the United Kingdom and is thought to have been founded as a song school attached to Hereford Cathedral in Anglo-Saxon times. The first written reference of the School dates back to Bishop Gilbert's letter of 26th December 1384 appointing Richard of Cornwall as Headmaster.

The Junior School (formerly Hereford Cathedral Preparatory School) is also equally rich in history and was founded in 1898, moving to its current location in 1925.



Life at the School

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well rounded, balanced adults who will make a positive contribution to those around them.



As a Cathedral School we expect pupils and staff to be sympathetic to our Christian ethos, although we welcome and value those of other faiths too.

"The children, from the nursery class eagerly talking about their book choices in the school library, to the reception children, busy with puzzles and problem solving, to Year 4s enthusiastically reciting poetry, are the best possible advertisement for the school. Each child we spent time with was friendly, relaxed, happy and engaged. Bouncing about full of things to talk about. You can pretty much hear their little brains fizzing. A delightful place to start exploring life's possibilities."

The Good Schools Guide Review 2013 of Hereford Cathedral Junior School

The Curriculum

Our curriculum is well planned, wide ranging and enriching. Its balance and focus on individual development, helps us to stimulate an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of great benefit to them for the future.

Whole School A Level Results: (of all grades)

	% A* grade	% A*/A grades	% A*-B grades	% A*-C grades
2018	17	50	71	90
2017	25	49	70	90
2016	16	45	73	87
2015	23	55	80	93
2014	19	48	76	93

Whole School GCSE Results: (of all grades)

	% A* grade (9/8)	% A*/A grades (9-7)	% A*-B (9-6) grades	% A*-C grades
2018	34	53	72	94
2017	22	55	82	95
2016	28.2	56.7	81	95
2015	35.3	58.3	77.3	87.2
2014	32	59	82	94

"Pupils' success is the result of teaching of high quality within a broad and interesting curriculum, which includes many trips and talks from visitors, as well as the provision of a wide range of extra-curricular activities."

ISI Integrated Inspection 2014 of Hereford Cathedral Junior School

Hereford Cathedral School – the academic life

Hereford Cathedral School pupils are intelligent, good-humoured and conscientious. Each year baseline tests show that 70-75% of our pupils are in the top quartile of the national cohort. At the same time, we have a broad ability range among our pupil body, which is one of the attractions of the school: the fact that we are a family school that helps pupils of all abilities to thrive and meet their potential.

The results that our students achieve each year show significant value-added, and in 2018 we were placed 71st in *The Times* league table for co-educational schools at A-level. Over 60% of our students proceed to follow courses at one of the Russell Group universities, the prestigious art colleges or at one of the music conservatoires. We have a strong track-record in preparing students for the most competitive university courses such as medicine and veterinary science, and a steady stream of our students take up places at Oxbridge, many of whom gain choral or organ scholarships.

The academic success that our students achieve is enhanced by the rich diet of extra-curricular activities of which they partake, both through the House system and at a school-wide level. This is supported by a committed and well-qualified teaching staff who are invariably prepared to go the extra mile for our students. Departments organise a huge number of additional support lessons to exam candidates, as well as providing enrichment and extension classes to the most able. Our teachers have high standards, are committed to their own professional development and open to new ideas. Excellent relationships between our teachers, the pupils and their parents are noted by many visitors as a hallmark of Hereford Cathedral School.

ISI Integrated Inspection 2014

Main Findings	ISI Grading: HCS	ISI Grading: HCJS
The quality of academic and other achievements and learning:		
- The quality of the pupils' achievements and learning	Excellent	Excellent
- The contribution of curricular and extra-curricular provision	Excellent	Excellent
- The contribution of teaching	Excellent	Excellent
The quality of the pupils' personal development:		
- The spiritual, moral, social and cultural development of the pupils	Excellent	Excellent
- The contribution of arrangements for pastoral care	Excellent	Excellent
- The contribution of arrangements for welfare, health and safety	Excellent	Excellent
The effectiveness of governance, leadership and management:		
- The quality of governance	Excellent	Excellent
- The quality of leadership and management, including links with parents, carers.	Excellent	Excellent

HCS: Hereford Cathedral School / HCJS: Hereford Cathedral Junior School

ISI use a four point grading scale when making judgements of quality, these are 'Excellent', 'Good', 'Sound' or 'Unsatisfactory'.

"Staff know the pupils well and create a happy, friendly atmosphere, in which the pupils feel safe, secure and supported. They provide a high standard of help, guidance and monitoring, valued by the pupils and parents.

ISI Integrated Inspection 2014 of Hereford Cathedral School

A beautiful city, culture and a taste of tranquil countryside

As a school we are fortunate to enjoy a position at the very heart of a fine cathedral city, at the centre of one of England's least spoiled counties.

Hereford and the county beyond - with a range of housing to suit all tastes and price brackets, and ready access to beautiful countryside - affords an enviable quality of life. The River Wye flows past our doorstep through the city down to the Forest of Dean, while the Brecon Beacons, the Malvern Hills, Hay-on-Wye, with its internationally-acclaimed literary festival, and Ludlow, famous for its food festival, are all within easy commuting distance.



Hereford itself also offers a wide-range of independent eateries, great places to eat and drink; a new Odeon and a great shopping centre. Commuting is easy with great transport links to London, Birmingham and Cardiff. A city renowned for its wonderful music, Hereford was also home to the composer Elgar for a significant period in his life. The cathedral and school play host to the Three Choirs Festival every three years, and everyday choral music of the very highest standard can be enjoyed at Evensong. For those with a more eclectic taste, the county is home to a host of talented musicians who regularly perform at venues and festivals across the region. It is little wonder that many people who have visited Hereford on holiday choose to settle in the area permanently.

www.visitherefordshire.co.uk

House Prices in Hereford (taken from www.rightmove.co.uk, 21.12.18)

Last year most property sales in Hereford involved semi-detached properties which sold for on average £206,798. Terraced properties sold for an average price of £174,719, while detached properties fetched £306,504.

Hereford, with an overall average price of £216,100 was cheaper than nearby Lugwardine (£410,000), Credenhill (£227,657) and Fownhope (£276,216).

During the last year, sold prices in Hereford were 7% up on the previous year and 13% up on 2015 when the average house price was £191,575.

"Pupils are an absolute delight – very supportive of one another, articulate and appreciative. Comfortable in their own skin, but not full of themselves. Extremely positive about the School and proud of their achievements, but no trace of entitlement or arrogance – if they are a little on the quiet side one gets the impression that this is the result of not having to shout in order to be heard."

The Good Schools Guide Review 2013 of Hereford Cathedral School

Quick Facts:

Hereford Cathedral Junior School (Head of Junior School: Mr Chris Wright)

28 Castle Street, Hereford HR1 2NW

Tel: 01432 363511, Email: enquiry@herefordcs.com, Website: www.herefordcs.com

Type: Day/Co-Education

Age Range: 3 to 11 years

Roll: 201 pupils

Fees: £2,676 to £3,440 per term

Inspection: ISI – Excellent in all areas (2014)

Affiliation: IAPS

Hereford Cathedral School (Headmaster: Mr Paul Smith)

Old Deanery, The Cathedral Close, Hereford HR1 2NG

Tel: 01432 363522, Email: schoolsec@herefordcs.com, Website: www.herefordcs.com

Type: Co-Education

Age Range: 11 to 18 years

Roll: 504 pupils

Fees: £4,627 per term

Inspection: ISI – Excellent in all areas (2014)

Affiliation: HMC, CSA

"Parents are overwhelmingly positive and supportive of the School, and are very happy with the education their children receive."

ISI Integrated Inspection 2014 of Hereford Cathedral Junior School

The Role: Deputy Head (Academic)

September 2019 or January 2020

Location: **Hereford**

Hereford Cathedral School seeks to appoint a dynamic and inspirational Deputy Head (Academic). The post would suit applicants seeking a Headship in the future, and previous deputies have secured headships in both GSA and HMC schools.

Applicants should have experience of leadership and management in either the state or independent sector and will take responsibility for ensuring that the School's academic policy and curriculum meets with the school aims. The Academic Deputy is a member of the Whole School Senior Leadership Team, attends Governing Body meetings and plays a key role in assisting the Head in strategic development.

Hereford Cathedral School is a leading co-educational school with an outstanding reputation. Although primarily a day school, a new boarding house to cater for international and UK students is about to be opened, marking the latest stage in the school's exciting development plans. The school occupies an enviable position in and around the Cathedral Close with school playing fields overlooking the River Wye.

The School was inspected by ISI in 2014 and graded "excellent" in each of the eight categories.

Hereford Cathedral School has a well-established and thriving extra-curricular programme, and the successful applicant will be expected to play an active part in this.

An application form and information pack may be downloaded from the school website www.herefordcs.com/job-vacancies. Completed applications should be accompanied by a covering letter and sent to Mr Paul Smith, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG email: C.Knowles@herefordcs.com

The closing date for applications is Midday Friday 26th April 2019

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks.

Registered in Cardiff No 2081261 (Limited by Guarantee)
Registered Charity No 518889

We reserve the right to withdraw this advertisement at any time

Job Description: Deputy Head (Academic)

Post Title	Based at Old Deanery, The Cathedral Close, Hereford HR1 2NG
Work pattern	Full time
Salary	Competitive

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description which follows may, occasionally, be reasonably amended by the Headmaster:

The Organisation

Hereford Cathedral School is one of the UK's leading independent co-educational day schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone's throw of the thriving city centre.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Further information from <http://www.herefordcs.com>

Reporting Lines:

The post holder reports to the Headmaster

Accountabilities:

- The Deputy Head (Academic) assists the Headmaster and Deputy Head in the strategic planning and day-to-day running of the Senior School. He / she deputises for the Deputy Head in his absence, is a member of the Whole School Senior Leadership Team (ages 3-18) and attends the Governing Body Education Committee meetings.
- As a member of the Senior Leadership Team, the Deputy Head (Academic) is responsible for the implementation, monitoring and appropriate staffing of an academic policy and a curriculum that meets with the school aims.

Responsibilities:

- Keep abreast of curriculum development and advise the Headmaster
- Line manage Heads of Department, and work with the Deputy Head in appraisal of colleagues in positions of middle leadership
- Oversee all assessment and monitoring
- Oversee Teaching & Learning
- Oversee all public examinations and line manage the Examinations Officer
- Advise the Headmaster and the Director of Finance & Resources over budgetary requirements for departments and the deployment of resources to ensure effective delivery of the curriculum
- Work with the Assistant Director of Studies to ensure the curriculum is effectively timetabled and staffed
- Oversee report writing and parents' evenings
- Oversee the UCAS writing process in liaison with the Head of Sixth Form and Head of Careers & Higher Education

- Assist the Learning Support Department with its monitoring of policies and procedures to ensure compliance
- Assist the Headmaster with the appointment of staff
- Write the agenda and minutes for Heads of Department meetings
- Liaise with the Junior School to ensure a Whole School curriculum that facilitates smooth transfer across transition points within the school
- Work closely with Marketing and Admissions in overseeing arrangements for pupil taster days, entrance exams, interviews and scholarship processes
- Provide the Deputy Head and Headmaster with all statistical data required for censuses, publicity and internal use
- Line manage the Librarians
- Oversee the progress of the Academic (Dean's) Scholars
- Assist the Deputy Head and Headmaster with all major school events and give presentations when needed, for example to meetings of staff, governors and parents, at open and publicity events
- Support the extra-curricular life of the school

In addition to the above responsibilities, the Deputy Head (Academic) takes on additional, wider, duties as reasonably expected of a member of the Senior Leadership Team.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children.

Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

Health and Safety:

As an employee you are expected to:

1. take reasonable care of your own health and safety
2. take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. report any injuries, strains or illnesses you suffer as a result of doing your job
6. tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

	Person Specification	
	Essential Criteria	Desirable Criteria
Qualifications	<p>Strong academic record: evidence of success at A-level and degree level</p> <p>Degree level qualification</p> <p>Evidence of involvement in relevant CPD</p>	<p>Master's degree or above</p> <p>Qualified Teacher Status</p> <p>Other relevant professional qualifications</p>
Experience and Knowledge	<p>Successful track record of teaching A level in a particular subject</p> <p>Excellent knowledge and understanding of the curriculum.</p> <p>Proven academic leadership and management experience</p> <p>The ability to develop other staff</p> <p>Experience of creating a positive learning environment for pupils.</p> <p>Understanding of the theory and practice of effective teaching.</p> <p>Knowledge of Safeguarding and Child Protection of Young People</p>	
Skills/Abilities	<p>Build and maintain relationships through effective interpersonal skills</p> <p>Strong organisational and administrative skills</p> <p>Excellent communication skills to inspire, challenge, motivate and empower others</p> <p>Think creatively to anticipate and solve problems</p> <p>Inclusive approach to education</p> <p>Ability to manage own time effectively</p> <p>Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school</p> <p>Ability to deliver feedback effectively.</p>	

	Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel.	
Aptitude	<p>Naturally demonstrates a 'can do' helpful attitude</p> <p>Work under pressure, maintaining a sense of perspective and humour</p> <p>Reliability, integrity, resilience and tenacity</p> <p>Commitment, honesty and dedication</p> <p>Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils.</p>	
Circumstances	<p>Able to work flexibly, some earlier starts, evenings and weekends will be required.</p> <p>A strong commitment to support the School's extra-curricular activities programme.</p>	
Safeguarding Children, Young People and Vulnerable Adults	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	