

Independent Day School for girls 4 - 16 years  
Day Nursery & Pre-School for girls & boys from 6 months

**Abbot's Hill**



## Head of Art

**Recruitment Information for Candidates**  
Required from Easter or September 2021



Welcome to Abbot's Hill, a thriving girls' school with a co-educational nursery educating over 540 pupils. Unstuffy and authentic, our pupils are happy and engaged, and happy girls learn best. Founded over 100 years ago to educate young women of character, the school places great value on the development of the individual. Those girls lucky enough to come here will leave as confident, compassionate and creative individuals.

Set in 76 acres of rolling Hertfordshire parkland with far-reaching views across the Gade Valley, the school benefits from an open, expansive environment in which our pupils learn, explore and play. Pupils flourish here: the surroundings afford a safe-haven for discovery and experimentation while the energy and opportunity of London is only a stone's throw away.

A result of a three-day Educational Quality and Focused Compliance Inspection this January, the Independent Schools Inspectorate (ISI) acknowledged Abbot's Hill as a centre of excellence in both the academic development and personal development of the pupils - the highest judgement possible.

An Abbot's Hill education begins in the Nursery. Firmly embedded within the whole school community, the Nursery benefits from excellent facilities and specialist teaching including languages, PE, Woodland School and music. Children enjoy the freedom to explore and discover their environment.

The Prep School offers a warm and friendly environment where curiosity and imagination are the order of the day. Taught by expert class teachers for core subjects, the pupils also have access to subject specialists and specialist facilities across the campus. Opportunities abound through the Prep and pupils in Year 5 and 6 have significant leadership opportunities; they are incredible role models. The curriculum is both inclusive and ambitious: all pupils make excellent progress and do so happily - something of which we are very proud.

Pupils in the Senior School at Abbot's Hill achieve exceptional results: the value-added at GCSE is superb. However, excellence is measured by so much more than just examination results: social responsibility, empathy and resilience matter absolutely and you will see those qualities woven through the school. Pupils will learn alongside expert practitioners, collaborate within the school and beyond, innovate and be active members of their community.

Abbot's Hill is well-connected, being less than 30 minutes in each direction from London Euston and Milton Keynes by train, 5 minutes from Junction 20 of the M25 and Junction 8 of the M1 and within easy driving distance of St Albans, Berkhamsted, Watford and surrounding towns.

Please do read my welcome on our website to find out more about why this is such a special place to work.

**Mrs Kathryn Gorman BA, MEd (Cantab)**  
Head





## The school

Abbot's Hill School has a fascinating history. Founded on the present site in 1912 by sisters Katrine and Mary Baird, who were passionate advocates of the education of young women of character. The central building dates back to 1836 when it was built as the family home of the Dickinson family, who founded one of the world's largest stationery firms. Nearby is the site of Frogmore Mill, the world's oldest, mechanised paper mill, which still operates as a cultural and education centre. The school is therefore very much connected to its local surroundings and history.

Abbot's Hill is an all-through school. The Nursery, Prep and Senior Schools are located on the same site. For the purposes of educational and pastoral management it is divided into two parts, the Prep and the Senior Schools.

Over the years the school has developed and grown in a variety of ways. In 1969, St Nicholas House School moved to the Abbot's Hill site to form the Junior Department and boarding ceased in 2003. However, the school retains its boarding feel, which is to be seen in the extended school day, the emphasis given to extra-curricular pursuits, the intrinsic importance of pastoral care and the school's strong sense of community. We are affiliated to the Church of England and we welcome girls and staff of all faiths and none.

Abbot's Hill offers a full and diverse co-curricular programme, extending learning beyond the classroom. From orienteering to Young Enterprise; from fundraising for charity to chairing the School Council; from overseas trips to theatre trips, the opportunities abound. Pupil voice is an integral part of school life and this enables pupils to acquire the leadership skills and wider social awareness necessary to face the future with confidence.



## The Role

The post is 0.8 and is available from Easter or September 2021.

This rarely available vacancy provides the opportunity for a well-qualified, inspirational teacher of Art to lead a flourishing department in delivering outstanding quality of teaching and learning both through its curricular and co-curricular activities. The creative arts are a very important part of the curriculum at Abbot's Hill. The school has successfully gained Platinum ArtsMark status and the Art department plays a vital role in maintaining and building on this achievement. Enrichment opportunities extend the taught curriculum and we frequently organise trips to places of interest, museums and galleries to provide inspiration for the pupils. We have a rolling programme of Art workshops.

We are ambitious for the future development of the department. We are introducing GCSE Photography in September 2021 and have the expertise to introduce GCSE Product Design (Textiles) with Resistant Materials on the horizon. While responsibility for these would not sit with the Head of Art we mention this here to signal the school's desire to invest in the creative and practical arts as part of a school-wide development plan. The Art department will be a key player in the school's future and, as such, we seek someone with the ambition and drive to realise the potential of this wonderful school and community.

The post-holder will be responsible for teaching from Years 7-11 (we do not, currently, have a 6th Form). Experience of teaching at A Level will be of benefit. We are a 4-16 school and the Head of Art liaises closely with the Prep Art Co-Ordinator to ensure a seamless transition from Prep to Senior

## Person specification

We are seeking a well-qualified candidate with excellent subject knowledge and a passion for Art. They will be an excellent classroom practitioner and very well able to model and develop excellence in their team.

Application is warmly welcomed from candidates who can clearly articulate and deliver an exciting vision for the place of Art in a forward-thinking and ambitious school and who is not afraid to do things differently. S/he will have excellent organisation and time management skills and be an inspiring and motivational leader. S/he will be a good communicator who can enthuse and inspire pupils.

The successful candidate will have exciting ideas about the teaching of Art and ways in which girls can be inspired both within and outside the curriculum, not being afraid to build on existing strengths.

The ideal candidate will have experience of:

- Creating engaging, rigorous and enriching schemes of work
- Leading trips/visits
- Devising and delivering scholarship programmes
- Developing a broad and exciting co-curricular programme
- Developing outreach and partnership programmes
- Preparing pupils for applications to competitive post-16 destinations. Experience of advising on university and foundation course applications and careers in and related to Art would also be an advantage.

Any applicant for the role should be fully committed to engaging with the vibrant co-curricular life of the school.

## The Art Department

There are currently three members of staff within the department; the HOD, a part time teacher of Art and Design and an experienced technician who also teaches at KS3. The Prep School has a specialist Art Co-Ordinator. The Art Department consists of two bright and spacious rooms which are practical yet retain the character of the Stable Block building which houses them. Both rooms have been refurbished to a high standard in recent years to provide ample storage space and excellent facilities and are well stocked with a wide range of materials and equipment. Within the larger Art studio is a separate 'Mac suite' where the pupils can use Photoshop and other computer programs to develop their photography skills and other art work. On entry to the Senior School, internal and external candidates can apply for an Art Scholarship. The successful candidate will be responsible for this process and for developing the Scholarship programme that sits behind this award.

## The curriculum

Art is compulsory throughout the KS3 curriculum. At KS3 the pupils receive one discrete hour of Art and one hour of Design per week in both year 7 and year 9. In year 8 pupils receive one hour of Art and Design per week. Within Art they are taught the formal elements through a range of exciting projects using a wide range of media. In Design they develop knowledge and skills largely through working with textiles. The department is planning to introduce ceramics to develop 3D skills and is always open to further avenues for development.

GCSE uptake is always good with two examination groups in both year 10 and 11. From September 2021 Photography will also be a GCSE option and we anticipate a high level of interest. GCSE results within the department are very strong (42% 7-9 2020). Each year a good number of pupils progress onto A Level and other post-16 courses in Art or related qualifications.

The Senior School Art department has strong links with the Prep school. Year 6 is taught one hour of Art per week by members of the Senior School Art department and we are seeking to extend this practice further down the school.

## Enrichment and Outreach

Our annual Art Exhibition is a proud celebration exhibition of the wonderful work of the pupils and is run alongside the 'Artist of the Year' competition. This is open to girls from the Prep and Senior School. This popular event has a 'festival' feel and is a lovely way to celebrate the hard work and talent of our pupils. Our pupils are also encouraged to enter local and national competitions.

The department is also instrumental in delivering our Outreach and Partnership programme. For example, the Abbot's Hill 'Come and Sing' day involves all of the creative arts and our local primary partners. The Prep school has a light and spacious purpose built Art, design and technology room which is well stocked with a range of materials and equipment. Year 6 also complete an Arts Award portfolio towards the end of the year which contributes towards the school's Platinum Artsmark status.





## The benefits

Abbot's Hill is a caring employer and is fully committed to the development of its staff. The school prides itself on the welcoming and inclusive staff community. The gross annual salary will be competitive and will be commensurate with the experience of the successful candidate.

### Benefits:

- 25 days holiday per annum + Bank Holidays (*holidays to be taken during school holidays only*)
- Tuition fee remission\*
- Comprehensive professional development opportunities
- An employee benefits platform
- A private health cash plan scheme, after a qualifying period
- Breakfast, lunch and beverages provided during term time
- Free staff social events

## Application and Recruitment Process

Abbot's Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Abbot's Hill recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

All questions regarding the Abbot's Hill School Application Form and recruitment process must be directed to the school's Human Resources Department at [recruitment@abbotshill.herts.sch.uk](mailto:recruitment@abbotshill.herts.sch.uk).

## Application Form

Applications will only be accepted from candidates completing the Abbot's Hill School Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Application Forms can be completed electronically or in hard copy. Completed application forms should be returned to the HR Department by email or post.

### Closing date for applications: 26 January 2021

As jobs within the school involve substantial opportunity for access to children, it is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.

Abbot's Hill School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the school immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive. They must also notify the school immediately if they are living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or the Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Abbot's Hill has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

## **Invitation to Interview**

### **Interviews to be held on: 4 February 2021**

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Head or Bursar as to whether or not an interviewer should therefore withdraw from the panel.

Should the Head or Bursar have a conflict of interest, the non-conflicted party shall decide whether the conflicted party should withdraw from the panel.

The interviews will be conducted remotely in the first instance, following current government guidance, and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.)

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

- A passport, current driving licence including a photograph or a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

*Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.*

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services' System that a candidate is not subject to any teacher sanction or restriction;
6. Verification of professional qualifications;
7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
8. Where the successful candidate has worked or been resident overseas within the last ten years, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered;
9. Satisfactory medical fitness;
10. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;

11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the school.

Abbot's Hill School is aware of its duties under the Equality Act 2010.

No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

### **References**

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

The school will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks. The school complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

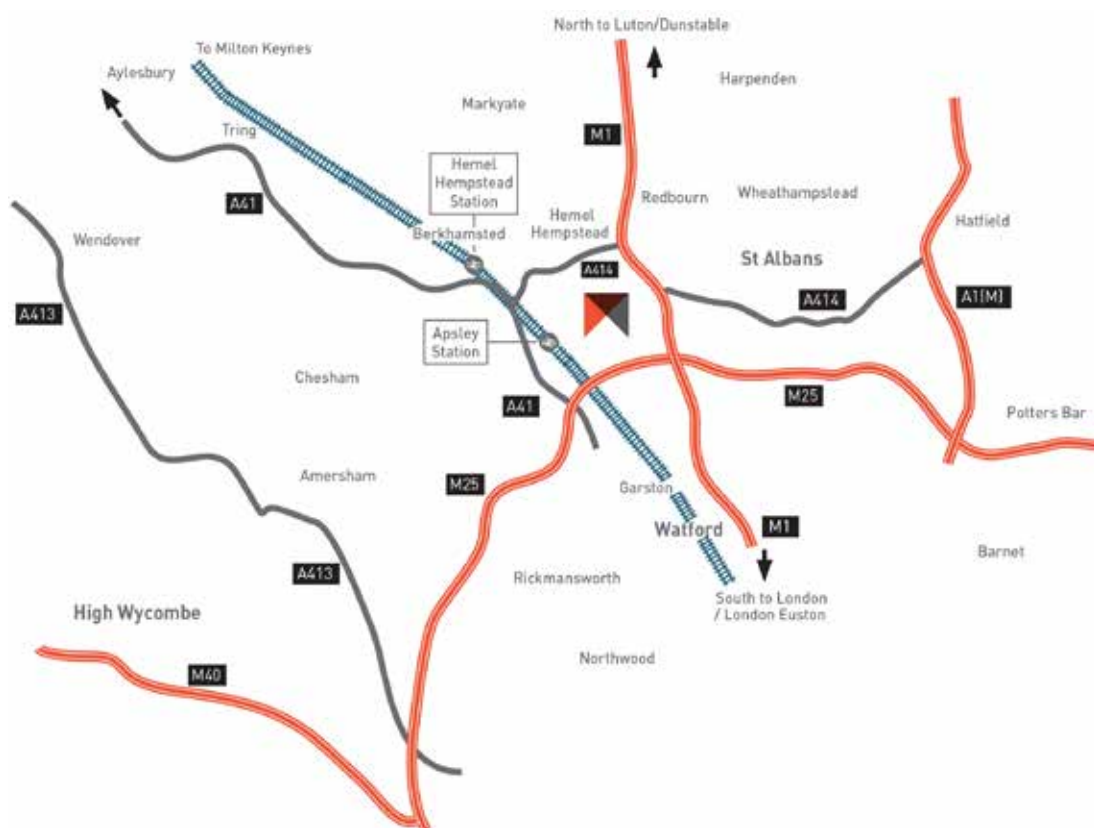
### **Criminal Records Policy**

The school will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.



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# Abbot's Hill



*Abbot's Hill School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to pre-employment checks including an enhanced DBS and satisfactory references. Registered Charity 311053.*

*The school's Privacy Notice can be viewed online at:  
<http://bit.ly/AHSPrivacyNotice>  
or via our website.*

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