



FOREST SCHOOL

*HMC/IAPS school of 1,360 pupils on the edge of Epping Forest
Preparatory School, Senior School, Coeducational Sixth Form*

Applicant Information Brochure

Information for Candidates

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Dear Candidate,

Forest is known as a friendly, welcoming school. However, if you apply for a job at Forest I hope you will find that out for yourself when you visit by talking to our pupils and the Forest staff already working at the School.



Our community is a phenomenally busy one, and an engaging one. We want our pupils to be busy, whatever age they are, because if they are busy they will work better and develop into the sort of characterful young people who will be attractive to universities and employers. They will be able to go out into the world and make a difference, and hopefully be amongst the leaders of their generation, whatever they choose to do.

Forest also has a reputation for genuine all round excellence. That means that we believe proper learning takes place in the classroom and outside the classroom. We work on the basis that every child at Forest is capable of excellence - although that excellence may well look different in different pupils. As a Leadership Team we work closely together and are currently working on an ambitious new strategic plan for the School. I am delighted that you are interested in this senior post and I am happy to discuss any aspects of this position with you, if you wish to do so.

We look forward to receiving your application.

Marcus Cliff Hodges
Warden



About Us

General Information

Forest School is situated on a beautiful site on the edge of Epping Forest in North East London with outstanding facilities. It is one of the few diamond structure schools in the country where pupils are taught in single-sex classes between the ages of 7 and 16 and come together in a co-educational Sixth Form. This gives teachers a unique opportunity to develop their teaching skills for boys and girls. The split between the genders is exactly 50:50.

The School consists of a Preparatory School (4 – 11), a Senior School (11 – 16) and a Sixth Form (16 - 18) all on the same site. It is in membership of both the HMC and the IAPS.

Our pupils are drawn from a diverse range of social and ethnic backgrounds, reflecting the demographic compositions of Central, North and East London, and also of the villages and towns of Essex and Hertfordshire. Some travel long distances each morning to reach the School. They are academically aspirational but unpretentious, understanding that success is the consequence of hard work rather than a guaranteed right. Admission to the School is highly competitive, and pupils are selected based on their performance in examinations and interviews. The provision of funding for bursaries and scholarships is generous, enabling the School to maintain a rich social diversity.

Brief History of Forest School

Forest School officially opened as Forest Proprietary Grammar School on 1 October, 1834. To celebrate the opening, the shareholders, among whom were the Spode industrialist William Copeland, the namesake father of the artist and poet William Morris, and Governor of the Bank of England William Cotton, were invited to dine at the School, and five days later, 22 boys joined the School under the headship of Dr. Thomas Dry. By the end of its first year, the School had grown to 80 pupils.

Some ten years after opening, challenges had arisen due to a fall in numbers. However, new Headmaster, Mr J. F. Boyes, was determined the School should survive and even took a reduction in his salary. Having brought about some stability, Mr Boyes left the School in 1848, after inheriting a fortune, and dedicated his life to writing.

Rev. John Gilderdale, Forest's third Headmaster is remembered fondly as the man who helped transform Forest into the school it is today. In the 1850s, the School became officially known as Forest School and the School's motto 'In Pectore Robur' was first used.

Over the next 100 years, the School experienced great change, cementing its place as one of the leading schools in London. The Forest School Magazine was launched in 1865 and remains one of the country's oldest school magazines. Its pages record the sad loss of 98 pupils in the First World War and 41 pupils in the Second World War.

During the 1950s the School continued to grow and over the next 30 years, the Science Block, the Aston Block, the Gloucester Building, the Music School and the Sports Hall were opened. In 1981, HRH The Duchess of Kent visited Forest to commemorate the opening of the Girls' School, which marked a new era for Forest as it became, and remains, the only diamond-structured school in London.

The Football Association (the FA) was formed in 1863 and Forest School is the only school to have taken part in the Football Association Challenge Cup competition. The Old Foresters Football Club continued to play in the FA Cup for twelve seasons, until 1888-9.

Distinguished Alumni

Forest School is proud of its alumni and their diverse accomplishments. In Sport, Old Foresters H Tubb and WJ Cutbill were founding members of the Football Association; Nasser Hussain and James Foster became England Cricketers, and Paralympic Equestrian competitor Liz Stone won gold at Atlanta in 1996. Surgeon Commander EL Atkinson was the man who located Scott's final camp on the ill-fated polar expedition of 1910-13 and his polar flag hangs today in the School Dining Hall.

Squadron Leader Geoffrey Wellum DFC, a renowned Battle of Britain spitfire pilot, credits Forest with giving him the spiritual support, courtesy of his time in chapel, to fight another day in the clouds. Last year, Geoffrey was pictured sharing a joke with HRH The Prince of Wales during the 75th Battle of Britain anniversary events.

More recently, actor Paapa Essiedu played Hamlet in the RSC's 2016 production, and also shared the stage with the Prince of Wales during the BBC's televised celebration of William Shakespeare.

Old Forester, Paapa Essiedu at Prize Giving 2016



William Morris' banner 'In Pectore Robur'

William Morris Links

Forest School London is proud of its historical links with William Morris, champion of fine craftwork in furniture, fabrics, wallpaper and stained glass, writer, poet and pioneer of socialism.

William Morris was born on 24 March 1834, the same year that Forest School was established, and grew up at the family house, now home to the William Morris Gallery, approximately two miles away in Walthamstow. Morris' father was a founding shareholder in the School and his brothers were all pupils here.

Morris was a boarder at Marlborough College when an organised rebellion there in November 1851 led to the decision that he leave the School that Christmas and study for his matriculation with a private tutor: the Reverend Frederick Barlow Guy, who was then Assistant Master at Forest before going on to become its Headmaster.

F. B. Guy's influence over his talented pupil was great and a cordial friendship developed between them that lasted throughout their lives.

After F. B. Guy's wife died in 1875, the School commissioned the firm of Morris & Co. to install a memorial window in the south transept of the School Chapel, which was designed by Edward Burne-Jones, William Morris' lifelong friend and partner. Burne-Jones also designed a window for the eastern end of the north transept; both of these windows were destroyed by the blast of a flying-bomb in 1944.

A fragment from one, depicting Rebecca, has been set in a Quatrefoil window in the North wall. A third window made by Morris & Co. still remains in the north transept behind the organ; it shows Samuel and Timothy and incorporates the distinctive grapes and flowers that are so typical of Morris' designs.

Although Morris was never a pupil at Forest, his influence on the School remains strong. In 1868, he submitted a poem for the Christmas Term edition of the Forest School Magazine titled 'Captiva Regina', and a banner made at the request of F. B. Guy, depicting an oak tree with the arms of the diocese of St Albans and the School motto 'In Pectore Robur', hangs in the Victorian Dining Hall today.



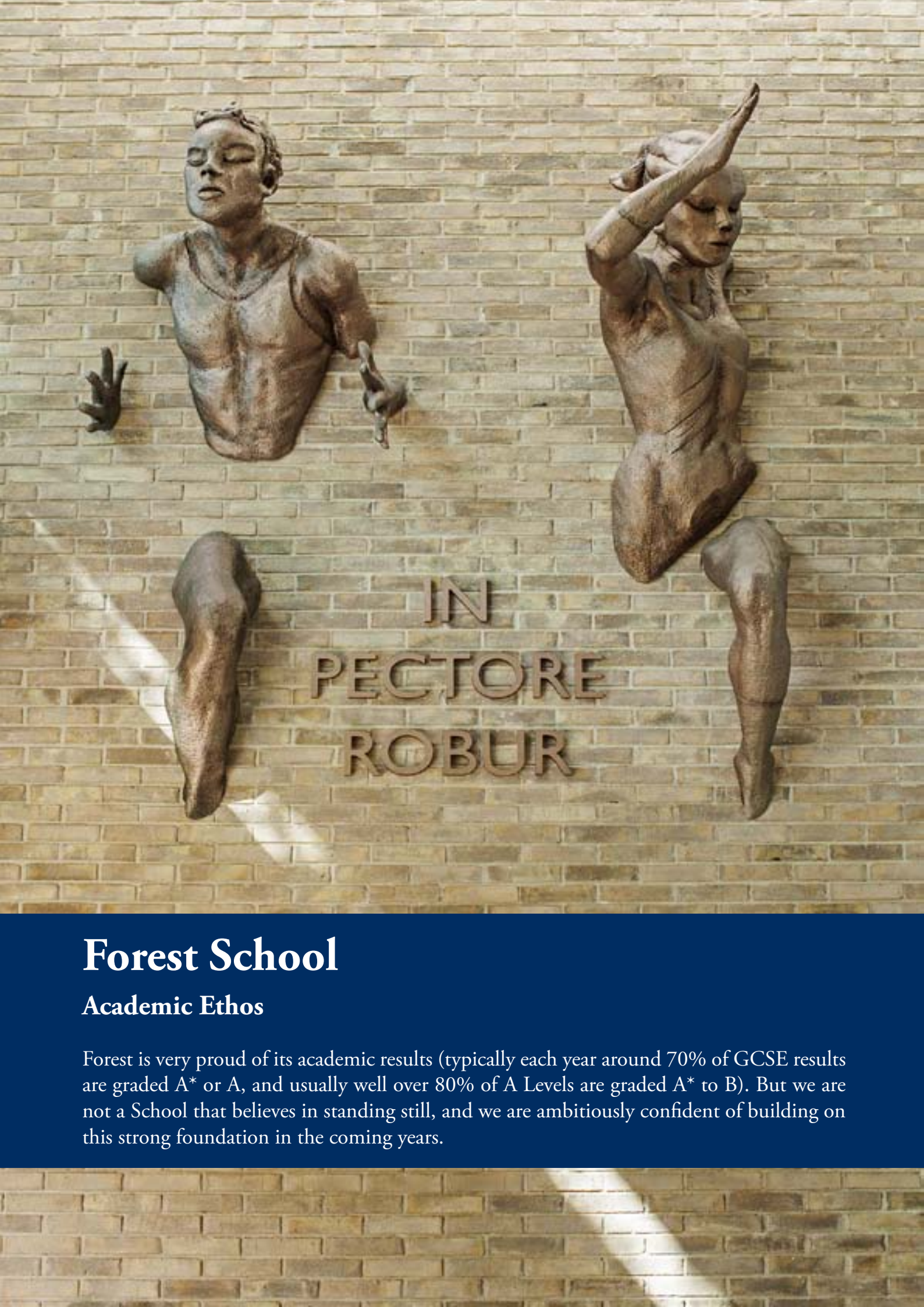
There are 17 School buildings across our 50 acre site ranging from beautiful 18th century Georgian architecture to the very best in modern design.

The Main Building is the oldest part of the School and predates Forest School London.

At the heart of the School is our Field, where regular cricket and football matches are played. In addition, we have a 20 acre park and astroturf.

The Sylvestrian Leisure Centre was used as a secret training camp by Team GB Olympians, including medal-winning athletes from the boxing, swimming, hockey, fencing and taekwondo teams, in the run up to the London 2012 Olympic Games.

The School's newest building is the Martin Centre for Innovation which houses digital teaching, learning and collaborative facilities for the whole school.



Forest School

Academic Ethos

Forest is very proud of its academic results (typically each year around 70% of GCSE results are graded A* or A, and usually well over 80% of A Levels are graded A* to B). But we are not a School that believes in standing still, and we are ambitiously confident of building on this strong foundation in the coming years.

Numerous and ongoing curricular and pedagogical developments in the past few years now place Forest at the cutting edge of educational practice in the independent sector. Staff are encouraged to be reflective, innovative and ambitious in their teaching, and professional development is well-resourced. The School runs regular 'Teaching & Learning Forums' and provides generous financial support for teachers to attend CPD courses. We also support numerous staff each year in the acquisition of professional and academic qualifications, including Master's degrees and QTS. Alongside the flourishing Forest Conference Programme and termly InSeT, recent visitors invited to address staff include Sir Anthony Seldon, Professor Barry Hymer, David Court and Professor Guy Claxton.

Our educational philosophy is based on the belief that it is our duty to pre-prepare students to be flexible, independent growth-mindset learners who have developed a full understanding of how learning takes place and their own re-sponsibility in the educational process. This philosophy underpinned the development of the Forest Diploma curriculum for Sixth Formers, our commitment to research in Project Qualifications at KS4 and KS5, our visible language of learning characteristics, our focus on formative feedback (including comment-only marking), and our hugely effective cycle of Academic Monitoring and interventions. Our language of learning characteristics – 'The Forest Learner' – is visible and shared across all areas of the School. It promotes the importance of taking Initiative, carrying out Planning and exercising Responsibility – the initial letters of each key word echoing the School's motto: In Pectore Robur (strength in the heart).

Exceptional research and information resource facilities are also available to teachers and pupils, in the form of the recently opened Martin Centre for Innovation, which includes a well-stocked library designed to cater for students' research needs, as well as reading for pleasure. The School has a record of exceptional success in the Higher Project Qualification, which is undertaken by all GCSE students (in 2016, 88% of HPQ results were A* or A), and in the Extended Project Qualification, which is undertaken by all Sixth Formers as part of the Forest Diploma (in 2016, 66% of all EPQ results were A* or A).

The use of information and information technology is seen as an integral part of learning and working at Forest. Our Bring Your Own Device policy has enabled us to work actively towards providing A3 (Anywhere, Anytime, Any-how) access to the school's information resources. Pupils, teachers and school staff are encouraged and empowered to put these to active use in learning, teaching and school operations. All pupils are expected to bring keyboard-enabled digital devices to all classes, and a thorough programme of digital training and development for all staff is provided.

We also have an active e-Learning department, and a comprehensive suite of software applications and online subscriptions to support teaching and learn-ing. The coordinated development of digital skills across the school is a high priority, and all members of the school are encouraged and supported to put these skills into practice.



Structure

Pupils at Forest are split into 14 single sex Houses. These Houses provide a wonderfully supportive environment. Each House has a Housemistress or Housemaster and individual Tutors for each year group, Y7-Y13 inclusive. Lower school pupils register in Tutor groups of approximately 20 pupils. Middle school and Sixth Form pupils register in House groups of approximately 12-13 pupils.

Our House structure lays the firmest foundation for the success of our pupils by building confidence and resilience throughout their Forest journey. At the end of their time at the School, our pupils leave as mature young adults who seek challenges and aim high.

We are extremely proud of our 360 degree care for all our pupils which includes provision for in-house counselling.

Chapel

Our Chapel of St John the Baptist is genuinely considered by many present and past pupils to be the heart of Forest School. This magnificent building, with its beautiful polychrome angels in the architecture, lifts the hearts and minds of those who enter it, giving them space to think and reflect, to pray and to worship.

Pastoral System

As well as teaching, all Forest academic staff make crucial contributions to the success of the School's highly effective pastoral structures as Tutors. Tutors are responsible for ensuring that pupils make the most of their time at school. It is important that value is given to pupils of all abilities and that they feel fully supported at all times. Working very closely with Housemasters and Housemistresses', the house Tutor acts as an interface between members of staff and academic development.

Our guiding principle is that every pupil is known and valued. This is achieved by creating a very strong support network including Tutors, Housemistresses and Housemasters and Heads of Section; every pupil has three members of staff directly responsible for their care. The quality of the professional relationship is key, therefore, support is consistent and caters to the individual needs of each and every boy and girl at the school.

Our strong focus on pupil welfare enables the School to truly celebrate pupil individuality, and identify areas for development. Forest's diamond structure also enables staff to support pupils in the best way.



Co-Curricular

The Co-Curricular life of Forest School takes learning outside of the classroom and injects a huge amount of fun! Everything from Sport to Music, Art to Film and Drama to the Duke of Edinburgh's Award and CCF and Airforce is designed to enhance a pupil's experience of the School and teach them to make the most of their opportunities.

It's not just 'Fun and Games', the Co-Curriculum also supports pupils' academic and career ambitions through clinics and societies and are often one of the best opportunities to bring pupils of different ages together and strengthen the nature of our Diamond Structure.

An outstanding programme that updates according to pupil interest and facilities unmatched in this part of NE London give young Foresters unparalleled opportunities and a fitting motto of 'Never Be Bored'!

The main sports for boys include Football, Hockey and Cricket and for girls is Netball, Hockey and Rounders. In addition, we have a large programme of athletics and swimming for both boys and girls.

There is also an opportunity to join the Parent and Staff Choir.

Our 20 Acre Park and Astro turf



Benefits

All staff are encouraged to enjoy a free hot lunch in the School Dining Hall during term time, but for those busy days when you would rather have lunch on the run there is a takeaway sandwich choice available. In addition, staff are also able to purchase breakfast in the Dining Hall during term time if they wish.

Free refreshments are available throughout the day in common rooms that are located across the school site.

Forest staff receive discounted membership to the Sylvestrian Leisure Centre which is based on site, giving access to the gym, classes and facilities. In addition, a number of free staff swims are offered throughout the week.

Forest teaching staff receive longer holidays than the maintained sector (currently 18 weeks). Forest operates its own salary scale, with salaries above those paid in the maintained sector.

Our School nurses are on site from 8.00am to 6.00pm and are available to give staff advice on minor ailments.

Forest Staff receive free death in service cover, which would pay twice the annual salary in the event of death while employed by the School.

Forest School staff are offered subsidised AXA PPP healthcare insurance.

All teaching staff are enrolled in the national Teachers' Pension Scheme.

Forest staff currently receive 50% fee remission (pro rata for part-time staff) for children attending Forest; a figure set at the discretion of the Governors. This applies to children in Years 3 to 13.

The area around Forest School has great transport links; 30 minutes into Central London by tube, 2 miles from the M11 and 9 miles from M25. We are also well served by local bus routes.

Staff have two car parks on site and there are cycle racks available. In addition, Forest participates in the Cycle to Work scheme.

Forest teaching staff receive enhanced maternity and paternity arrangements and we participate in the Childcare Voucher Scheme.

The working environment is excellent with each member of staff being allocated their own workspace.

We have a very supportive Forest School Parents Association who often run large-scale celebrations and events to raise money for the School.



Professional Development

The School is dedicated to professional and career development and invests time and resources into making our excellent staff even better. On joining, you will attend a full staff induction programme. You will then have opportunities to attend our conference programme with an option to participate in, as well as attend.

We are a member of The North East London Teaching Alliance (NELTA) which gives you an opportunity to develop your skills by working with other schools. In addition, we have a very generous CPD budget which allows us to support colleagues who wish to further their development with qualifications, for example, completing a Masters degree.

We have termly InSeT to further develop your skills and these regularly include external speakers. We also have a comprehensive Professional Development Review and Appraisal System from which there will be opportunities for you to become involved in whole school strategic planning from any level.

Approximately 37% of our staff have additional responsibilities and we encourage innovation and the ambition to try new things. Your timetable will also include the provision to allow you to teach other courses in addition to your core subject, for example, PSHE, Mindfulness, EPQ/HPQ and the Forest Diploma. You will, of course, be fully supported by the School in developing the skills to teach in these areas. It is expected that all teachers will undertake at least one of these courses within their timetable allowance.

IT training is fully provided for and you will be supported by our dedicated e-Learning department.

We also have a weekly staff meeting where important school information is shared between staff.

Our staff are professional, highly qualified, knowledgeable and passionate about their own subjects. They love to encourage that passion and knowledge with their pupils and colleagues. You will have the opportunity to share ideas through our regular Teaching and Learning Forums.

There is an opportunity to undertake a sabbatical to further your own education and experiences (*conditions apply*).



Sylvestrian Leisure Centre

The Sylvestrian Leisure Centre is a fabulous dual-use, 5 million pound Leisure Centre, located in the heart of Forest School.

In 2008 Forest School opened its doors to the community and created the Sylvestrian Leisure Centre.

Opened by the Duke of York in January, we then invited the community to use our facilities at exceptionally reasonable prices when you consider the range of equipment, staffing and facilities that are on offer. The facilities are also used by local schools for swimming lessons and community groups.

In 2012, the Sylvestrian Leisure Centre was chosen from a pool of 90 other leisure facilities to operate as a quiet training camp for five sporting disciplines for Team GB:

Hockey (men's and women's), Fencing, Boxing, Taekwondo and Swimming.

These teams and individual athletes used our facilities for the duration of the Olympics, utilising the fantastic facilities while being out of the hustle and bustle of the Olympic Village.

Within the last few years, our own programme of activities has rapidly developed into the cutting edge of service providers within the area.



Child Protection at Forest School

Forest School is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security.

As a member of the School's teaching staff, the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of pupils in the School. The School's procedures and policies for child protection and security are published in the Staff Handbook, to which all teachers have access via the Intranet, and training in these procedures and policies forms part of new teacher induction, as well as on-going staff development.

Job interviews will include questions about safeguarding children.



The Application Process

Applications will only be accepted from candidates who have completed an application form in full and provide an accompanying statement (maximum 500 words) outlining your suitability for the post along with details of two professional referees.

Each candidate's fulfilment of the requirements will be tested and assessed during the selection process, which will include an assessment of the candidate's suitability to work with children.

We will approach referees for all short-listed applicants before interview. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

The School reserves the right to make an appointment at any stage of the recruitment process, should an outstanding candidate emerge.

A Disclosure and Barring Service (DBS) check will also be required before the commencement of employment.

Applications should be made via the Forest School Application Form which is downloadable from the School's website or TES online at:
<https://www.tes.com/jobs/employer/forest-school-1050172>.

Please send your application as soon as possible to recruitment@forest.org.uk.

Postal applications can be made to the HR Director, Forest School, London E17 3PY.

You are strongly advised to look at our website www.forest.org.uk where you will find full information about the School.



What others say about us.....

I have just attended the Open Day and wanted to let you know how impressed I was. The school, its grounds, culture and diversity far exceeded my expectations. The whole environment has such special energy. However, I couldn't write without commenting on what an incredible job C.... did as my tour guide. She was amazing. So very knowledgeable, interesting and incredibly switched on. I enjoyed the tour so much that I felt I could spend the whole day chatting with her about the school. What a great example she is for your school. Even though I wasn't able to bring my son along to the One Day, I felt I got so much from her that it will be easy to explain what it's like. Certainly, if I was a student again, I'd want to go to Forest school.

I've been meaning to write to give some feedback after the Open Day I attended with my 2 year old son, H..... I must say, I was very impressed with Forest School! It strikes me as a wonderful school with forward thinking leadership. The Open Day was very well organised and the school was abuzz with activity - was lovely to see so many students participating! Just a special mention and thanks to two of your bright Year 5 students - Z.... and M.... - who enthusiastically took us around on a tour of the Prep school. They gave me lots of good information, and were especially sweet and patient with H..... who was up to his 2 year old tricks ;-)

I just wanted to write what a wonderful open day Forest School put on. Absolutely superb - extremely informational and also warm and fun. The provision of the coach service was also an excellent idea. L.... is so enthusiastic about the School and we shall be putting in our application shortly. Thank you again for writing last week, not least with all you had to organize. Again, a fantastic presentation of the uniqueness of Forest.

I just wanted to say thank you for putting on what sounds like a really good day on Saturday. I couldn't go in the end but my husband and son attended and found it really useful and informative, as well as fun (particularly the science experiments, I understand!). It sounds like a huge amount of effort was put in by both staff and pupils.

Mrs N said H.... was a fantastic, well grounded, well-mannered young man who was a credit to the school. By the end of the tour H.... had convinced Mr N and A.... (whose first choice was) that Forest is the school they want to be at. She said Forest was a beautiful school and if her son passes the 11+ he will definitely be coming here and notand it's all thanks to H..... The Open Day was wonderful, every member of staff they spoke to was very friendly and helpful.....

Just a quick email on behalf of my wife who looked round the Prep and Pre-prep Schools on Open Day with our two children. She had an overwhelming feeling of a lovely school and said the teachers set a lovely tone and made them feel most welcome. My son was particularly taken by the interactive science experiments in class and as per normal the boys who showed them around were an absolute credit to the school. My mother-in-law was particularly impressed with their manners and enthusiasm! My wife is an Old Forester and she got the same feeling she had when she came around herself many years ago of a warm and nurturing environment with happy, confident children.

Terms and Conditions

Forest School is committed to safeguarding and promoting the welfare of children and young people. Job interviews will include questions about safeguarding children.

Forest School is an equal opportunities employer, unless the job is covered by a statutory exemption we will not discriminate directly or indirectly on the grounds of sex, gender reassignment, sexual orientation, maternity or pregnancy, marital status, race, SEN and disability, religion and belief or age.

Forest School actively promotes fundamental British values and incorporates many of these into lessons, workshops and schemes of work, including law and order, community, democracy, rule of law, diversity, tolerance and Human rights.

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You will be required to declare any convictions or cautions you may have, even if they would otherwise be regarded as “spent” under this Act.

Forest School is entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the Disclosure and Barring Service will be kept in strict confidence.

In accordance with the requirements of the Asylum and Immigration Act 1996, any offers of employment will be subject to the production of a valid passport and formal confirmation of your National Insurance number.

All applicants must be able to show Forest School the original certificates of any qualifications stated on their application form.

All teachers are subject to a twelve month probationary period. The probationary period will be deemed to have ended when the teacher has received satisfactory lesson observations and the Deputy Head Academic is happy with their work. Forest School reserves the right to extend the probationary period or terminate employment if an employee’s performance is not satisfactory.

Forest School teachers are contracted to work from 8.30am to 4.30pm during term time and at any other time deemed necessary for the proper performance of their duties. These additional times include, but are not limited to, parents’ evenings, open days, information mornings, Commemoration Day.

Staff at Forest School are expected to be loyal to the stated aims and objectives of the School. Their employment shall be subject to the School’s policies and procedures, which they are expected to keep abreast of.

Teachers are entitled to take as holiday all school holidays in accordance with the published dates. Requests for occasional leave of absence during term time will be considered by the Warden.

If a teacher is entitled to Maternity or Paternity leave they may also qualify for Forest’s enhanced maternity or paternity pay.

Teachers are automatically enrolled in the Teachers’ Pension Scheme under the Teachers’ Superannuation (Consolidation) Regulations 1988.

Failure to declare a conviction may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

