



South Hampstead

High School

G D S T

JOB APPLICATION INFORMATION

School Nurse

PART-TIME FROM SEPTEMBER 2023



South Hampstead High School, the 2022 Independent Girls' School of the Year, is a day school with upwards of 950 pupils, welcoming girls aged 4 to 18 from across London. It is a very popular school and entry is competitive at all ages. Established in 1876, South Hampstead is one of 25 schools and academies belonging to the Girls' Day School Trust. Located in leafy Hampstead, with the buzz of central London's cultural life close at hand, the school is very well served by public transport and there is a wealth of amenities on the doorstep.

Excellent academic results place us comfortably amongst the country's top schools, and our pupils leave us for some of the most prestigious universities in the country and worldwide – but there is so much more to an education here than the girls' headline achievements. Pupils go on to become prize-winning authors, ground-breaking scientists, passionate campaigners, successful entrepreneurs, distinguished lawyers and trailblazing creatives.

Working at South Hampstead is stimulating, challenging and fun. Pupils are intelligent and inquisitive, energetic and engaging. We offer competitive salaries, generous employee benefits and a warm, supportive environment, with a strong emphasis on Continuous Professional Development. For teaching staff, there is support to engage with leading educational research and opportunities for sabbaticals.

THE GIRLS' DAY SCHOOL TRUST

South Hampstead High School was the ninth school to be established by the Girls' Day School Trust (GDST) in 1876.

Today, the GDST is the leading network of independent girls' schools in the UK.

Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women. Through the Alumnae Network, this continues after the girls leave school.

“When I first stepped through the doors here, I knew that it was a very special place to be – the wonderful atmosphere, dedicated staff and energetic girls, who are such a pleasure to teach.”

— South Hampstead Teacher

AIMS & ETHOS

At South Hampstead we believe that education should be a truly enriching experience. We believe in the power of knowledge as a tool for thought and creative endeavour, and a source of lifelong inspiration and curiosity. Our values are Aspiration, Creativity, Kindness, Courage and Commitment.

In and out of the classroom, we want our pupils to explore the big questions; debate and discussion lie at the very heart of a South Hampstead education. We aim to create abundant opportunities for creative output and to encourage pupils to take risks. In our teaching, we do what we know works and put research and reflection at the heart of our professional development. Teaching is a noble profession and our staff are central to our success.

We aim to provide outstanding breadth of opportunity in our curricular and co-curricular programme and to open our pupils' minds to a myriad of possibilities. We believe that involvement in school life is a key factor in our pupils' happiness. But it's not just about taking part; we aim to instil in pupils a sense of purpose, pride and determination and the belief that they can compete on the biggest of stages.

We aim to create a warm, tolerant and kind community where girls can be themselves and make friends for life. We want them to play their part in our community and in the community beyond South Hampstead. The 21st century is a time of unique opportunities and challenges; we have a critical role to play in preparing our young women to live and thrive, work and lead in tomorrow's world.

ACADEMIC LIFE

South Hampstead follows a curriculum that equips each girl with the means to develop her intellectual abilities as well as her personal and social values. Students are able to explore a deep and expansive body of knowledge, and to discover their strengths and interests via a broad, balanced range of academic, cultural and aesthetic subjects.

Pupils are intelligent, inquisitive, confident, energetic and talented. The programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

South Hampstead students love to learn. The store we set by the power of ideas is evident in the quality of the conversation, both inside and outside the classroom.

Our teaching is known for its rigour and its passion. In-depth subject knowledge and expertise are given for all our teachers, but equally important is an innate ability to inspire the very best from each student, both as scholars and as individuals. With a colourful mosaic of enrichment opportunities available – academic societies, national competitions, leadership roles, independent learning projects, incredible speakers and exciting trips – every girl has the freedom to direct her learning and to flourish. Our ambition each year is that our pupils leave us as assured, adaptable, inspired individuals, ready to make their mark on the world and lead happy, successful lives.

The curriculum is designed to provide a secure and imaginative basis for academic progress at each key stage of a pupil's development. Our intention is that all our girls will develop their own enthusiasms and initiatives within a broad educational framework. The curriculum aims to provide our pupils with a rich experience in linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative education. It is designed to provide stimulation and subject matter appropriate for the ages and aptitudes of pupils. The teaching and learning environment is challenging but very fulfilling. The students are intelligent, inquisitive, confident, energetic and talented.

In Years 7, 8 and 9 the girls follow a full core curriculum, with Latin in all three years, one Modern Foreign language (MFL) in Year 7 and a second MFL added in Year 8. Drama, Art, Technology, ICT, PHSEE and PE also form part of the programme. All girls currently study ten subjects to GCSE, including English Language, English Literature, Mathematics, one MFL and Science.

The curriculum throughout the school is such that all the girls have excellent opportunities to learn and make progress in their academic studies and personal development.

“Throughout the school, pupils are highly motivated, articulate and have strongly developed skills for learning... they are self-aware, reflective and show initiative.”

— ISI Report

PASTORAL CARE

Our school is lit up by the attributes that matter most here – aspiration, creativity, courage, kindness and commitment.

At South Hampstead we aim to encourage every girl to discover her own aspirations and to run her own race with regards to her progress and achievements. Under our unique co-tutor system, form tutors are responsible for only a dozen pupils throughout the Senior School. They make sure every girl is thriving: supported, making good progress and feeling fully involved in school life.

Mistakes are learned from and successes are shared: each girl is encouraged to consider how she engages with feedback and to communicate her own strengths. There's plenty of experience on hand from older pupils: buddies and peer mentors provide a friendly face and practical advice, and a fun programme of intra-house activities regularly mixes the year groups, creating a real sense of togetherness and community.

Our programme of PSHEE (Personal, Social, Health and Economic Education) prepares girls to go out into the world with confidence, inner strength and high self-esteem, ready to face challenges. There are also regular evening talks for parents, often reflecting the topics taught in class and as well as other issues on the minds of parents. We have a full-time nurse and counselling provision – it's completely normal for girls to sign up for sessions on any issue they like, completely free from any stigma. We understand how to educate girls, setting the feminist agenda and guiding well-rounded, well-grounded individuals to be the female leaders of the future.

BEYOND THE CURRICULUM

We are proud to be a busy, buzzy school with a lot going on. Each week there are well over 100 co-curricular activities for the girls to get involved in, before, during and after school. Regular guest speakers, a comprehensive enrichment programme, local and international trips, leadership opportunities and charitable endeavours combine to provide an exceptional range of experiences beyond the classroom.

South Hampstead has a well-established reputation in the creative arts. We welcome writers, poets and artists in residence and put on ambitious concerts and performances. Speaking up and speaking

out are encouraged from the earliest years: we have an in-house debating coach and a strong track record in a range of public speaking competitions.

We have a great tradition of high achievement in the creative arts. Whether in Music, Drama, Art or Design and Technology, our girls are successful both in school and outside. There are many opportunities for them to perform and to exhibit their creative work throughout the school.

Music is at the very heart of school life, with a variety of major events each year and a host of smaller-scale concerts involving our many choirs, bands, ensembles and orchestras. It is our aim that every girl who comes to South Hampstead High School, regardless of her experience, accomplishment and aspirations, will have the opportunity, and every encouragement, to flourish as a musician.

Drama is packed with opportunities for all students to be involved both on stage and behind the scenes. There are many productions each year in both the Junior and Senior School, in which girls are encouraged to take an active part. We also provide film making opportunities, master class workshops with external practitioners and our Sixth Form Drama Scholars perform at the Edinburgh Fringe.

In Art, girls are encouraged to experiment and take risks while working within a fine arts framework. Students work with a range of media including textiles and sculpture. They also acquire skills in areas such as photography, filmmaking and animation.

Design and Technology is varied and very hands-on. Our older girls are regular award-winners in a number of competitions such as the RSA Pupil Design Awards and Arkwright Engineering Scholarships.

Evidence of the talent we have here is displayed all around the school – paintings, sketches, photographs, sculptures and design projects that were created by our students are always on view.

In Sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual, during regular lessons at our four-acre sports ground and in the gymnasium, or as part of our co-curricular programme. We currently offer a total of 20 different sports and in excess of 60 sporting clubs across the Junior and Senior Schools. There are regular overseas sport and music tours and overseas expeditions, as well as the more usual school visits at home and abroad. In the Senior School, girls typically spend three hours a week in Sport; in the Junior School, at least two hours. Specialist coaches work with the girls on occasion, and there is a Going for Gold programme and Sports Scholarships for our most talented sportswomen.

The 4 acres of playing fields, squash courts and dance studio are 10 minutes' walk away. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

COMMUNITY

Partnerships have grown in recent years and now form a core part of our academic and co-curricular life. The adoption of on-line teaching has meant we can collaborate with schools across the country. Student based projects include our Year 5 Saturday Sparks programme, modern foreign language teaching and Latin teaching to a wide range of students, university preparation sessions and careers talks that are open to all who want to attend. Our teachers have the opportunity to participate in a teacher exchange programme with a local school. Our Debate Hub offers training and CPD to students and teachers keen to learn the art of public speaking and debate.

Within the wider community, we have long standing partnerships with SPEAR, Pensioners' Link and volunteering via the Duke of Edinburgh Scheme. Each year group has a specific social action opportunity, with the emphasis being on the time you give, rather than the money you hand over; from writing Christmas cards to baking cakes for local coffee mornings.

At South Hampstead we are committed to improving social mobility and fostering a culture of kindness. Up to 5% of our school budget each year is spent on providing bursaries, with the vast majority involve funding 100% of the fees, as well as paying for uniform, travel and compulsory trips. The number of bursaries is growing each year, with 1 in 10 of new Year 7 students being awarded a bursary. Our aim for the future at South Hampstead is to become one of the leading girls' schools in the sector for bursaries.

The Role

To provide a clinically effective, high-quality service of nursing care to pupils and first aid care to all members of the school community.

This is a part-time (one day per week), term-time only role in which you will only work on Fridays.

The start date will be agreed with the successful applicant however we would be keen for you to start as soon as possible.

Full time salary: £45,000 - £50,000 per annum

Part-time from September 2023.

Main Responsibilities

HEALTH & SAFETY

1. Supervise the medical room (including care of sick, injured and distressed individuals until better and further care can be arranged with parents, hospital, dispense drugs as appropriate etc).
2. Contributing to the review, monitoring and recording of the health status of all pupils:
 - i) on entry to school in accordance with the national Child Health Promotion Programme (not including giving vaccinations);
 - ii) in accordance with the GDST School medical procedures (including height, weight).
3. Contribute to the work with teachers to identify children with particular developmental concerns, assessing their health status and refer to specialist services where necessary.
4. Work with parents, carers, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with complex health needs and long-term conditions (e.g. asthma, diabetes, epilepsy, anorexia or eating disorders, etc) to enable them to attend and benefit from school.
5. Implement and contribute to arrangements for first-aid provision to comply with statutory and GDST requirements, including risk assessment to determine sensibly and reasonably the total numbers of first-aid personnel required, the training of first-aiders, maintenance of records, accident reporting arrangements, statutory notices and first-aid boxes.
6. Contribute to the development of School emergency/business continuity plans including a response to outbreaks of communicable diseases.

PASTORAL CARE

1. Work with the Deputy Head Pastoral, and Heads of Year to implement strategies to ensure that the most vulnerable pupils and those with particular personal needs/problems (e.g. pupils who are carers, those with diabetes, those self-harming) are identified and appropriately supported.
2. To be available for pupils who may wish to discuss topics such as intimate relationships, child protection concerns, eating disorders, mental health concerns, managing stress and risk-taking behaviours.
3. Work with staff, parents, carers and pupils to reduce above average absence due to sickness e.g. support work to enable pupils with long-term conditions to self-care in school, supporting programmes for those with school phobias.

4. Work with teaching staff and the Designated Safeguarding Lead (DSL) to identify and act to safeguard pupils at risk of or suffering from physical, sexual, emotional abuse or neglect. This will include identifying and referring pupils at risk or suffering from maltreatment.

TEACHING AND LEARNING

Play an active role in health promotion through the planning, delivery and support of the school PSHE programme.

COMMUNICATIONS

1. Advise parents on immunisation programmes and outbreaks of communicable diseases.
2. Uphold medical confidentiality in line with legal (common law and statutory) duty of confidentiality to pupils and maintain medical records accurately, confidentially and safely, always with regard to GDST safeguarding policy and procedures.

MANAGEMENT OF RESOURCES

1. Ensure that the medical room, facilities and first aid kits throughout the school are maintained to meet GDST requirements.
2. Ensure that all dispensed treatment given and all supplies used are recorded; record the dispensing of drugs following drug protocols.
3. Ensure that all first aid supplies are replenished to meet minimum requirements by regular inspection of stocks and dispensing records.

TRAINING & DEVELOPMENT OF SELF AND OTHERS

1. Maintain and improve professional knowledge and competence, keeping up to date with professional, clinical and nursing issues relevant to work in schools.
2. Provide training, support and advice for teachers and other staff on specific health needs / issues e.g. use of epi-pens, diabetes care, epilepsy, allergies, substance misuse, head lice, eating disorders, self-harm and other mental health issues.
3. Provide training and advice in emergency first aid for staff who are not qualified in first-aid.

SUPPORTING THE WORK OF THE GDST

Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Contribute to the school's programme of extra-curricular activities
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST circulars
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

APPLICATION PROCEDURE

To apply please go to the [GDST Recruitment Portal](#) or via the [GDST website](#) and complete the online application.

Closing date is Friday 15th September 2023 at 9am.

The School may also conduct online searches (including publicly available social media searches) as part of our recruitment processes.

Applications will be reviewed as they are received and suitable candidates may be invited to interview before the published interview date. We reserve the right to close this vacancy early if we receive sufficient applications for the position or if an offer is made and accepted. We recommend that applications are submitted early in order to avoid disappointment.

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head) or to the Headmistress. Candidates should be aware that they will be asked to undergo a DBS check.

The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included. The GDST is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

SKILLS REQUIRED

Excellent written and verbal communication skills	Essential
Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
High standard of clinical work, decision making and competence	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Ability to embrace, initiate, manage and sustain change positively	Desirable
Teaching skills / Ability to organise group sessions	Desirable
Good IT skills, sufficient to handle the maintenance of a school database of pupil medical details e.g. working knowledge of Microsoft office Excel, Word, Access, Outlook email	Essential
Ability to undertake and write risk assessments	Essential

KNOWLEDGE BASE

Awareness of current developments in school nursing services, primary care and health promotion	Essential
Knowledge of assessment of health needs of the school aged population	Essential
Awareness of current developments in public health services and legislation	Desirable
An understanding of the principles of public health/community development, child protection, child surveillance programmes and accident prevention	Essential
Knowledge of child protection procedures and confidentiality issues	Essential
Knowledge and understanding of the process of risk assessment and risk management	Essential

QUALIFICATION/ATTAINMENT

Appropriate nursing qualification - Registered NMC nurse on Sub-part 1 of the NMC register either as an Adult Nurse level 1, or a Children's Nurse level 1 - Min 2 yrs post registration experience	Essential
Current NMC Registration	Essential
Evidence of commitment to continuing professional development	Essential
Car driver	Desirable
ENB 998 or equivalent	Desirable
Post registration training, e.g. Asthma, Diabetes, Sexual Health, Mental Health, audit and research, health promotion	Desirable
School Nursing Cert., Specialist Practitioner Degree	Desirable
Up to date First Aid at Work Qualification	Desirable

EXPERIENCE

Community experience	Desirable
Experience with working with children and families	Desirable
Sports injuries training	Desirable
Some experience in counselling	Desirable
Some experience of occupational health and infection control	Desirable
Experience of providing first aid or acute care, and caring for children with long term conditions.	Desirable



ATTITUDE/APPROACH

Professional and approachable attitude	Essential
Enthusiastic re professional development and willing to learn and undertake further training	Essential
Motivated	Essential
Reliable	Essential
Well Presented	Desirable
Assertive when appropriate	Desirable