

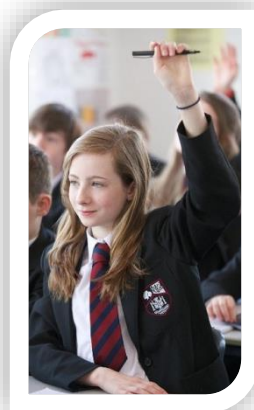
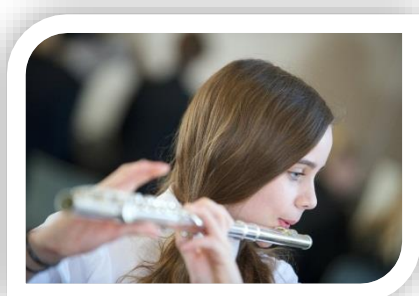


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# HINCHLEY WOOD

## LEARNING PARTNERSHIP

### Application Pack Teacher of English - ECT



Hinchley Wood Learning Partnership  
CEO Mr Ben Bartlett

Hinchley Wood School – co-educational comprehensive secondary, Years 7 - 13  
Headteachers – Ms Maria Cachia and Ms Lucy Macdonald

Hinchley Wood Primary School – 3 form entry, Reception to Year 6  
Headteacher – Mrs Aisling Hogan

Thames Ditton Junior School – 3 form entry, Year 3 to Year 6  
Headteacher – Mrs Fionna Starritt

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February 2023

Dear Applicant

**Re: Teacher of English - ECT  
To start September 2023**

Thank you for your interest in joining Hinchley Wood Secondary School, an inclusive and high achieving school on the borders of SW London. We are looking to appoint an Early Career Teacher to join our strong and thriving English team who, year on year, celebrate outstanding results. The successful candidate will teach across the age and ability range in our 11-18 co-educational school and will be joining a supportive, collaborative, committed and experienced team who work hard to deliver innovative and enjoyable lessons. In return for your hard work, you will receive exceptional support and training, and the rewards that come with teaching students who really want to learn and achieve well.

Hinchley Wood is a very popular school, which is oversubscribed each year. We have over 1,400 students on roll including 275 in our Sixth Form and are one of the top 200 performing schools in England and Wales in terms of the progress our students make between the end of Key Stage 2 and their GCSEs. We are extremely proud of our students' academic achievements, but we also celebrate student progress and development in all areas and we enjoy outstanding sporting and creative achievements.

In 2022, 90% of pupils achieved 5 or more GCSEs at grade 4 or above, and 87% achieved this benchmark including English and Maths. 48% of all grades achieved were Grade 7+ and above (32.7% nationally). Year 13 pupils also secured outstanding A-Level outcomes with an incredible 94 A\* grades, 48% of grades achieved at A/A\* and 5 pupils securing places at either Oxford or Cambridge Universities – both school records.

We have a well-developed programme for ECTs and we believe that Hinchley Wood is an excellent place to start your career. Below are testimonies from two of our current ECTS:

*"As an ECT, HWS offered me the best start to my career. Working with experienced professionals in a highly aspirational environment equipped me with the guidance and support needed to succeed in my initial years. HWS is committed to teaching and learning and offers regular training and opportunities to observe and discuss best practice. I would encourage any ECT to apply to HWS." (ECT – PRE)*

*"At Hinchley Wood School I've benefited from working with a very experienced mentor, who has been supporting new teachers for many years. My mentor understands the numerous challenges experienced by those new to the profession, and willingly dedicates seemingly endless amounts of her time to providing support and guidance. Like so many at Hinchley Wood School, my mentor is a very experienced classroom teacher herself, meaning that I have ample opportunities to observe best practice in the classroom. Equally, whilst the new Early Career Framework introduced significant reforms to statutory induction, it is evident that the mentoring team have been working hard to develop their understanding of its many requirements, applying their existing coaching and mentoring expertise to this new programme." (ECT – Business)*

We take staff and student wellbeing very seriously and have invested time and money in ensuring that all members of our school feel supported and happy. If you have a strong desire to help students of all abilities achieve the best they can whilst fulfilling your own potential, we would very much welcome your interest.

We offer:

- a paid induction in July.
- a 'golden hello' in the form of two payments of £1,000 each, following the successful completion of Years 1 and 2 of the ECT induction (paid in September 2024 and 2025)



- a dedicated mentor with regular mentor meetings and coaching;
- a comprehensive induction programme and a wide range of CPD opportunities;
- a competitive salary (London Fringe Pay Scale/dependent upon experience);
- a two week Autumn half term;
- early close to students at 1.30 on Friday afternoon;
- generous employer pension contributions;
- use of the onsite fitness suite.

**The deadline for applications is Monday 27<sup>th</sup> February (9.00am)**  
**We anticipate interviews taking place the same week.**

We would welcome pre-application calls and/or visits so please get in touch to arrange this. Contact details can be found on the final page of this pack. Please note, we are on half term until Monday 20<sup>th</sup> February.

We really look forward to hearing from you and meeting you very soon.

Yours faithfully

Lucy Macdonald  
Headteacher

Maria Cachia  
Headteacher



## Background Information

Hinchley Wood School has a well-established reputation within the area for providing high quality education and excellent public examination results. This success is based on an approach, which combines high expectations with sensitivity to students' individual needs.

In September 2011 Ofsted judged the school to be outstanding, highlighting the excellent progress all groups of students make as a key strength:

***“Hinchley Wood is an outstanding school – the students work exceptionally well together in this harmonious and cohesive community, and achieve outstanding outcomes.”  
(Ofsted, September 2011)***

2022 school-wide A-level results - 48% of all grades achieved were A/A\*, which is a school record, 75% of all grades achieved were A\*-B and 88% of all grades achieved were A\*-C. Overall, an incredible 94 A\* grades were achieved, another school record. 88 students achieved 3 or more A\*-B grades. The majority of our leavers have gone onto higher education.

2022 school-wide GCSEs results - 90% of students achieved 5 or more GCSEs at grade 4 or above, and 87% achieved this benchmark including GCSE English and Maths. 47.7% of all GCSE grades achieved were grades 7 to 9. The number of students achieving the highest grades is particularly impressive; 213 grade 9s were awarded which is 12% of all grades achieved.

Well qualified and experienced staff work together to make this school a successful and happy community. We offer a rich, varied and stimulating curriculum as well as high-class purpose-built accommodation.

Particular importance is placed on recognising and rewarding individual achievement. Students are actively encouraged to participate in a wide range of artistic and sporting activities; many gain recognition at local and national level for their achievements. We have an enthusiastic and effective school council, a very active school sustainability group and a long-standing and popular tradition of student involvement in charity and community work.

We were one of the first schools in the country to be designated a Music College and to set up an education trust for the benefit of students. Trustees include representatives from local and international businesses, a university, a national charity and a local arts charity to help develop the creative potential of all students. In February 2012 the school acquired academy status. All of these initiatives have enabled us to offer a much wider range of learning opportunities to students.



Our effectiveness is dependent on developing good relationships with students and parents; the respect shown between staff and students is regarded as a particular strength of the school.

***“There is a highly positive ethos of behaviour for learning and achievement”  
(Ofsted, September 2011)***

In July 2019 our status changed to become a multi academy trust and the Hinchley Wood Learning Partnership was formed. We welcomed Hinchley Wood Primary School into the Partnership in October 2019 and more recently Thames Ditton Junior School on 1<sup>st</sup> November 2022.



## Location



**Hinchley Wood** is located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. Surbiton, with regular fast rail links to London is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.

For more information regarding Hinchley Wood Learning Partnership click on this link: <https://www.hwlp.co.uk/>



HINCHLEY WOOD SCHOOL  
INSPIRING LEARNERS

## Mission

Our mission is to continually improve the educational outcomes and life chances of our learners – our moral purpose for all pupils in the HWLP community.

*...in order to take on the challenges of an ever competitive and changing world. All students will develop creative and entrepreneurial skills, be financially aware and able to use technology in all aspects of their lives. They will take an interest in and contribute to a wide range of creative, artistic and sporting activities.*



## Vision and Values

To inspire all HWLP learners to understand, appreciate, learn and embrace the five Hinchley Wood Secondary School Values becoming confident, considerate, determined, enthusiastic and independent learners in order to take on the challenges of an ever competitive and changing world.

### Confident

Have self belief, communicate clearly in any situation

### Considerate

Respect others' views and values

### Determined

Work hard to achieve the highest possible standards in all aspects of life

### Enthusiastic

Willing to learn from mistakes and maintain a positive outlook

### Independent

Take responsibility for themselves and their learning



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## Extract from the Staff Code of Conduct

Our Code of Conduct sets clear guidance on the standards of conduct and behaviour expected from all staff at Hinchley Wood Learning Partnership (HWLP). The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of behaviour and minimise the risk of inappropriate conduct occurring and to safeguard staff and pupils.

School staff are in a unique position of trust and influence as role models for pupils and other staff. Therefore, all staff must adhere to behaviour that sets a good example to all members of the school community. Staff have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and the work setting.

### CORE PRINCIPLES

The welfare of pupils is paramount and all staff should always act, and be seen to act, in each child's best interests.

Staff should work, and be seen to work, in an open and transparent way. All staff working within HWLP are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

As part of the school's positive safeguarding culture, staff must have a regard for the need to safeguard children's well-being in accordance with statutory provisions. All staff should know the name of the overall Designated Safeguarding Lead (DSL), and must be familiar with child protection arrangements and understand that they have a responsibility to speak up immediately about safeguarding and welfare matters within the school, and to external agencies where necessary, to safeguard and protect pupils.

### PROFESSIONAL BEHAVIOUR AND CONDUCT

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Hinchley Wood Learning Partnership expects staff to treat each other, pupils, parents/carers and the members of the wider community with dignity and respect at all times. All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are given the highest priority.
- Staff must have regard for the ethos and values of the Hinchley Wood Learning Partnership and must not do or say anything which may bring the School or Trust Board into disrepute.
- Staff should act in accordance with the school's policies and procedures at all times.



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## Department Information

### ENGLISH DEPARTMENT

English at Hinchley Wood School is a strong and thriving department, staffed by 10 dynamic and hardworking teachers, who together form a committed, collaborative and supportive team.

Both English and Media are popular subjects amongst the students. In a recent departmental review, teaching was judged as good with many outstanding features, and leadership was judged as outstanding.

The department works collaboratively to produce schemes of work. Whilst, as an academy, we do not have to follow the National Curriculum, we use it as the backbone of our curriculum, which has been thoroughly reviewed recently as we prepare for our new assessment system without NC levels. We have seven English classrooms. All classrooms have an interactive whiteboard and a set of active learning resources. There is also a departmental workroom and office.

In Year 7 students are taught in mixed ability groups and a range of skills and genres are explored. There is also a cross-curricular unit with the art and drama departments which has been very successful. From Year 8 onwards students are taught in ability sets in each year group, and this helps limit class sizes and nurture development.

Students are assessed on a regular basis, and set movements are made accordingly with reference to performance in class work, homework and key assessments. The emphasis in the department is learning through enjoyable, well-planned lessons. Students are highly motivated and enjoy the opportunity to take part in activities, which challenge them and stretch their thinking.

English Language and English Literature are taught to all students to GCSE level, and the department currently follows the new AQA courses. Examination results for English are well above national averages and are expected to continue on an upward trend. In summer 2022, 94% of the Year 11 cohort achieved grades 9 – 4 in English Language and English Literature, with 40% achieving grades 7 or above.

English Literature is a popular subject at 'A' Level. Results in 2022 include 95% pass rate and 52% of students achieving A\*-A.

We have a range of extra-curricular activities and these include BBC News Report, National Poetry Day celebrations and theatre trips including Les Misérables, War Horse and The Trench.

### English Staff List 2022/2023

Farah Strevens	Head of English
John Cahillane English	KS5 English Co-ordinator
Sarah Moložian	English and Media – Head of Year 8
Sinead Maxwell	English - KS3 English Co-ordinator
Keri Lillico	English and Media – Head of Media Studies
Maria Cachia	English - Co Headteacher
Caroline Barretto	English - KS4 English Coordinator
Gemma Garrido	English - Lead Reading Ambassador
Alison Urdiales	English
Gill Hildyard	English



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## **MEDIA DEPARTMENT**

Media is a popular subject at GCSE and A-Level. Students study the Eduqas Media Studies specification at both GCSE and A level.

Students benefit from industry experience by participating in study days at media organisations such as Publicis Media and Global Media. This allows them to apply their classroom knowledge to a professional environment. In addition to this, A-level students attend the annual MediaLive conference in Disneyland Paris. At Key Stage 3, Media Studies is embedded in the English curriculum allowing students to develop a solid grounding in the subject to fully prepare those students who choose this as a GCSE subject.

GCSE Results: In summer 2022, 93% of Year 11 achieved grades 4-9 with 18% of students achieving a grade 9.

A-Level Results: In summer 2022, 95% of Year 13 achieved grades A\*-C with 29% of students achieving grades A-A\*.

### **Media Staff List 2022/2023**

Keri Lillico	English and Media - Head of Media Studies
Sarah Molozian	English and Media – Head of Year 8



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## Job Description - Teacher

**Line of Responsibility:** The teacher is directly responsible to the head of department on curriculum matters and the head of learning for pastoral issues.

**Salary:** The post holder will be paid on the appropriate point of the Teacher's Pay Scale.

At the heart of a successful school is the provision of high quality teaching and tutoring, the effective use of resources, improving standards of achievement for all students and the promotion of students' personal development and well-being. A teacher/tutor plays a key part in this provision by a commitment to the school's ethos, by working effectively in subject and tutor teams and by delivering high standards of teaching and learning and personal care.

### Job Purpose

To teach and tutor students across the full age and ability range in order to ensure the highest possible standards of achievement, personal development and well-being. The post holder will continue to meet, maintain, and build upon, as appropriate:

- Teacher Standards
- Induction Standards
- Threshold Standards

### All teachers are expected to:

#### Teaching

- Consistently plan and deliver good lessons taking account of students' prior learning and needs.
- Provide a stimulating classroom/learning environment.
- Work closely with Learning Support Assistants, the Learning Support Department and the Head of Inclusion to meet the needs of different groups of learners in particular SEN students and those who have been identified as potential high attainers (PHA).
- Use a wide range of resources, including ICT, to good effect.
- Provide intervention for under-performing students.

#### Assessment

- Give timely, positive, helpful feedback to students.
- Understand and utilise the principles behind Assessment for Learning.
- Complete reports to a high standard and within the specified deadline.
- Regularly assess and mark students' work in line with the school and departmental guidelines.

#### Tutoring

- Actively monitor student's progress and provide support where needed.
- Encourage students' self-development and personal expression through PSHE and tutor time sessions.
- Complete relevant tasks to a high standard, including taking of the register and completion of absence returns.



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### **Professional development and wider contribution to the school community**

- Proactively engage in continuous professional development to reflect on and improve your teaching repertoire.
- Contribute to working groups, policy development and initiatives where appropriate.
- Participate in arrangements for the appraisal and review of own performance and, where appropriate, that of other teachers and support staff.
- Contribute to the life of the community, particularly by leading and contributing to extra-curricular activities.
- Attend parents' evenings and other meetings/workshops as appropriate.

### **General well-being /safeguarding**

- Adhere to the school code of conduct.
- Promote the safety and well-being of students.
- Register, start lessons and tutor periods on time and purposefully engage students for the duration of the period.
- Commit to safeguarding and promoting the welfare of children and young people.

### **General**

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder to meet changing regulations or circumstances.
- All staff members participate in the school's performance management scheme.



## PERSON SPECIFICATION - TEACHER

### Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to continuing professional development</li> </ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Have met the Teacher Standards and continue to meet them.</li> <li>Have a secure knowledge and understanding of own subject/curriculum area.</li> <li>Evidence of taking responsibility for own professional development.</li> <li>Evidence of good teaching skills, leading to consistently high standards of achievement.</li> <li>Knowledge of current developments in teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching a second subject.</li> <li>Experience of using ICT for subject development.</li> <li>Understanding Experience of personal involvement in the wider curriculum.</li> <li>Evidence of leading high quality extra-curricular activities.</li> <li>Evidence of working with other professionals as part of a team. Experience of teaching across all Key Stages.</li> </ul>

### Knowledge/Skills (Ability to)

Essential	Desirable
<ul style="list-style-type: none"> <li>Develop a broad and imaginative range of teaching skills.</li> <li>High-level communication and presentation skills applicable to a range of audiences.</li> <li>Think creatively and imaginatively to solve challenges.</li> <li>Make effective use of assessment for learning in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of how to use and adapt a range of teaching, learning and behaviour management strategies including how to personalise learning to provide opportunities for all learners to achieve their potential.</li> </ul>

### Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> <li>Enthusiasm for the subject and a desire to communicate that to others.</li> <li>Commitment to running and leading extra curricular activities, where appropriate.</li> <li>Commitment to the highest standards of child protection.</li> <li>Enjoy working with young people.</li> <li>Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy.</li> <li>Ability to prioritise, plan and organise own work and that of students.</li> <li>Effective interpersonal skills.</li> <li>Self-motivated and a desire to achieve the highest possible standards.</li> </ul>	<ul style="list-style-type: none"> <li>Involvement in creative and innovative teaching developments.</li> <li>Willingness to take on delegated responsibility.</li> <li>Ability to build on the experience, advice and contribution of others.</li> </ul>



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## Why join Hinchley Wood School?

Hinchley Wood School offers a positive and innovative learning ethos supported by students, staff, parents and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support, we offer:

- Parking on site
- Early finish to the school timetable on Fridays.
- Free lunch and refreshments on INSET days.
- Free lunch for colleagues if they are staying later to attend parents' evenings.
- Free use of our on-site gym before and after the school day.
- Two week Autumn half term
- A minimum two week break over the Christmas period.
- Every Colleagues Matters – a group to represent and discuss staff matters.
- A supportive Staff Association which covers a range of events including provision of end of term food and drinks and sending small gifts to colleagues at times of celebration or loss.
- Concessionary/franked postage rates at Christmas for staff and the school can be used as a delivery point for online personal purchases.
- Complimentary tea and coffee every day and a fully equipped and pleasant staff room.

### **Job Satisfaction and Progression**

HWS has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and have established excellent staff:student working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom and corridor decoration, Premises, ICT and Science Preparation Room and Curriculum offices.

### **Early Careers Teachers' programme**

We have a programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions and NQT support network.

### **CPD**

We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff and mutual support between teaching and associate staff to ensure effective teaching and learning and the best outcomes for our students.

Staff have opportunities to work on cross curricular projects with students and colleagues, and this is actively encouraged.

### **Wide range of educational visits and extra-curricular activities**

Staff are able to assist on a number of day/residential visits to extend their own experience and support students' personal growth and also encouraged to get involved in extracurricular clubs. These have included:

- Trips as part of curriculum enhancement e.g. New York
- Skiing
- Duke of Edinburgh – Bronze, Silver, Gold
- World Challenge trips



- Combined Cadet Force
- Various sports clubs including tennis, hockey, football, rugby, netball and athletics.

### **Secure School Finances**

In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- Cost of living pay rise approved each year to date
- Performance Related Pay outcomes funded

### **Part of a growing Multi Academy Trust**

- Opportunity to work across different education phases with the Multi-Academy Trust.

### **Other Benefits include:**

- Time off for celebration of close family events eg child's nativity play, graduation etc.
- One day's paid leave per year to attend to personal matters ('Personal Business Day'), available at the discretion of the headteacher (subject to operational needs).
- For staff employed at HWS, priority admission for children of all permanent postholders after 2 years' service, or upon commencement for designated roles, identified at time of recruitment advert.
- Employee Assistance Programme – 24 hour counselling support available to staff and their immediate family.
- Membership of either of the following pensions schemes, including a generous employer contribution;
  - Teachers' Pension Scheme
  - Local Government Pension Scheme
- Cycle to Work salary sacrifice scheme.
- Heavily subsidised flu vaccinations for all staff.
- Finder's fee of £100 gift voucher for staff introductions (awarded once the individual has started).
- Access to Teacher Perks ([www.teacherperks.co.uk](http://www.teacherperks.co.uk)) offering great perks to staff in schools. The perks range from high street discounts to money off educational products and services from some great UK education suppliers.
- Reduced rates at local service providers.
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.



## The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

HR Department  
Hinchley Wood School  
Claygate Lane  
Esher  
KT10 0AQ

For further information please contact the HR team on 020 8398 7161 or via email [hr@hinchleywoodschool.co.uk](mailto:hr@hinchleywoodschool.co.uk)

We are committed to meeting our data protection obligations and for information on how we collect, use, share and store your data within the recruitment process please click [here](#)

Hinchley Wood School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

