



Hampton Court House

## Year 5 Form Tutor

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### 1. About HCH

Hampton Court House is a fast-growing co-educational independent school situated in beautiful riverside parkland between Richmond and Hampton in southwest London. The school has just over 300 pupils from Early Years through to Year 13. Hampton Court House was shortlisted for the TES Independent School Awards 2020 'senior school of the year'.

It is important to us that children enjoy being here and look forward to coming to school. We wish to lay the foundations of a lifelong love of learning and believe in holistic education that values academic rigour as well as positive mental health and the benefits of experiential learning. We believe in critical thinking and questioning our beliefs and standing up for what is right.

We believe that children need some (guided) freedom in order to develop their own style with taste and discretion. Pupils and staff have mutual respect for each other. The staff, including the Headmaster, are addressed by their first names. Whilst there is a dress code, there is no uniform.

## 2. Welcome from the Headmaster

We are seeking an outstanding individual to develop the academic life of the School and to contribute significantly to our dynamic community. I am looking for an individual who has an absolute passion for education, who can think strategically, and who would be excited to join me and our leadership team to continue to make HCH an exceptional place of learning.

Hampton Court House is a place of magic, wonder and inspiration, where the children are at the heart of everything we do. As Headmaster, I am unashamedly and unapologetically idealistic about the power of education to transform young people, and HCH is the perfect environment for this to happen. Walking through the gates, HCH transports our children to a special place where they can thrive and flourish, where they are respected and valued as independent and autonomous individuals, and where they are known and deeply cared for by every member of staff. Our children are empowered, enabled, and treasured.

Our ethos and vision focuses on sparking creativity, curiosity, and critical thinking through an exciting and progressive curriculum facilitated by passionate subject specialists who have chosen to teach because they love their subject and are lifelong learners in themselves, but also because they wish to share this knowledge with young people.

There are so many other attributes that make HCH such a special school, whether that is our French immersion programme and focus on languages, ballet provision, informal dress code, late Sixth Form start, or how all staff are referred to by their first name. Our beautiful buildings and garden provide our students with the physical space to run, play, imagine and enjoy the freedom and other wondrous aspects of being young. HCH is unique and distinct, and we are proud to be so because we know how motivating, inspiring and nurturing this is for the young people in our care and how it helps them achieve their highest potential.

I very much look forward to receiving your application and to potentially meeting you to further discuss your educational philosophy and passion for education.



### 3. The Role: Year 5 Form Tutor

We seek an energetic and caring form tutor to teach our Year 5 pupils. We are looking for a well-qualified and experienced teacher of primary level children who will be able to inspire enthusiasm in our pupils and help to promote the high cultural and academic ethos of the School.

All our teachers are expected to contribute enthusiastically to the wider life of the school including running lunchtime and after school clubs, leading motivating assemblies, and organising meaningful workshops and trips.

Line management responsibility for:

#### Teaching and Learning

- Be an 'outstanding' role model and act as a leading classroom practitioner and inspiring and motivating other staff and children.
- Working with the Senior Leadership Team and Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school.
- Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for school improvement.
- To be involved in internal moderation with other members of staff to raise pupil's standards of achievement and to evaluate practice.
- Plan and create resources for lessons; mark pupils' work, giving constructive for progression;
- Set and mark homework.

#### Deploying staff and resources

- In consultation with, and by the direction of the Deputy Headteacher, deploy people and resources efficiently and effectively i.e. timetables, deployment of TA's and supply staff.
- To participate in recruitment and selection, as agreed by the Deputy Headteacher.

#### Students

- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline
- Undertake student supervisory duties and cover for absent colleagues in line with school procedures
- Assess and record each student's progress, including through observation, questioning, testing and marking

#### Communication

- Contribute to meetings and discussions about teaching methods, schemes of learning, student progress and School policies
- Keep parents and line managers informed about student progress/concerns and action taken
- Attend relevant parents' evenings

#### Operational

- Promote the School to current parents and potential parents.
- Work with SLT and inspectors during inspections by regulatory bodies and to assist in the implementation of any recommendations.
- To prepare for and attend after school performances and shows;



## Staff

- Work as a team with other staff members.
- Support and mentor students.
- Be responsible for participating in all self-development activities including appraisals etc.
- To attend school INSET days and after school training sessions.

## Pastoral Care

- Be fully conversant with, and apply, the School's child protection policy and all related issues.
- Promote good attendance and monitor it in accordance with School policy.
- Promote the general progress and well-being of pupils

## Professional Standards

- Support the aims and ethos of the School and carry out the school's strategic plan.
- Treat all members of the School community with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, punctuality and attendance.
- Participate in the School's extracurricular programme.
- Take responsibility for personal professional development within the School's CPD programme.
- Attend all departmental and staff meetings, Parents' Evenings, New Parent's Day and ensure that all deadlines are met as published in the School calendar.
- Take responsibility for matters relating to health and safety.
- Undertake duties that may be reasonably assigned by the Headmaster (directly or indirectly)

	<b>Essential/ Desirable</b>
<b>QUALIFICATIONS</b>	
Qualified Teacher status.	D
Degree or equivalent.	E
Evidence of further professional development.	E
<b>EXPERIENCE</b>	
Successful teaching experience.	E
Experience of working successfully as a senior leader or middle manager in a school.	D
Experience of teaching in more than one key stage.	D
Experience of data analysis.	D
<b>KNOWLEDGE</b>	
A clear understanding of the essential qualities necessary for effective teaching and learning.	E
The principles of effective assessment for learning.	E
Confident in whole school self-evaluation.	E

Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.	E
Up to date knowledge & understanding of the current national education agenda.	E
Knowledge of current safeguarding child protection procedures.	E
<b>SKILLS AND ABILITIES</b>	
Demonstrate outstanding practice.	E
Analyse data, evaluate pupil progress and plan an appropriate course of action for whole school improvement.	E
Inspire, challenge, motivate and empower others to carry the vision forward.	E
Lead and manage people to work towards common goals.	E
Ability to investigate, resolve problems and make decisions.	E
Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	E
Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education.	E
Expecting and facilitating all children to reach their potential irrespective of social background.	E
Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care.	E
Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines.	E
<b>PERSONAL ATTRIBUTES</b>	
Creative, enthusiastic and proactive, keen to embrace new ideas and challenges.	E
Energy and enthusiasm.	E
Confidence and excellent inter-personal skills.	E
Loyalty and confidentiality.	E
Committed to continuing professional development for self and others.	E

#### 4. Employment Terms and Conditions

Hampton Court House is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The safeguarding responsibilities of the post as per the job description and personal specification; and whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the

Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

Pension: Nest scheme.

Salary: Competitive package of benefits and salary commensurate with experience.

## 5. Application Process:

Applications will be reviewed on receipt and interviews will be scheduled on an ongoing basis until the post is filled.

Your [application form](#) should be completed in full and returned to Miss Emily Acton-Edmiston: [eae@hchnet.co.uk](mailto:eae@hchnet.co.uk)

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

Should you require any further assistance, please contact us via email: [eae@hchnet.co.uk](mailto:eae@hchnet.co.uk)



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