

November 2019

Dear Applicant

**Re: Head of House, The Weald School**

Thank you for expressing interest in the position of Head of House at The Weald School. We are looking for a proactive and well organised individual to join our highly efficient team from January 2020. The post is a middle leadership position requiring the oversight of the welfare of approximately 300 students and the leadership of 20 form tutors. You will have extensive experience of working with young people, either in a school or other appropriate setting. You will be required to support students through liaison with staff and parents, deliver assemblies and work with a range of external agencies. The successful candidate will be confident and have excellent interpersonal skills.

The Weald is a popular and oversubscribed 11-18 school of around 1,700 students and has an excellent record of academic and pastoral achievement. The school prides itself on creating a caring and respectful ethos, where every child is important. Most important however will be your ability to demonstrate that you have the initiative, organisational skills and resilience for this key role.

Your normal working hours will be 8.00am - 4.00pm Monday to Thursday and 8.00am - 3.30pm on Friday, including a 30 minute break. Owing to the nature of the role, and the need to undertake home visits, we require an individual to occasionally work flexibly and there may be times when you will be required to start or finish outside of your normal working day or work during school holidays.

An application form should be completed for this post, and when completing the Additional Information section of the form please:

- Outline the experiences you have had to date that have prepared you for this post.
- Describe the skills and strengths which you will bring to the school.

You should email your completed application form to [jobs@theweald.org.uk](mailto:jobs@theweald.org.uk), or send by post to me at the school address.

The closing date for applications is **10am on Wednesday 20 November 2019**, and interviews will be held shortly afterwards. Please note that due to limited resources at the school, we will only contact you if you have been shortlisted for interview, so if you do not hear from us by 2 weeks after the closing date, you should assume that your application has been unsuccessful on this occasion.

We very much look forward to receiving your application form. Should you have any queries relating to this post please do not hesitate to contact the Business Manager, Kate Truss, on 01403 787200.

Yours faithfully



Mr P Woodman  
Headteacher