



**HORRIS HILL  
SCHOOL**



# Head of Lower School Recruitment Pack 2022/23

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**Consistently Brilliant**

[www.horrishill.com](http://www.horrishill.com) · 01635 40594 · [hr@horrishill.com](mailto:hr@horrishill.com)





## Welcome to Horris Hill

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Horris Hill is a co-educational day and boarding prep school for boys and girls from age 2 to 13 years. Our mission is to allow children to grow and develop in a family environment, where children are encouraged to be free and independent, whilst also experiencing challenge in all aspects of their learning.

We strive to make the most of their individual talents, and we expect every child to leave our school as a confident learner with high self-esteem, ready for the next challenge.





# About Horris Hill

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The school prides itself on helping its pupils balance the demands of formal education with both creative play and organised sports and activities. Horris Hill enjoys close relationships with several of the country's top public schools, and ensures every pupil makes the most of the opportunities available to them so that they can be excited and prepared for the next stage of their educational journey.

Horris Hill is part of Forfar Education, a specialist school investment and advisory business, which partners with and manages schools across the world; supporting them to become outstanding centres of excellence for pupils of all ages to learn and grow. Forfar Education is committed to working in close partnership with school leadership for the benefit of all pupils, celebrating each school's identity and strengths.



## Our Vision

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Our core aim is to maintain Horris Hill as a small, selective, academically rigorous family school coupled with an holistic learning environment. We will continue to prepare children for the next stage in their education and to deliver children into the most academically ambitious schools in the world. Horris Hill's unrivalled culture, which creates a truly rounded education, will remain and the fundamentals of good British values and manners will be reinforced.

We recognise that times change and that is why we now have a 50 week nursery (opened in September 2022) for children aged 2-4 years. Girls can now benefit from the education and care that the school provides and we are delighted to be co-educational, in the Lower School, from September 2022.

# The Future at Horris Hill

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## The Leadership Team

Our staffing team are critical to the school's continued success and you will be joining some excellent recent appointments. Our new Headmaster, Mr Rob Stewart, joined us this September. He has an outstanding track record including being an Eton Housemaster as well as the head of a leading Prep School. We have also hired an experienced Bursar who also joined this September.







## Expansion

At Horris Hill, life never stops still. In 2021, we developed the Sports Hall into a first-class facility, with a specialist floor (to enable professional cricket practice) imported from Germany, along with new nets, a viewing space, cricket and tennis ball machines. The science laboratories have been stripped back and refurbished with the latest equipment and superfast wifi has been installed across the site. Chrome books are available to every child, and there are the latest touch screens in classrooms as well as iPads in Lower School.

In Summer 2022, we replaced the surface to the astro and invested in a brand new Nursery.

We are currently working our way through an exciting phase of development to ensure that Horris

Hill continues to provide the most outstanding learning experience to children in the very best learning environment.

Forfar is very proud to be the first and only all outstanding/excellent-rated schools' group in the UK. This has stemmed from hard work, a focus on the detail and making sure that we have a clear vision and roadmap for each of our schools. We are also the first school's group in the world to commit to being net carbon zero in five years – and detailed work is already underway at Horris Hill to start this important journey.

This all ties into being an exciting place to work. We hope you will be as excited as we are to join our great team.





## Head of Lower School - Role Overview

Reporting to the Headmaster, the Head of Lower School performs an instrumental role in ensuring the school achieves its overall vision and delivers an exemplary pupil experience.

The role has teaching and leadership responsibilities for the Nursery, Reception, Years 1, 2 and 3. The Head of Lower School will take a full role as part of the SLT.

The position leads the development of all academic matters – supporting, challenging and encouraging the staff team to maintain and raise the already high academic standards, as well as playing a crucial role in the development and implementation of the School Development Plan.

## Key Responsibilities

Academic Matters – Maintaining and improving learning outcomes:

- The Head of Lower School will plan the lower school curriculum and guide lower school teachers in the implementation of the curriculum
- Work closely with the Deputy Head, Teaching and Learning in creating a collaborative culture based around the sharing of best pedagogical practice.
- Monitor standards of teaching and learning within the Lower school in order to ensure the highest quality of provision and learning for all pupils.
- Maintain effective discipline through implementation of the school's agreed procedures
- Support the Teaching & Learning within the department and provide positive structured staff observations and feedback to strengthen the level of teaching within the team.
- Cultivate and develop departmental self-review, to ensure good progress in standards of teaching and learning
- Maintain effective discipline through implementation of the school's agreed procedures
- Keep up-to-date with educational reform and policy by ensuring an awareness of education initiatives and their usefulness

- Support the Headmaster in the development, maintenance and use of termly tracking data to inform planning and teaching, working with teachers and subject leaders
- Support the Headmaster in the development and maintenance of assessment data including examination results, providing timely information to the SLT and teaching staff
- Support the Headmaster in managing the summary of results in progress and attainment at the end of each school year for the use of the SMT and teaching staff
- Manage the report writing with the department, ensuring deadlines are met.
- Lead performance reviews for all staff within the Lower School
- Lead the production of the school timetable for Lower School
- Co-ordinate, with the support of class teachers/ Learning Support Teacher/SENCO, examination timetables and regular assessments
- Perform the role of class teacher within the department
- Maintain and develop links with other educational organisations as appropriate
- Attend training as required

#### Staff Management - Improving and maintaining quality of teaching:

- Assist the Headmaster in the leadership of the school as a member of the Senior Leadership Team and as the responsible person in their absence
- Constantly monitor teaching standards and be the first port of call for any Lower school teacher in need of support or advice relating to academic matter
- Induct, support, train and appraise all EYFS staff to ensure delivery of outstanding quality childcare practice and continuous improvement.
- Identify academic CPD/INSET opportunities for whole school, Department, Subjects or individuals
- Support with the Co-ordination, in close liaison with Learning Support teachers and class teachers, the Learning Support Register and Gifted and Talented Register
- Work with teachers and Learning Support Teacher to provide advice and support relating to individual pupils, including communication with parents if required
- Develop a well-qualified and experienced team able to meet and exceed all relevant standards.
- Identify training needs; develop training plans and evaluate and cascade training undertaken by staff.
- Develop open and positive working relationships with staff
- Work in conjunction with Headmaster in disciplinary and grievance investigations and hearings.
- Lead regular team meetings to ensure staff are frequently updated on relevant school workstreams, that they remain motivated and that high levels of collaboration within the team exist







#### General Management:

- Liaise with staff and the Headmaster about policy development, writing and reviewing policies as required by them.
- Keep the Headmaster informed of any relevant matters with a solution-oriented approach
- Work closely with the Headmaster on development of planning
- Work closely with the Headmaster on development of whole school timetable

#### Health and Safety:

- Manage the day-to-day operations to ensure the health and safety of the children, their parents and carers, the team and any visitors to the EYFS.
- Be responsible for ensuring that all complaints and concerns are actively resolved in a timely manner and that these are reported to the Headmaster.
- Adhere to all health and safety policies and procedures.
- Be fully aware of all emergency and security procedures.
- Be responsible for ensuring the EYFS remains compliant in respect of suitable trained staff with relevant first aid qualification.
- Be responsible for ensuring that all staff receive necessary Health and Safety training.

#### Finance and Administration:

- Support with the induction of new staff
- Support with the planning of important school functions, e.g. Activity Days; Sports Day; Parents' Evenings; Christmas events; Horris Hill Day; concerts and plays etc.
- Prepare and take assemblies as required and organise Lower school assembly rota
- Assist with the preparation of parents' evenings, as required
- Organise logistics for all Lower school events

- Manage staff/pupil ratios and timetables.
- Maintain accurate session and staffing records and accounts for the Nursery and produce management information as required.
- Coordinate resource requests for departments.
- Understand and utilise management systems and information to maximise efficiency.
- Facilitate inspections by regulatory bodies and implement any recommendations.
- Ensure accurate reporting in respect of session numbers, quality and standards.



### Marketing and Recruitment:

- Promote the Nursery to current parents and potential families.
- Ensuring that all staff develop and maintain friendly and professional relationships with parents and carers, leading liaison and managing all aspects of communication.
- Proactively represent Horris Hill and advance its interests in the local community.
- Organise and lead parents' evenings, daily contact, home-school liaison and 'welcome' meetings.



### General:

- Support the School and its aims by example and commitment
- Observe teacher professional standards at all times
- Model and set high expectations of attendance conduct, appearance, attendance and diligence and to monitor staff standards in these matters
- Maintain standards of manners and general behaviour amongst children in the classroom, in the playground, in the dining room and on trips and special occasions in and around the School
- Adhere to all school policies and procedures.
- Be supportive of colleagues and of decisions taken by the School, by showing discretion and confidentiality when dealing with pupils, parents (current, or prospective) and colleagues appropriate to a Senior Manager
- Attend whole school events which may involve Residential Trips, Saturdays, INSET days, and evening events as required
- Responsible for all administrative duties associated with the EYFS, such as maintaining children's records, ordering equipment, maintaining inventories and keeping all regulatory records.
- Undertake any duties as reasonably requested by line management.

### Child Protection:

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the school's Child Protection Policy.

This job description is intended as a guide and is not exhaustive. It may be changed from time to time as appropriate in discussion with the Headmaster.





# The Recruitment Process

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Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. You should provide details of two referees and one must be your current or most recent employer. We intend to take up references prior to interview unless specifically requested not to. An application pack can be downloaded from the school website [www.horrishill.com/vacancies](http://www.horrishill.com/vacancies).

Please submit all applications to [p.bright@horrishill.com](mailto:p.bright@horrishill.com)

The deadline for receipt of applications is  
[9am Tuesday 18th October](#).

Shortlisted candidates will be invited to interview after this.

Employment will commence, subject to the satisfactory completion of all pre-employment checks, from January 2023 or April 2023.



The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of disqualification.

Please see the School's Safer Recruitment Policy, available on the school website, for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

If you require any further information please don't hesitate to contact The Bursar, Mrs Paola Bright by email:  
[p.bright@horrishill.com](mailto:p.bright@horrishill.com)

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