

Job Descriptions

1. Teacher

(Reviewer: Graham Moir; August 2023)

General

Hurst is committed to providing a genuinely excellent, all-round education with a strong academic core for every pupil. As such, all teaching staff are expected to contribute not only in the classroom, but also through tutoring, helping to run the broad range of co-curricular activities on offer to the students, and assisting with various duties over the course of the working week. This includes certain 'one-off' events such as Open Mornings, 'Sesame' induction for the new Shell year group, and Prize Giving / Sports Day, as well as Parents' Evenings.

As a day, flexi and weekly boarding school, there is an expectation that staff are likely to be called upon to work a number of Saturdays during term time (particularly for Senior School staff), depending on their role and overall workload.

Overall responsibility for ensuring fairness and suitability of workload for Senior School and Prep / Pre-Prep School staff rests with the Head of Senior School and Head of Prep School respectively. They work closely with the four Deputy Heads (Academic, Pastoral, Co-curricular and Staff Development) to consider each colleague as an individual, using The Matrix to ensure a suitable, balanced workload for all staff.

Academic teaching

All teachers are accountable to their Heads of Department for carrying out the following duties:

Principal Responsibility

Teachers are responsible for the quality of learning of each individual pupil within their classes. Teachers must positively engage and encourage all pupils in their classes to realise their full potential. Teachers should strive to ensure that all of their lessons are excellent, and must ensure that they are at least good, as defined by the Teachers' Standards.

Specific Responsibilities

- To prepare and deliver lessons in line with the schemes of work as directed by their Head of Department.
- To maintain a stimulating classroom environment for their pupils, whilst maintaining a good standard of discipline.
- To set a personal example.
- To work within school and departmental guidelines and in particular, to follow the College's monitoring and assessment policy.
- To liaise with a pupil's Tutor, Head of Year and / or Head of House as required, to ensure that the pupil is fully engaged and supported in their learning.
- To assist in departmental activities such as academic visits, societies, debates, foreign exchanges, field trips, etc.
- To assist their Head of Department in routine tasks such as: the setting and marking of internal exams, attending departmental meetings, keeping records of assessment, advising on equipment requirements, running Departmental Clinics, departmental planning, etc.
- To actively engage in their own professional development by participating in the PRS process and, where necessary, to attend appropriate training courses under the guidance of the Deputy Head Staff Development.
- To be guided by the Teachers' Standards in both their classroom practice (part 1) and their professional conduct (part 2).

- To cover Supervised Study Periods and cover lesson periods as required.
- To comply with the H&S Policy, ensuring that hazardous activities are risk assessed and that the fire evacuation procedures are complied with.

Tutoring

Most full-time teaching staff (and most part-time staff) are attached to a class (Prep School), or a day or boarding House (Senior School), where they are responsible for a particular tutor group. Tutors are accountable to their respective Housemaster/mistress and/or Head of Year. See the 'Tutor Job Description' for further details.

Co-curricular Staffing

All full-time members of staff are expected to support the College's co-curricular programme by leading activities such as sport, music, drama, dance, or co-curricular clubs and societies. Many of these activities will be scheduled to take place during the school working week, but given their nature, many rehearsals, matches, tournaments, performances, trips and excursions will take place during the evenings, at weekends, and during the school vacations.

The Deputy Head Co-curricular allocates staff to specific roles for the forthcoming academic year. Staff are encouraged to express a preference for the activities that they would like to offer by means of an online survey. When allocating staff to particular activities, the College will take into consideration:

- The College's needs
- Staff expertise
- Staff interests and preferences
- Individual staff workloads
- Whether or not a member of staff is living in school accommodation

Teachers with a lighter teaching allocation may expect to be more heavily involved in co-curricular activities, whilst those enjoying the benefit of living on site should expect to make a significant contribution to the co-curricular programme at evenings and weekends (mainly Saturdays).

Other Duties as required

All teaching staff are required to assist with the smooth running of the College by helping with duties. These include, but are not limited to: Break and Astro duties, Lunch and Supper duties, House duties, Cover lessons, Supervised Study Periods, and Detention duties. The nature and number of duties allocated to each member of staff will reflect their overall workload.

As a busy boarding school, staff may be asked to help with other reasonable tasks as directed by the Head of College.

2. Senior School Tutor

(Reviewer: Caty Jacques; August 2023)

All Middle School tutors are allocated to a specific year group in a House, and are responsible for the academic progress and general wellbeing of their tutees. For academic matters they report to their HoY and, in turn, the Head of Section. Additionally, they are responsible to the HoM for the pastoral support of their tutees and for taking on responsibilities and duties in House, and act on his/her behalf when on duty.

Important to the success of this concept is that of regular consultation and liaison between members of the academic and pastoral team so that there is an holistic approach involving the Tutor, HoY, HoM and any other staff involved in making decisions about the tutee. To facilitate this, tutors are expected to attend regular meetings as year group tutors (run by HoY) and House tutors (run by HoM), where they

will contribute to the discussion of the tutees and share best practice. It is also vital that tutors conduct a full handover in the summer term so that they can pass on key information about their tutees to the pupils' future tutor.

Key Aims and Responsibilities

- Develop knowledge of tutees via formal and informal conversations (individual and group) on a daily and weekly basis
- Be the first point of contact for communication with teachers and parents
- Regular communication with parents at key stages in the academic calendar (as co-ordinated by HoM and HoY)

Academic Monitoring

- Monitor academic progress, holding the pupils to account where necessary but seeking to celebrate their successes at every opportunity
- Manage the Challenge Grade Review process for each tutee:
 - Discuss subject comments with tutees and encourage honest reflection so that the pupil takes ownership of their progress
 - Proof read and correct subject comments
 - Write personalised tutor comments with clear targets for improvement
- Plan and track intervention strategies where appropriate and ensure that these strategies are communicated to parents. These may include:
 - Challenge Cards
 - P2P (Plan to Parents)
 - Meeting with HoY/HoM
 - Meeting with parents
 - Escalation to Head of Section
- Assist pupils with their organisation, study skills, revision strategies, folder organisation and filing, work spaces in Houses

Personal Development

- Monitor tutees' wellbeing, supporting them when they are struggling with emotional, personal or family problems and flagging any pastoral concerns with the HoM and on CPOMS. Tutors should ensure that they have an individual check-in with each tutee at least once per half term.
- Monitor and encourage tutees' co-curricular achievements and engagement
- Support tutees in extra-curricular activities by watching them in sports fixtures, concerts, plays etc.
- Follow up on Rewards (e.g. House Points) and Sanctions (tracking HoY alerts and detentions)
- Facilitate development of tutees' skills, characteristics and behaviours as part of the Hurst Purpose
- Attend House and Year Group assemblies and reinforce key themes and messages on an individual basis
- Guide the pupils on subject and course choices (GCSE / A-level / University / Career)
- Pastoral Duties
- Assist the HoM with the smooth running of the House by undertaking duties and being a regular presence in the House
- Ensure that registration is completed and all pupils are accounted for
- Follow the procedures laid out in the House Handbook regarding matters such as: visitors, times in house, sanctions, kitchens, bed times, locking up, alarms and issuance of medicines
- Help to organise and support House events (trips, balls, inter-house competitions)
- Foster a House ethos in tutees and contribute to House Assembly
- Guide tutees through Induction in September
- Organise at least one tutor group social event per year and help to bond the tutor group together with a sense of collective identity
- Sit with the House for Congo/Friday Chapel

- Actively keep the house calm and quiet during prep time
- Log any incidents or concerns on CPOMs

3. Sixth Form Tutors

(Reviewer: Brian Schofield; August 2023)

Sixth Form Tutors at Hurst have four specific roles:

1. Personal development – the tutor holds primary responsibility for explaining, facilitating and documenting the pursuit of personal development of each of their tutees
2. Academic progress – the tutor is the key figure in helping each tutee achieve the best academic results they possibly can, while remaining happy and well.
3. Future planning – the tutor is the major player in inspiring and assisting the pupil in deciding where they want to go after Hurst (university, work, apprenticeship etc) and taking all the necessary steps to achieve that dream.
4. Wellbeing and welfare – very clearly: this aspect of the role is shared with the tutee’s HoM. Tutors must work in concert with the HoM to secure the safety and wellbeing of the tutee. Tutors must not seek to burden HoMs with managing the first three targets, but must routinely share decision-making with the HoM on pastoral and health matters. A reasonable working expectation in this area is that the HoM knows things tutors do not, but must be told all that tutors know.

Lower Sixth tutors are allocated a selection of pupils from across the school and tutorials take the form of one-on-one sessions and communal tutor group meetings. Lower Sixth tutors write a pastoral reference to be used for writing UCAS references.

Upper Sixth students are assigned a new tutor for their final year, this is usually based around what they are intending to read at university or what areas of study interests them most. These tutors are usually HoDs or other experienced staff. It is essential that they liaise closely with HoMs of St. John’s as well as the Head of Sixth Form.

To facilitate the responsibilities above, Sixth Form tutors - both Lower and Upper Sixth - work alongside the Futures Department on key administrative tasks.

- Advise, in collaboration with the Futures Department, on choices for life immediately after leaving the College (for example university and degree choice, whether to take a gap year)
- Advise and motivate the pursuit of work experience and other vacation challenges.
- Monitor progress in researching post-Hurst options and completing necessary preparations for a competitive application.
- Assist with the application process to higher education courses, etc. (e.g. with the online UCAS form)
- Write UCAS references using the comments provided by teachers and HoDs

There is scope within Sixth Form Tutoring for an adult discussion regarding the structure and timing of meetings and coaching sessions. But there is one entirely non-negotiable expectation - a weekly one-on-one coaching conversation. Tutors must facilitate that meeting, and urgently chase up any tutee who does not attend.

4. Deputy Head of College

Reporting: The Deputy Head of College reports to the Head of College.

Responsible for: Heads of Sections, All non-Support Staff

Committees: Council and all sub committees, SLT and SMT

Principal responsibilities and duties

The Deputy Head of College is responsible for the day-to-day smooth running of the College and is expected to deputise for the Head of the College as and when required and deliver the following responsibilities deploying all available resources to deliver the Hurst Strategic Vision:

- 2. Day to Day operational leadership, organisation and management of the College**
Manage the day-to-day operation of the College to ensure that every pupil experiences an outstanding all-round education that prepares them for life.
- 3. Ensuring that the engineering, rhythms and events of the College run efficiently and effectively**
Manage the day-to-day delivery of College operations, ensuring the continuous improvement and refinement of what we do, embracing innovation in order to provide the very best education possible.
- 4. Ensure the best overall Pupil outcomes, monitoring and tracking**
Manage the delivery of outstanding results, via high expectations and aspirations for every pupil through Challenge Grades and outstanding Value Added scores. Provide a standardised academic tracking and intervention system across the College, maximising the use of data to drive pupil progress and development.
- 5. Maintain high standards of pupil behaviour via Heads of Sections and have oversight of any Big 12 infringements**
Manage the Rewards and sanctions policy consistently throughout the College, and to report to governors, when requested, on the effectiveness of the policy.
- 6. Manage the College Calendar to ensure a productive rhythm and balance to the year**
Provide a Whole Year Overview to ensure the optimum scheduling of events with minimal clashes or overload.
- 7. Responsible for ensuring the high-quality delivery of Learning Support and ESL**
Provide direction to the Head of Learning Support to ensure the high quality delivery of support to pupils.
- 8. Leadership and management of special events**
Oversee the delivery of high quality special events throughout the College.
- 9. Management of teaching staff**
Manage the performance, workload and Matrix for all teaching staff to ensure the delivery of consistently outstanding teaching based on evidence-informed research and a leading professional development programme.
- 10. Ensure that policies and the Staff Handbook are in good order, being followed and fit for purpose**
Ensure that all policies and procedures are fit for purpose, communicated and adhered to.
- 11. Take the lead on inspections**
Ensure that the College is ready for ISI Inspection.
- 12. Promotion of the College internally and externally with parents, other schools and relevant stakeholders.**
Develop and foster relationships internally and externally with a range of stakeholders including parents, partner schools to promote the Hurst Brand.

5. Head of Junior Prep School

(Reviewed by SMT April 2023)

Responsible to: Deputy Head of College
Responsible for: Heads of Year in the Junior Prep School
Committees: SMT, Prep Leadership Group, Prep School HoDs, Prep School HoYs, Education, Marketing

Role Summary

Responsible for the day to day leadership and management of the Junior Prep School pupils and staff to ensure that our pupils achieve their personal bests and experience an excellent Hurst education (including EYFS).

Principal Duties & Responsibilities

- Day to day leadership of the Junior Prep School pupils and staff to ensure that the overall Prep School machinery operates efficiently and effectively;
- Direct leadership and management of Heads of Year and Tutors to ensure that every pupil achieves their academic best and engages constructively with Hurst life;
- Oversee the academic progress of pupils within the Junior Prep School, in partnership with Deputy Head Academic and Heads of Year and ensure the setting of appropriate targets for individual pupils and the effective management of CGRs.
- All Junior Prep School pupil disciplinary issues (including the Big 12);
- Inculcation of the Hurst ethos (Hurst Purpose) in every aspect of our pupils' lives through assemblies, meetings and day to day contact with pupils and staff;
- Organisation of special events throughout the year including Prize Day, Special Services, including Open Mornings and 'one off' special events alongside the Deputy Head of College;
- Being a visible and tangible presence around the Prep School, setting the tone, leading behaviour and positively influencing the feel of the community;
- Liaising with the Deputy Head of College to ensure the smooth running of the whole College;
- Dealing with parents over issues of concern;
- Allocation of staff responsibilities and duties in the Prep School in conjunction with the other Heads of Section and the Deputy Heads
- Marketing the College (with the Head of College) generally and to prospective parents and pupils and recruitment of pupils;
- Play a key role in the formation and delivery of the Strategic Development Plan;
- Advise the Head of College on all matters relating to the Junior Prep School.
- Play a key role in the interviewing and appointment of new academic staff.

6. Head of Senior Prep School

(Reviewed by SMT April 2023)

Responsible to: Deputy Head of College
Responsible for: Heads of Year in the Prep School
Committees: SMT, Prep Leadership Group, Prep School HoDs, Prep School HoYs, Education, Marketing

Role Summary

Responsible for the day-to-day management and leadership of the Senior Prep School pupils and staff to ensure that our pupils achieve their personal bests and experience an excellent Hurst education.

Principal Duties & Responsibilities

- Day to day management of the Senior Prep School pupils and staff to ensure that the overall Prep School machinery operates efficiently and effectively;
- Direct leadership and management of Heads of Year and Tutors to ensure that every pupil achieves their academic best and engages constructively with Hurst life;
- Oversee the academic progress of pupils within the Senior Prep School, in partnership with Deputy Head Academic and Heads of Year and ensure the setting of appropriate targets for individual pupils and the effective management of CGRs. Oversee the academic progress of pupils within the Senior Prep School, in partnership with Deputy Head Academic and Heads of Year and ensure the setting of appropriate targets for individual pupils and the effective management of CGRs:
- All Senior Prep School pupil disciplinary issues (including the Big 12);
- Inculcation of the Hurst ethos (Hurst Purpose) in every aspect of our pupils' lives through assemblies, meetings and day to day contact with pupils and staff;
- Organisation of special events throughout the year including Prize Day, Special Services, including Open Mornings and 'one off' special events alongside the Deputy Head of College;
- Being a visible and tangible presence around the Prep School, setting the tone, leading behaviour and positively influencing the feel of the community;
- Liaising with the Deputy Head of College to ensure the smooth running of the whole College;
- Dealing with parents over issues of concern;
- Allocation of staff responsibilities and duties in the Prep School in conjunction with the other Heads of Section and the Deputy Heads;
- Marketing the College (with the Head of College) generally and to prospective parents and pupils and recruitment of pupils;
- Play a key role in the formation and delivery of the Strategic Development Plan;
- Advise the Head of College on all matters relating to the Senior Prep School:
- Play a key role in the interviewing and appointment of new academic staff;
- Lead on 11+ Open Morning Events (October & May/June);
- Lead on 11+ Assessment Day Event (November);

7. Head of Middle School

Reporting to: Deputy Head of College

Responsible for: Heads of Year (Shell / Remove / Fifth Form), Morrisby

Committees: Education Committee, SMT

Primary Role: To ensure that every Middle School pupil achieves the very best grades academically and that they have an enriching, challenging, and vibrant experience at Hurst, which will leave them intellectually well developed, mature and well-grounded individuals with a sense of themselves and the world around them.

Key responsibilities:

- Lead and manage the Middle School Heads of Year and Tutors in such a way that the pupils in Shell, Remove and Fifth Form develop and achieve their best academically as well as in all other areas of College life.
- Oversee the tracking and analysis of all Middle School Challenge Grade Reviews.
- Recognise and reward student achievement and positive behaviours throughout the academic year.
- Monitor behaviour (including HoY alerts and detentions) and lead on interventions to ensure consistently high standards of behaviour across the Middle School.
- Lead academic interventions for Middle School students off the back of Challenge Grade Reviews, coursework progress and exam results, including oversight of study periods for pupils with LS.

- Oversee the Master Programme of Tutorials, Assemblies, visiting speakers and PSHE for the Middle School, including the scheduling and implementation of the tutorial programme.
- Work closely with the Deputy Head Pastoral, the Director of Safeguarding and Housemasters / Housemistresses as well as the Learning Support department to ensure that Middle School pupils at Hurst are well cared for and supported, and that any pastoral, safeguarding or learning needs are being met and factored into their Hurst experience.
- Develop a sense of Middle School identity and foster the Middle School culture at Hurst.
- Be a public face for the Hurst Middle School and all that it stands for, including all written communication and public presentations to Shell, Remove and Fifth Formers and their parents, as well as prospective members of the Shell and their parents.
- Ensure that the academic and other programmes in place for the Middle School are appropriate to the aims and ambitions of the College.
- Work closely with the Deputy Head of College on disciplinary and other issues relating to the Middle School by overseeing the management of low-level behavioural issues (e.g. HoY alerts) and investigating serious breaches of school rules (e.g. Big 12) as instructed by the Deputy Head of College.
- Promote the Hurst Senior School, in conjunction with the Marketing and Admissions department, to recruit the best possible cohort of pupils at 13+.
- Forge strong relationships with local and regional Prep Schools to ensure that we have a strong field of candidates for places at 13+.
- Oversee the running of the 13+ Assessment Days to assist the Head of College in making decisions on which pupils to recruit into the Senior School.
- Work with the Directors, Middle Johnian Co-ordinators, Activities Co-ordinator and Citizenship Co-ordinator to ensure that all pupils engage with a stimulating and varied programme of activities.
- Liaise with the Senior Mistress and Careers department to ensure the smooth delivery of Morrisby, and oversee the 'Next Steps' programme to help Fifth Form pupils make informed Sixth Form choices.
- Bring in outside speakers and similar to enrich the academic and intellectual programmes for the Middle School pupils.
- Play a leading role in the organisation of Middle School events over the course of the academic year, to include moments such as Sesame, Shell/Remove/Fifth Induction, year group dinners and social events, year group Prize Givings, Parents' Evenings etc.
- Work with the Head of College on a strategic plan for the development of the Middle School at Hurst.
- Advise the Head of College and Senior Management Team on all matters relating to the Middle School.

8. Deputy Head Academic

(Reviewed by Dominic Mott, August 2023)

Responsible to: Head of College
 Responsible for: Heads of Faculties and Departments across the whole College, Director of Academic Admin, Director of Academic development, Exams Office
 Committees: SMT, HoFs (Chair), Education, Estates, Finance

Role summary

Lead the academic staff throughout the College and ensure that the best possible results and academic outcomes are achieved for every Hurst pupil.

Principal duties and responsibilities

- To ensure the best possible academic results, including Value Added, across the College;

- To ensure that the best possible curricula and schemes of work are in place and followed effectively throughout the College;
- Day to day lead the academic staff at the College, particularly the Heads of Faculty and Heads of Department;
- Play a key role in the development and implementation of the College's strategy relating to academic matters;
- Work closely with the Deputy Head of College, Heads of Year, Heads of Section, other Deputy Heads and Director of Academic Administration to ensure that, operationally, the College has the right and best structures, systems and rhythms for academic progress.
- Advise the Head of College on all matters related to the academic health of the College;
- Direct and manage, as appropriate, the Enrichment team and programmes for our brightest pupils via the Director of Academic Development;
- Direct and, as appropriate, manage the Learning Support department to ensure that Hurst provides the necessary support and intervention for those pupils who require it via the Director of LS;
- Be responsible for the DRS programme and thus that the highest academic standards and results are pursued;
- Direct and as appropriate, manage the Library team to ensure that this facility is efficiently and effectively utilised by pupils at the College;
- Through the staff capability and competence procedures, ensure that staff are teaching to the standard expected at Hurst and that action is taken when this is not the case;
- Direct and oversee the Academic Administration of the College, including exams, calculation and dissemination of Value Added scores, the choosing of examination boards and programmes via the Director of Academic Administration;
- As a key member of the senior leadership team, advise the team on aspects relating to the academic agenda;
- To be an informed advisor on changes and developments in education as they affect Hurst's provision;
- Advise the CFO on allocation of Academic budgets;
- Advise the Head of College on staffing requirements;
- As and when appropriate, report to Governors on the Academic progress, plans and strategy of the College;
- Attend and contribute to SMT meetings;
- Attend and contribute to the Prep Leadership meetings;
- Play a key role in the interviewing and appointment of new academic staff.

9. Deputy Head Pastoral

(Reviewed by Dominic Mott, August 2023)

Responsible to: Head of College

Responsible for: Housemasters and Housemistresses, Senior Mistress, Head of Prep School
PSHCE, Safeguarding Team (including DSLs)

Committees: Estates, Safeguarding

Role summary

- Lead and manage the pastoral aspects of the College and ensure the safety and wellbeing of all pupils, including safeguarding.

Principal duties and responsibilities

- Ensure that all pupils at the College are safe and properly looked after;
- Oversee the effective provision of child protection and safeguarding of all pupils in the College as the Designated Safeguarding Lead, and through line management of the Safeguarding team (including all other DSLs) to offer the highest levels of support to pupils, parents and staff on all safeguarding matters;

- Ensure that the highest standards of pastoral care are adhered to at the College and best practice is followed;
- Ensure that the boarders at Hurst have an excellent experience at the school;
- Oversee the strategy for House and pastoral development at Hurst with the Senior Mistress;
- Regularly communicate with and support the Head of the JPS, Head of SPS and Deputy Head of the Prep School and HoYs in the Prep School regarding any pastoral issues that may arise.
- Direct, manage and regularly appraise the Housemasters and Housemistresses across the College to ensure the smooth and successful running of the Hurst house communities;
- Put in place a programme of initiatives designed to maintain the high level of pupil wellbeing with a focus on: physical and mental health; protection from harm and neglect; education, training and recreation; contribution to society; and social and economic wellbeing.
- Oversee the CPD for HoMs and matrons to ensure that they are suitably equipped to effectively carry out their roles and to progress in their career should they wish to;
- Work with the Senior Mistress to regularly appraise the matrons;
- Work with the Senior Mistress, the Senior Nurse and the CFO to ensure we meet the NMS and all regulatory compliance;
- Direct and manage the PSHCE programmes at Hurst with the Head of Prep School PSHCE;
- Have a general oversight of the Medical Centre and other medical provision (including Player Welfare, and counselling) at Hurst.
- Work with Admissions Department as needed, including touring prospective parents and advising on house allocations.
- Advise the Head of College and Senior Management Team on all aspects relating to safeguarding, pastoral care and wellbeing at the College;
- To be responsible for pupil wellbeing across the College working closely with pastoral staff internally and also representing the College externally on Wellbeing and Pastoral matters.
- Advise and support the Head of College on the College's EDI Strategy and its implementation throughout the College.

10. Deputy Head Co-Curricular

Responsible to: Head of College

Responsible for: Directors of Sport, Music, Drama, Art, Outdoor Education, CCF and Activities and Community Service

Committees: Estates and Education

Role summary:

The Deputy Head (Co-Curricular) (DHCC) is a member of the Senior Management Team and ensures the smooth management and running of the co-curricular programmes at Hurst so that they are to the benefit of all pupils at the College in line with the Hurst Vision.

The key aim is to ensure that every pupil at the College experiences an enriching, challenging and rewarding co-curricular programme.

Principal duties and responsibilities:

- Day to day management of the co-curricular programmes across the College;
- Direct leadership and management of the Directors of these programmes;
- Liaise with the Deputy Heads (Academic and Pastoral) in respect of the careful balancing of the co-curricular alongside the academic and pastoral life of the College;
- Ensure a fairness of load and appropriate training, organised alongside the Deputy Head Staff Development, for each member of staff, taking into account their other responsibilities;
- Advise the Head of College and SMT on all matters relating to co-curricular programmes and standards across the College;
- Adjudicate, where necessary, on the priorities of individual pupils in their co-curricular lives;

- Advise the CFO on budget issues relating to the co-curricular programmes at Hurst;
- Attend co-curricular activities, particularly plays, concerts and matches, to be a presence and a support to pupils and staff as well as being a visible senior presence at the College throughout the working week, which includes weekends;
- Assist Admissions Department events and interview applicants to the College at 13+ or 16+ level as required by the Head of Admissions;
- Involvement in staff recruitment, including Teachers, Graduate Assistants and Visiting Sports Coaches;
- Oversee the programme of Educational Visits;
- Oversee the successful management of the College calendar alongside the Senior Master;
- Overall responsibility for Gap Students and their utilisation at the College;
- Liaison with Prep Schools via the co-curricular programmes;
- Promotion of the College for entry at 11+, 13+ and 16+ via the co-curricular programmes.

11. Deputy Head Staff Development

(Reviewed by Dominic Mott, August 2023)

Reporting to: Head of College
 Responsible for: Director of Teach Hurst, Director of Educational Research, Director of Digital Innovation and Development
 Committees: Education

Primary Role:

To oversee the training, development, monitoring and appraising of all teaching staff across the College. This should be done by providing positive and constructive support and guidance to experienced teachers as well as trainees with a focus on their professional pedagogy and practice. The overriding goal is to enhance the quality of teaching and learning, and enable all teachers to achieve greater impact, including raising their Value Added.

Key Responsibilities

- Oversee the appraisal process (PRS) for the whole College, taking a lead on Senior School PRS;
- Work with Heads of Department, whole departments, and teachers as individuals in order to assist them to develop and grow as teachers;
- Carry out lesson observations and give specific, supportive and developmental feedback in terms of planning, teaching strategies and approaches;
- Develop all teaching staff by the provision of relevant and impactful CPD and INSET provision;
- Oversee a Coaching Culture that equips all staff with the skills to be effective coaches for pupils and staff;
- Keep abreast of national trends and developments in terms of theoretical models, inspection regimes, government guidance and other professional circulars in order to inform best practice and implement tangible improvements throughout the College;
- Direct the College's pedagogical research and put it into practice through effective line management of the Director of Educational Research;
- Oversee the Teach Hurst teacher training programme and line manage the Director of Teach Hurst;
- Oversee pedagogical professional coaching: including working with ECTs, PGCEs, SDs and Graduate Teachers;
- Implement a formal programme of Induction for all new teaching staff;
- Liaise with the associated Teaching Schools group;
- Engage with the Hurst Education Trust to develop the quality of teaching and learning across the HET schools;
- Oversee the recruitment of teachers onto the Teach Hurst Programme

Work with the Director of HR to oversee the Lead Hurst Programme to develop future school leaders

12. Director of Academic Development

Responsible to: Deputy Head (Academic)
Responsible for: Academically gifted and talented students across the whole college
Committees: HoDs, Education.

Role Summary:

Lead the academic staff in ensuring that academically gifted and talented students across the college are being suitably stretched and challenged both inside and outside the classroom. In the Senior School, to focus on ensuring students are well-placed to make competitive application to Highly Selective Universities (HSUs).

Principal Duties and Responsibilities:

- To identify, nurture, challenge and be responsible for the most able pupils at Hurst
- To liaise with HoDs to help ensure that stretch and challenge is built into schemes of work
- To work with the Director of Teaching Performance and Development to monitor stretch and challenge in the classroom and to share best practice across the College
- To liaise with HoDs to ensure that appropriate super-curricular programmes are offered and that these are suitably promoted to students
- To work with the Director of Learner Development to ensure that gifted and talented students are actively engaging with and taking responsibility for super-curricular work
- To contribute to and monitor the running of the Junior and Middle Johnnians programme
- To co-ordinate and run the Highly Selective University Programme for pupils in the Senior School, including providing information on applying to elite universities, facilitating university visits and working with the leading universities to ensure the best possible advice to is given to students at every step of the application process.
- To update the gifted and talented register each year (Senior School only), using appropriate data, and make this easily accessible to all staff
- To monitor to the progress of those on the gifted and talented register, and intervene where underperformance and understretch is apparent
- Each year to summarise progress made against the above criteria to be presented to SMT, alongside plans for the upcoming year
- To promote a wider sense of intellectual engagement in the College

13. Senior Master

Responsible to: Head of College
Committees: Operations Committee

Role summary

Manage and ensure the smooth running of calendars and trips at Hurst to the benefit of all pupils at the College. Coordinate the smooth running of Open Mornings and Prize Day in the Senior School and any other event that the Head of College decides that needs to be organised.

Principal duties and responsibilities

- Management of the College calendars;
- Management of the start of academic year Induction Programmes across the College;
- Educational Visits Coordinator and management and oversight of all trips and matters relating to trips;
- Coordination of Senior School Open Mornings;
- Coordination of Prize Day and the end of the Michaelmas term;

- Coordination of the logistics of other Senior school events that may occur throughout the year.

Principle duties and responsibilities

- Management of the College calendars;
- Management of the start of academic year Induction Programmes across the College;
- Educational Visits Coordinator and management and oversight of all trips and matters relating to trips;
- Coordination of Senior School Open Mornings;
- Coordination of Prize Day and the end of the Michaelmas term;
- Coordination of the logistics of other Senior school events that may occur throughout the year.

14. Senior Mistress

Responsible to: Deputy Head, Pastoral

Committees: HoMs

Role summary:

Working alongside the Deputy Head Pastoral and the Head of Senior School to ensure the smooth running of school routines and events, as well as helping to support the HoM group in fulfilling their roles effectively.

Principal duties and responsibilities

Supporting the Deputy Head, Pastoral with the HoM Group;

- Working with the Medical team;
- Working with the Matron team;
- Management of the Dining Hall;
- Teaching PSHE as part of the Shell team;
- Assisting the Head of Senior School and Sixth Form Team to manage the Prefect team;
- Event logistics:
 - Assisting with the co-ordination of Open Mornings, Prize Day and Leavers' Service.
 - Helping, supporting and managing the following events:
 - Induction – Prefect team and house helpers, collecting the Shell and delivering them to their houses;
 - Cake at the College;
 - House Music;
 - Sixth Form Choices Morning;
 - Inspire and New Staff days;
 - House Film competition;
 - Sesame.
- Directing the Young Enterprise programmes
- Head of Careers

15. Assistant Head, Junior Prep School

Reporting to: The Head of the Junior Prep School

Committees: Prep School Leadership Group

Principal duties and responsibilities:

- Assist the day-to-day running of the Junior Prep School and to ensure that our pupils achieve their personal bests and experience an excellent Hurst education (including EYFS).
- Have pastoral and academic oversight of all pupils in the Junior Prep School.
- Play a key role in the strategic direction of the Junior Prep School.
- Deputise for the Head of Junior Prep in their absence.

- Play a lead role in the establishment of a “Hurst” culture in the Junior Prep School.

Academic role:

- Work closely with the Deputy Head Academic and Director of PRS to ensure that staff can deliver the academic programmes effectively and efficiently.
- Develop clear, effective lines of communication between pupils, teachers and parents.
- Assume responsibility for analysis and tracking of standardised data with Deputy Head Academic.
- Co-ordinate decisions around Tutor Groups
- Play a key role in the interviewing and appointment of new staff.

Performance Management:

- Take responsibility for running the PRS process (stage 1) in the Prep schools.
- Hold responsibility for lesson observations and leading the lesson observation team.
- Oversee all staff training including INSET and CPD programmes, in conjunction with the Deputy Head Staff Development
- Run the staff induction programme to ensure that newly appointed members of staff receive an appropriate level of support and training.

Pastoral and discipline:

- Ensure that standards and expectations of behaviour are consistently high.
- Work with the relevant HoYs to advise the Head on all major disciplinary issues.
- Work with the relevant HoYS and PIP to ensure all pupils have appropriate pastoral support in place.
- Ensure the smooth running of the disciplinary structures and systems in the Junior Prep School.
- Co-ordinate and promote the school rewards system with the HoYs.
- Co-ordinate and administer the school detention system with the HoYs.
- Assume responsibility for developing pupil voice, including School Council.
- Co-ordinate pupil areas of responsibility: Wellbeing Champions, prefects, playground supervisors

16. Chief Operating Officer

Reports to: The Head of College

Responsible for: IT, Technology, Estates, Grounds, Security, Transport, Housekeeping, Catering, Lettings and Administration

Role Summary

To direct and control all organisational operations in accordance with the strategy and priorities agreed by the Senior Leadership Team and Board of Governors. To lead the individual teams across the campus communicating the College’s operational strategies to ensure that goals and objectives are met.

Principal Duties and Responsibilities

1. Operational management

- a. Leadership and management of all operational functions, according to the demands of the College, working closely with senior managers, directors, the CFO’s team and also with senior members of the academic staff.
- b. Ensuring that all services, projects and systems run smoothly, efficiently and effectively in accordance with the aims and priorities of the College.
- c. To assess and analyze internal daily operations, identify areas of potential enhancement and implement improved processes.
- d. To act as the College’s main adviser on all issues relating to operational functions and keep

- abreast of latest developments to ensure that the College maintains its competitive position.
- e. To collaborate with the Head of College in setting and driving organisational vision, operational strategy, and employment needs.
 - f. To translate this strategy into actionable goals for performance and growth helping to implement College-wide goal setting, and annual operational planning.
 - g. Contribution to the development of the College's masterplan and leading strategic development in all operations to ensure that the College achieves its short and long-term objectives.
 - h. Development, maintenance and regular review of all necessary systems, policies and procedures to ensure that all internal operations comply with all legal requirements and achieve their objectives.
 - i. Development and control of all operational budgets, working together with key participants, to ensure that the College has all the resources required to meet its objectives, within agreed financial parameters.
 - j. To ensure the operations teams adhere to College policy, enforcing compliance and taking action when necessary.
 - k. To be on call at any time for emergencies relating to any operational aspect at the College.

2. People management

- a. Personnel management, including the performance management and development of all the service and support teams.
- b. To provide leadership and support to the in-house teams ensuring that they are appropriately motivated and trained to carry out their responsibilities to the best possible standard.
- c. Directing and coordinating the co-existence of these teams, and assuming overall responsibility for ensuring:
- d. Targets are planned, set and contribute to the College's short- and medium-term plan, in conjunction with the Principal;
- e. Budgets are agreed, and monitored and expenditure is controlled for all operational aspects of the College;
- f. Coordinating with HR to recruit skilled talent and retain key employees. Agreeing staffing requirements for individual teams and optimising the use of manpower by deployment of staff across teams as necessary to meet varying requirements;
- g. Promoting communication between colleagues for the benefit of information flow and to curb any problems that may arise;
- h. Improving the quality of operations by developing and agreeing performance standards and monitoring performance against those standards;
- i. The successful implementation and operation of new services across the College, and the timely and efficient expansion and delivery of existing operations to new buildings and facilities;
- j. Ensuring, in conjunction with the Estates manager, Campus manager and other staff as appropriate, that satisfactory arrangements are in place for the maintenance, testing and inspection of all equipment, fixtures, and that health and safety and other regulatory requirements are met.

3. Contractor Management

- a. Regular liaison with providers of contracted-out services, ensuring compliance with contractual terms and budgets, and their effective operation in line with College policy.
- b. Regular review of College Contracts with third party providers.
- c. Develop a strategy for contracting services which can be delivered efficiently and effectively by outside providers.

4. Administration

- a. Leadership of College Administration including back-office functions such as Reception, Reprographics, general support Administration
- b. Use of facilities by external bodies
- c. Ensuring that all Admin areas are GDPR compliant.

5. Hurst Education Trust

- a. Work with HET schools on operational matters, as appropriate.

17. Director of Safeguarding (whole School)

Reporting to:	The Head of College
Committees:	Health & Safety Committee, HoMs, Termly update to College Council Group Annual Report to Council (Governors)
Liaising with:	Staff, Parents/carers, external agencies, Governors, Bursar/ HR

Key responsibilities

- To ensure that all children at the College are safe, their welfare is promoted and that best practice is followed in all aspects of Child Protection and Safeguarding as appropriate for a school such as Hurst, as detailed in the Procedure for Managing Suspicions and Allegations of Abuse of a Child within the Safeguarding and Child Protection Policies and Procedures Document.
- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at the College. Actively work jointly with parents/ carers and other agencies through joint planning, training and monitoring of their arrangements for the protection of children. Ensure that there are quality assurance mechanisms in place to monitor, review and evaluate the arrangements for the protection of children.
- To ensure that the School is compliant in every respect with current Child Protection and Safeguarding regulations with regards to policies, procedures, systems, structures, resources and personnel;
- To act as the main point of contact with outside agencies in terms of the local authority and Social Services, such as LADO;
- To be responsible for the training of staff across the College, both academic and support, in Child Protection and Safeguarding;
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection, and ensure the safe storage of that documentation;
- To ensure that the pupils who are victims of abuse are supported appropriately and sensitively, and that all actions assigned to the College from planning and intervention meetings are successfully carried out and monitored;
- To manage and direct the handling of any Child Protection and Safeguarding cases at the College;
- To liaise with colleagues at the College to support the strategic development, share good practice and plan collaborative activities;
- To raise awareness of the Child Protection Officer role to parents/ carers, adults and children, and promote safeguarding through training and information sharing events for them;
- Keep abreast of the developments in the field of child protection by liaising with the relevant bodies, attending relevant training or events in addition to reading relevant bulletins and publications;
- To be responsible for the management and delivery of all Child Exploitation and Online Protection training;
- To advise the Governors, Principal, Head of College and SMT on all matters relating to Child Protection and Safeguarding;

- To liaise with key staff across the College on Child Protection and Safeguarding matters, including the HR department with regards to Safer Recruitment;
- To be a visible and well-known presence to all staff at the College on Child Protection and Safeguarding issues;
- To keep up to date with all the regulatory requirements and changes;
- To compile and keep up to date all policies and paperwork relating to Child Protection and Safeguarding at the College in case of inspection, as well as any relevant external agency enquiries;
- To ensure that the College is always presented positively within and in the wider community
- To ensure that confidentiality is maintained at all times with regards to any Child Protection and Safeguarding issues in the College.

18. Director of Futures

Reporting to Head of Sixth Form.

Core mission:

Hurst has identified the need for an integrated Futures Programme, with a focus on the following:

- Higher Education (including UCAS and Overseas Universities)
- Careers information and guidance (including advice on the future world of work)
- Apprenticeships and alternatives to university
- Work Experience programmes
- Employability and interview skills

The Futures Department works with all ages in the Senior Prep School and Senior School (i.e. from years 7-13), but with a particular focus on the Sixth Form. The Director of Futures is supported by, and directly line-manage, a Head of Higher Education and a Head of Careers (both teaching/part-time roles). The Department oversees, in concert with the Heads of Sixth Form and the Director of Academic Enrichment, the professional administration of the college's UCAS application process (primarily managed by the Head of Higher Education) and liaises with external advisors on the management of international university applications.

The Director of Futures also engages fully with the growing alternatives to university, such as Degree Apprenticeships, with an open but critical mind. The Director of Futures also oversees the delivery of the College's work experience programme, which is primarily delivered over the summer vacation, and a strong culture of Careers Education.

The Director of Futures engages with employers and entrepreneurs to develop a full and modern awareness of the most employable and valuable work skills and interview skills, and then works alongside the Heads of Year to ensure that assemblies, tutor sessions and off-timetable days are used to communicate and build those skills amongst the pupil body, as well as an awareness of how 'work' and careers are rapidly changing. Additionally, the Department assists Sixth Formers in formulating gap year plans that are both memorable and impactful.

Finally, the Director of Futures, with the support of the Hurst Foundation alumni and parents' network, and the current network of Hurst Careers Ambassadors, develops the networking skills and opportunities of current and recent pupils, using platforms such as LinkedIn and the college's many events and interactions with the wider Hurst 'family'.

The role reports directly to the Head of Sixth Form, but is a whole school role.

Core responsibilities:

To oversee the delivery of an exceptional Work Experience programme at Hurst.

To deliver a programme of Careers Education that engages with Years 7-13, delivering a combination of specific, bespoke careers advice and more broadly-applicable information on employability, future skills, technological change etc.

To work with others towards the goal of improving the employability and interview-readiness of Hurst pupils.

To oversee the delivery of a exceptional Higher Education information, advice and application management service at Hurst.

To work with specialist staff to shape and deliver exceptionally competitive applications to highly selective universities.

To ensure Hurst effectively delivers information, advice and support in applications for post-18 outcomes other than university eg Degree Apprenticeships.

To oversee the performance, training and development of the Head of Higher Education and the Head of Careers.

To build upon the good work already done developing a Hurst Careers Network of alumni guidance, support and inspiration.

To ensure that the Futures Team can offer valuable guidance to any pupil considering a Gap Year.

To assist Fifth Form (Year 11) students with their A-level choices via the Next Steps programme.

To strengthen the bonds between The Futures Team and the huge range of valuable potential contacts amongst alumni, present and past parents, in the interest of Hurst pupils and recent alumni.

19. Head of Years Reception to Year 2

Reporting to:	Junior Prep School Head
Prep Committees:	JPS tutors meeting, HoY meeting, Prep SMT
Reporting to the Head of Year:	Form tutors (Years Reception to Yr 2)

Primary Role:

- To ensure that both individually and collectively the pupils in Reception to Year 2 achieve the very best academic progress of which they are capable.
- To be responsible for the pastoral and academic overview of Reception to Year 2.
- Advise the Head on all aspects of the Reception to Year 2 educational experience at Hurst

Ensure transition between Y2 and Y3 is seamless; academically and pastorally

Pastoral Care and Discipline

- Assume overall pastoral and disciplinary responsibility for the year groups of pupils for which you are responsible.
- Develop positive pastoral strategies to support good behaviour and arrange sanctions where appropriate.
- Ensure communication between teachers and parents is on-going and productive.

Academic

- Responding to and dealing with queries from parents and teachers regarding academic progress.
- Member of lesson observation team.
- Ensuring teaching provision for Reception to Year 4 is as good as it ought to be (in conjunction with Head and Deputy Head Academic)
- Oversee the Reception to Year 2 curriculum with a focus on balance, breadth and whole school ethos.

Tracking and Communication

- Track the academic progress of the children in Reception to Year 2; identify possible LS needs and
- liaise with Head of Learning Support.
- Arrange CAT4 and PTM/PTE testing in Reception to Year 4 and the subsequent collation of data. Coordinate all aspects of Parents' Evenings, Welcome Evenings and Meet the Teacher evenings.
- Monitor, track and publish Challenge Grades.

General

- Attend calendar meetings to check the balance of academic and extra-curricular activities throughout the year for Reception to Year 2.
- Prepare and deliver assemblies when necessary

20. Head of Year 3 and 4

Reporting to: Junior Prep School Head
 Prep Committees: JPS tutors meeting, HoY meeting, Prep SMT
 Reporting to the Head of Year: Form tutors (Yr3 + Yr 4)

Primary Role:

- To ensure that both individually and collectively the pupils in Year 3 to Year 4 achieve the very best academic progress of which they are capable.
- To be responsible for the pastoral and academic overview of Year 3 to Year 4.
- Advise the Head on all aspects of the Year 3 to Year 4 educational experience at Hurst

Ensure transition between Y2 and Y3 is seamless; academically and pastorally

Pastoral Care and Discipline

- Assume overall pastoral and disciplinary responsibility for the year groups of pupils for which you are responsible.
- Develop positive pastoral strategies to support good behaviour and arrange sanctions where appropriate.
- Ensure communication between teachers and parents is on-going and productive.

Academic

- Responding to and dealing with queries from parents and teachers regarding academic progress.
- Member of lesson observation team.
- Ensuring teaching provision for Year 3 to Year 4 is as good as it ought to be (in conjunction with Head and Deputy Head Academic)
- Oversee the Year 3 to Year 4 curriculum with a focus on balance, breadth and whole school ethos.

Tracking and Communication

- Track the academic progress of the children in Year 3 to Year 4; identify possible LS needs and
- liaise with Head of Learning Support.
- Arrange CAT4 and PTM/PTE testing in Year 3 to Year 4 and the subsequent collation of data. Coordinate all aspects of Parents' Evenings, Welcome Evenings and Meet the Teacher evenings.
- Monitor, track and publish Challenge Grades.

General

- Attend calendar meetings to check the balance of academic and extra-curricular activities throughout the year for Year 3 to Year 4.

Prepare and deliver assemblies when necessary.

21. Head of Year 5 and 6

Reporting to: Junior Prep School Head
Prep Committees: JPS tutors meeting, HoY meeting, Prep SMT
Reporting to the Head of Year: Form tutors (Years 5 and 6)

Primary Role:

- To ensure that both individually and collectively the pupils in Years 5 and 6 achieve the very best academic progress of which they are capable.
- To be responsible for the pastoral and academic overview of Years 5 and 6.
- Advise the Head on all aspects of the Year 5 and 6 educational experience at Hurst
- Ensure transition between Y6 and Y7 is seamless; academically and pastorally

Pastoral Care and Discipline

Assume overall pastoral and disciplinary responsibility for the year groups of pupils for which you are responsible.

Develop positive pastoral strategies to support good behaviour and arrange sanctions where appropriate.

Ensure communication between teachers and parents is on-going and productive.

Academic

Responding to and dealing with queries from parents and teachers regarding academic progress. Member of lesson observation team.

Oversee the Year 5 and 6 curriculum (in conjunction with Deputy Head Academic) with a focus on balance, breadth and whole school ethos.

Tracking and Communication

Track the academic progress of the children in Years 5 and 6; identify possible LS needs and liaise with Head of Learning Support.

Arrange CAT4 and PTM/PTE testing in Years 5 and 6 and the subsequent collation of data. Coordinate all aspects of Parents' Evenings, Welcome Evenings and Meet the Teacher evenings.

Editing and managing the production of Challenge Grade Reviews for Year 5 and 6

General

Attend calendar meetings to check the balance of academic and extra-curricular activities throughout the year for Years 5 and 6.

Prepare and deliver assemblies when necessary.

22.Heads of Year 7 and 8

Reporting to: Head of Senior Prep School, Deputy Head of College
Prep Committees: Years 7 and 8 form tutors meeting, HoY meeting, Prep SMT
Reporting to the Head of Year: Form tutors (Years 7 and 8)

Primary Role:

- To ensure that both individually and collectively the pupils in Years 7 and 8 achieve the very best academic progress of which they are capable.
- To be responsible for the pastoral and academic overview of Years 7 and 8.
- Establish an academic culture which embraces the Hurst ideal of achieving one's personal best.
- Actively promote and be responsible for good behaviour and manners amongst Year 7 and 8 pupils and the Hurst Purpose.
- Advise the Head and Prep SMT on all aspects of the Years 7 and 8 educational experience at Hurst.
- Ensure pupils are properly prepared for Senior School life, including academic and behavioural expectations.
- Liaise with the Senior School regarding House allocation.

Academic

- Responding to and dealing with queries from parents, students and teachers regarding academic progress.
- Involvement in departmental self-review lesson observations and book trawls with Deputy Head Prep School.
- Ensuring teaching provision for Years 7 and 8 is as good as it ought to be (in conjunction with Head, Deputy Head and Academic Deputy):
 - Oversee the Year 7 and 8 curriculum with a focus on balance, breadth and whole school ethos.
 - Liaising, particularly with the core subjects, about setting and progress of individuals
- Fortnightly meetings with Head of Learning Support regarding LS students, LS referrals and any other such issues.
- Liaising closely with the Deputy Head Academic on academic matters relating to Years 7 & 8.

Pastoral Care and Discipline

- Assume overall pastoral and disciplinary responsibility for the students for which you are responsible.
- Assume responsibility for the welfare of students:
 - follow up incidents;
 - maintain detailed records and student files;
 - have meetings with parents during or after school as required, sometimes with other senior staff members;
 - develop strategies to support persistent offenders and arrange sanctions where appropriate; communicate with parents.
- Support the tutors by both counselling and disciplining students as and when appropriate including issues that will hinder progress e.g. use of target cards.
- Work closely with the Deputy Head, Pastoral, DSL and PIP to provide enhanced pastoral support as appropriate.
- Oversee the running and use of AS tracking.

Tracking and Communication

- Academic Tracking:
 - Track the academic progress of the children in Years 7 and 8; identify possible LS needs and liaise with Head of Learning Support;
 - Collation of data from KS3 testing;
 - Arrange academic testing in Years 7 and 8 in consultation with Deputy Head Academic and Deputy Head Prep School;
 - Ensure learning culture/Hurst Purpose is relevant and is put into practise by the pupils (in conjunction with Deputy Head).
 - Responsibility for coordinating academic intervention and action plans at the end of every half term.
- Oversee organisation of Parents' evenings, Welcome Evenings and curriculum evenings for Years 7 and 8.
- Challenge Grades:
 - Checking the list of CGs and liaising with HoDs and Deputy Head Academic to ensure that they are appropriate and regularly reviewed for each individual;
 - Monitoring and tracking the CGs of the year group;
 - Coordinate the publishing of Challenge Grades. Remind teachers when appropriate and notify parents of publication;
 - Ensure that Challenge grades are appropriately written prior to publication.
 - Produce a year group summary spreadsheet of CGR.
- 11+ assessment:
 - To oversee the organisation and collation of 11+ assessment with Deputy Head Prep School and Director of Admissions.

- Discuss acceptance recommendations with SMT.
- End of academic year tests
 - Ensuring all students are appropriately prepared for tests;
 - Analysis of data in conjunction with HoDs and Deputy Head Academic.

Tutor Group System:

- To design a termly tutorial programme in conjunction with the Head of Senior Prep, Deputy Head Academic and director of PSHE
- Tutors:
 - Meeting with tutors, as a group, on a fortnightly basis in Tutor Meetings
 - Meeting with tutors individually when necessary to discuss a specific tutee;

General

- Calendar:
 - Attend calendar meetings to check the balance of academic and extra-curricular activities throughout the year for Years 7 and 8.
 - Liaising with Deputy Head, Academic, Deputy Head, Prep and Pre-Prep and Head of Prep PSHE in order to set up master programme for the year (the PAT).
- Organise Induction Days in conjunction with Deputy Head Prep School at the start of the Michaelmas Term.
- To prepare and deliver assemblies when necessary.
- Be a presence in the Foyer and for parents at the start and finish of each day.
- Attend Prep School functions as appropriate.

23. Head of Shell

Reporting to: Head of Middle School

Primary Role

To ensure that both individually and collectively the pupils in Yr 9 (Shell) achieve the very best grades of which they are capable.

Key responsibilities:

- Tracking the academic progress of Year 9 pupils, alongside HoMs and tutors.
- Co-ordinating pupil 'swaps & drops', for subjects in Year 9.
- Liaising with parents, tutors and staff over year 9 pupils' academic progress, target setting and reporting.
- Assemblies for Shell: presentations, visiting speakers, Chaplain's visits.
- Induction of Shell pupils, including 'learning to learn'.
- The Next Step and Sesame events.
- Shell Parents' and Tutors' evenings.
- Management of Shell tutors, and the scheduling and implementation of the tutorial programme.
- Editing and managing Challenge Grade Reviews for Shell.
- Oversight of Shell Enrichment Coordinator and Shell Activities Coordinator.
- Assist in the recruitment of new Shell pupils.
- Meet the Head of Middle School and Shell tutors following a Challenge Grade Review and implement necessary intervention. See these pupils and parents on an individual basis.

Liaise with tutors regularly to discuss their tutees and guide them through the Master Programme.

24. Head of Remove

Reporting to Head of Middle School

Primary Role:

To ensure that both individually and collectively the pupils in Remove achieve the very best grades of which they are capable.

Key responsibilities:

- Tracking the academic progress of Year 10 pupils, alongside HoMs and tutors.
- Assemblies for Remove: presentations, visiting speakers, Chaplain's visits.
- Liaising with parents, tutors and staff over Year 10 pupils' academic progress, target setting and reporting.
- Ensuring that pupils in Remove are 'learning to learn'.
- Remove Parents and Tutors' evenings.
- Management of Remove tutors and the scheduling and implementation of the tutorial programme.
- Editing and managing the production of Challenge Grade Reviews for Remove.
- Supporting pupils and parents with the process of GCSE coursework, modules, ISAs etc: liaising with the Deputy Head (Academic)/Exam secretary over retakes, resits, remarks and the like.
- Meet the Head of Middle School and Remove tutors following a Challenge Grade Review and implement necessary intervention. See these pupils and parents on an individual basis.
- Liaise with tutors regularly to discuss their tutees and guide them through the Master Programme.

25. Head of Vth Form

Reporting to Head of Middle School

Primary Role

To ensure that both individually and collectively the pupils in the Fifth Form achieve the very best grades of which they are capable.

Key responsibilities:

- Tracking the academic progress of the Fifth Form pupils, alongside HoMs and tutors.
- Co-ordinating pupil 'swaps & drops', for subjects in the Fifth Form.
- Assemblies for Year 11: presentations, visiting speakers, Chaplain's visits.
- Liaising with parents, tutors and staff over the Fifth Form pupils' academic progress, target setting and reporting.
- Ensuring that pupils in the Fifth Form are 'learning to learn'.
- Fifth Form Parents' and Tutors' evenings.
- Management of the Fifth Form tutors, and the scheduling and implementation of the tutorial programme.
- Editing and managing the production of Challenge Grade Reviews for the Fifth Form.
- Supporting pupils and parents with the process of GCSE coursework, modules, ISAs etc: liaising with the Deputy Head (Academic)/Exam secretary over retakes, resits, remarks and the like.
- Meet the Head of Middle School and the Fifth Form tutors following a Challenge Grade Review and implement necessary intervention. See these pupils and parents on an individual basis.
- Liaise with tutors regularly to discuss their tutees and guide them through the Master Programme.

26. Head of Sixth Form

Reporting to: Deputy Head of College

Responsible for: Assistant Heads of Sixth Form, Sixth Form Tutors, St John's, Careers & Work Experience, and Higher Education Department

Committees: Education Committee, SMT

Primary Role: To ensure that Hurst Sixth Formers achieve the very best grades academically and that they have an enriching, challenging, and vibrant experience at Hurst in the Sixth Form, which will leave them intellectually well developed, mature and well-grounded individuals with a sense of themselves and the world around them.

Key responsibilities:

- Lead and manage the Assistant Heads of Sixth Form and Sixth Form Tutors in such a way that the pupils in the Sixth Form develop and achieve their best academically as well as in all other areas of College life.
- Oversee the tracking and analysis of all Sixth Form Challenge Grade Reviews.
- Recognise and reward student achievement and positive behaviours throughout the academic year.
- Lead academic interventions for Sixth Form students off the back of Challenge Grade Reviews, coursework progress and exam results, including oversight of the SSP (Supervised Study Period) schedule.
- Oversee the Master Programme of Tutorials, Assemblies, visiting speakers and PSHE for the Sixth Form, including the scheduling and implementation of the tutorial programme.
- Work closely with the Deputy Head Pastoral, the St John's team, and Housemasters / Housemistresses as well as the Learning Support department to ensure that the Sixth Form pupils at Hurst are well cared for and supported, and that any pastoral, safeguarding or learning needs are being met and factored into their Sixth Form experience.
- Develop a sense of Sixth Form identity and foster the Sixth Form culture at Hurst.
- Develop and grow student leadership amongst Sixth Form pupils, including (but not limited to) College Prefects, the St John's Committee, House Captains and House Prefects.
- Be the public face of the Hurst Sixth Form and all that it stands for, including all written communication and public presentations to Sixth Formers and their parents, as well as prospective members of the Sixth Form and their parents.
- Ensure that the academic and other programmes in place for the Sixth Form are appropriate to the aims and ambitions of the College.
- Work closely with the Deputy Head of College on disciplinary and other issues relating to the Sixth Form by overseeing the management of low-level behavioural issues (e.g. HoY alerts) and investigating serious breaches of school rules (e.g. Big 12) as instructed by the Deputy Head of College.
- Promote the Hurst Sixth Form internally to optimise pupil retention in the Fifth Form; and externally, in conjunction with the Marketing and Admissions department, to recruit the best possible cohort of pupils into the Sixth Form at Hurst.
- Work with the Head of EPQ to ensure that every Sixth Form student either achieves their academic potential with their EPQ submission, or pursues a meaningful and fulfilling Alternative Pathway.
- Oversee the Higher Education department to ensure that every student is given the best possible advice, support and guidance with regard to university choices, and that the UCAS (and overseas university) application process is run smoothly and efficiently.
- Work with the staff responsible for Oxbridge, HSU and Gifted/Talented to ensure that the right pupils are identified, selected and supported to make applications to the most selective universities.
- Bring in outside speakers and similar to enrich the academic and intellectual programmes for the Sixth Form at Hurst.
- Oversee a vibrant and relevant Careers & Work Experience programme that engages all members of the Sixth Form.
- Play a leading role in the organisation of Sixth Form events over the course of the academic year, to include moments such as Sixth Form Choices morning, Lower Sixth Induction, year group dinners and social events, the Leavers' Service, Leavers' Ball etc.

- Work with the Head of College on a strategic plan for the development of the Sixth Form at Hurst.
- Advise the Head of College and Senior Management Team on all matters relating to the Sixth Form.

27. Head of Years LVI and UVI

Reporting to: Head of Sixth Form

Primary Role:

To ensure that both individually and collectively the pupils in the Lower and Upper Sixth achieve the very best grades of which they are capable, while remaining healthy and well. While other administrative and developmental responsibilities will emerge, this role exists primarily to promote the achievement of their academic potential by all of Hurst's Sixth Formers.

Key responsibilities:

- Tracking the academic progress of pupils in their year group including Gifted and Talented, including editing and managing Challenge Grade Reviews and overseeing academic testing including the collation and analysis of results.
- Liaising with parents, tutors and staff over the pupils' academic progress, target setting and reporting. Including the implementation of individual intervention strategies for specific pupils.
- Being responsible for the academic overview of their year group including overseeing the master program
- Management of Tutors including the scheduling and implementation of the academic tutorial program.
- Training and monitoring Tutors in the Year Group to ensure effective academic intervention is in place
- Responsibility for discipline in academic lessons and with regards to academic habits and behaviours.
- Meeting the Head of Section following a Challenge Grade Review and discuss interventions for relevant pupils and see these pupils on an individual basis.
- Ensuring that pupils are properly prepared for the next phase of their life academically including learning behaviours.
- Oversee the handover of information from Tutor to Tutor at the end of each academic year
- Liaise with Head of EPQ to ensure students are engaging with the process and facilitate 'Alternative Pathway' options
- Monitoring and managing students in Supervised Study and ASP, with the relevant staff
- Monitoring and driving attendance at Clinics
- Working with the Head of Fifth Form and other members of staff to ensure that Fifth form students are making appropriate subject choices at A Level.

Additional Responsibilities

- Actively promoting and being responsible for good behaviours and manners amongst the pupils in their year group. Management of Yearly and Weekly master programme, assemblies and visiting speakers to support the pupils and overall school objectives. Regular meetings with Head of Learning Support regarding LS students, LS referrals and any other such issues.
- Co-ordinating pupil subject drops.
- Organising Parents' Evenings and Meet the Tutor evening.
- Organising Induction Days at the start of the Michaelmas Term
- Attending calendar meetings to check the balance of academic and co-curricular activities throughout the year.
- Being a visible presence in the around the School during the day and available for parents at the start and finish of each day.
- Facilitating occasional year group events

- Reviewing academic and Hurst awards
- Touring and interviewing prospective LVI students as part of the admissions process
- Liaise with Head of Higher Education and Director of Futures to ensure engagement with the UCAS, careers and employability agenda.
- Ensuring that new LVI students are supported and welcomed into the Hurst Sixth Form
- Working alongside Deputy Head Pastoral to conduct regular wellbeing audits of all Sixth Formers.
- Meeting all Sixth Form tutors for an individual pupil-by-pupil review at least once during the academic year.
- Facilitating such whole-cohort super-curricular activities as agreed with the Head of Sixth Form
- Regular auditing of the timing, location, frequency and quality of each tutor's individual and group coaching sessions, and supporting tutors to meet the required standards at all times.

28. Chief Financial Officer (CFO)

The Council of Governors of Hurstpierpoint College

Reporting: The CFO shall be responsible to the Governors in the capacity as Clerk to the Governors and to the Head of College in the role of Finance Director and Compliance.

Responsible for: Finance, Human Resources, Health and Safety, Compliance, HET CFO and Clerk to Governors.

Principal responsibilities and duties

The CFO is expected to cover the following general responsibilities, either personally, or by delegation to others:

1. Financial Management

- Working in partnership with the Principal to shape and implement the agreed short, medium and long-term strategy.
- Strategic financial management and planning including preparation of medium term, annual and termly budgets, and advising on fee increases.
- The management, operation and development of the College's bursary scheme.
- Ensuring compliance with tax legislation, including Corporation tax and VAT.
- Budget setting with key budget holders across the College
- Leading and supporting a finance team to deliver strong and robust operational financial management including:
 - Preparation of termly and annual accounts.
 - Preparation of cash flow forecasts and financial appraisals as necessary.
 - Management of the College's cash and reserves; the supervision of its investments.
 - The payment of all salaries and wages including the administration of PAYE, NI and Pensions.
 - Preparation of College bills and the collection of fees; credit control management.
 - Supervision of the College's fees in advance scheme.
 - Payment following scrutiny and authorisation of all invoices and expenses claims.
 - Managing relations with external service providers and professionals, including the College's bankers, investment managers and auditors.

2. Company Secretary for the College and its trading subsidiaries

- Ensuring compliance with the College Articles.
- Maintaining the registers and company records with Companies House and the Charity Commission.
- Making statutory returns as required including annual returns to Companies House, the Charity Commission, and on Gender Pay Gap Reporting.

3. Compliance

- a. Compliance with all regulation and legislation in all its guises
- b. Management of health and safety arrangements including compliance with health and safety legislation.
- c. Ensuring registration and compliance with other statutory and licence bodies including:
 - i. The Department for Education
 - ii. The Information Commissioner's Office (in respect of data protection legislation)
- d. The provision of financial and other management information to the Woodard Corporation.
- e. The administration of procedures concerned with complaints; breaches of discipline and poor performance; secretary to panels convened for teaching staff and pupil disciplinary hearings and for teaching staff competency hearings.

4. Hurst Education Trust

- a. Responsible for all non-educational areas of the Trust.
- b. Strategic responsibility for all aspects of HET finance, asset management, risk management and capital planning and procurement.
- c. Support the HET's strategic development and aims through effective financial planning and management, in line with regulations.
- d. Advise the CEO, board and other trust leaders on all matters relating to financial strategy and operations.
- e. Contribute to the development and implementation of the HET's strategy, providing financial analysis and guidance on all activities, setting financial objectives and monitoring performance.
- f. Maintain robust financial management of the HET and the schools.
- g. Ensure that the HET complies with its legal obligations, adheres to financial regulations, and submits accurate financial reports in a timely manner.
- h. Conduct financial due diligence on schools applying to join the HET, and report to the board and other trust leaders with recommendations.
- i. Provision of leadership to the HET Finance, HR, Health and Safety and administrative teams to ensure the delivery of excellent service provision to the HET Schools.

5. Insurance

- a. Supervision of the College's insurance in all its forms.

6. Legal Matters

- a. The provision of advice to the Governors and Principal on legal, compliance and employment matters.
- b. The provision of employment contracts.
- c. The review and approval of major supply contracts.
- d. The provision of the parent contract.
- e. Management of the School's trading companies (Transport, Facilities, etc.)

7. Human Resources

- a. Provide leadership and guidance to the HR team to ensure a consistent delivery of an excellent service across the College and to act as a sounding board for more complex HR issues.
- b. Ensure that the College complies with all regulatory requirements and has appropriate policies and practices in respect of all staffing matters, including recruitment, performance management training, pay and conditions and employee relations.

8. Clerk to the Governors

- a. Advising and reporting to the Council on all financial and legal matters.
- b. Timetabling and arranging meetings of the Council and the principal Committee meetings.
- c. The preparation of agendas, management reports and minutes for meetings of the Council and its principal sub-committees (Education, Estate and Finance) and other committees as necessary (e.g. Safeguarding, Compliance & Risk IT Committee, Governance & Nominations).
- d. Ensuring the smooth appointment, induction and resignation of Governors.

9. Miscellaneous

- a. Any other duties as determined by the Council or Headmaster.

29. Head of Faculty

Reports to: Deputy Head Academic
Responsible for: Heads of Department within the Faculty
Committees: Head of Faculties (HoFs)

Role Summary

Lead the Heads of Departments (HoDs) across the faculty in realising the best possible academic experience, outcomes, and results for all pupils in Junior Prep, Senior Prep, and Senior School.

Principle Duties and Responsibilities

- Represent the faculty in a leadership capacity in all matters across the whole College.
- Ensure that the quality of teaching and learning is consistently excellent across all key stages and areas of the faculty.
- Ensure that pupils achieve the best possible academic outcomes and results, including value added, across the faculty.
- Support and advise the Deputy Head Academic in developing the strategic direction of the College academically and intellectually.
- Assist the Deputy Head Academic in realising the key academic aims of the College across all areas of the faculty, including those relating to the whole school objective.
- Play a leading role in developing and maintaining a stimulating and engaging academic environment across all areas of the faculty, in line with the ethos of the College.
- Ensure each department within the faculty has appropriately linearised curricula and Schemes of Work (SoW), allowing the academic journey throughout the college to be as seamless as possible.
- Monitor the tracking of pupil progress across the faculty, ensuring HoDs consistently liaise with HoYs to implement effective intervention strategies for students of academic concern.
- Attend and contribute to Head of Faculty meetings, providing fortnightly status reports on all areas of the faculty across the Junior Prep, Senior Prep, and Senior School.
- Chair fortnightly HoD meetings within the faculty, providing clear operational and strategic guidance to HoDs in the Junior Prep, Senior Prep and Senior School.
- Carry out termly departmental reviews with all HoDs across the faculty, which form part of termly faculty reviews between the Head of Faculty and the Deputy Head Academic.
- Oversee the effective deployment of teaching staff across the faculty.

30. Head of Department

Reports to: Head of Faculty
Responsible for: Teaching staff within the department

Role Summary:

Lead teaching staff within their department in realising the best possible academic experience, outcomes, and results for all pupils within their department.

Principle Duties and Responsibilities

- Represent the department in a leadership capacity across the College, attending academic events throughout the year.
- Lead the teaching and learning within the department, ensuring the quality is consistently excellent.
- Ensure that pupils achieve the best possible academic outcomes and results, including value added.
- Review and refine the curriculum ensuring it caters to the abilities of all pupils and fits into the wider linearised curriculum throughout the College.
- Ensure that a complete and standardised set of notes and resources are held on Hurst Online.
- Monitor the tracking of pupil progress within the department, liaising with Heads of Year to implement effective intervention strategies for pupils of academic concern.
- Attend and contribute to Head of Department meetings within the faculty and disseminate all relevant information to staff within the department.
- Coordinate the effective deployment of teaching staff within the department.
- Lead and monitor a departmental marking policy that is consistently followed, and in line with the College's policy.
- Communicate with the Learning Support department and the Examinations office to ensure the learning needs of all pupils are met within the classroom and in exams.
- Manage the effective administration of the department, ensuring that College and external deadlines are met, including that relating to any NEA or external examination component.
- Supervise the work of support staff within the department, and monitor items relating to the safety of all pupils and staff.
- Attend termly departmental review meetings with the Head of Faculty.

31. Director of Academic Administration

Reports to: Deputy Head Academic
Responsible for: Academic Administration

Role Summary

To ensure that through the optimum allocation of staffing, pupils and academic resources Hurst has the best possible teaching and academic results.

To ensure the smooth day to day running of the academic machinery of the College.

Principle Responsibilities and Duties

- Through the Academic Admin Team oversee the smooth running of parents' evenings.
- Through the Academic Admin Team oversee staff cover arrangements.
- Annual set up and ongoing maintenance of the Matrix.
- Advise the Deputy Head and Deputy Head Academic on staffing requirements linked to the annual options processes.

- Advise the Deputy Head Academic on timetable feasibility of any proposed curriculum changes.
- Co-ordinate construction of the School Timetable.
- Co-ordinate classroom, staff and pupil allocation.
- Co-ordinate sets and options processes.
- Oversight of administration of Year 8, Common Entrance and Common Academic Scholarship results.
- Oversight of production of Academic booklets detailing GCSE and Sixth Form courses.
- Collation and allocation of GCSE and Sixth Form option choices.
- Oversee the implementation of MidYIS and ALIS baseline tests, and Value-Added analysis.
- Completion of external examination censuses.
- Liaise with the Admissions Office regarding new pupils and leavers.
- Through the Academic Admin Team, oversee the tracking of academic data across the college, via iSAMS.
- Any other related tasks as required by the Deputy Head Academic.

32. Prep School Form Tutor

Key Aims and Responsibilities

- Develop knowledge of tutees via formal and informal conversations (individual and group) on a daily basis
- Be the first point of contact for communication with teachers and parents
- Regular communication with parents at key stages in the academic calendar (as co-ordinated by HoM and HoY)

Academic Monitoring

- Monitor academic progress, holding the pupils to account where necessary but seeking to celebrate their successes at every opportunity
- Manage the Challenge Grade Review process for each tutee:
 - Proof read and correct subject comments
 - Write a personalised tutor comment with clear targets for improvement
- Plan and track intervention strategies where appropriate and ensure that these strategies are communicated to parents.
- Assist pupils with their organisation, study skills, revision strategies as appropriate

Personal Development

- Monitor tutees' wellbeing, supporting them when they are struggling with emotional, personal or family problems and flagging any pastoral or academic concerns with the HoY and on CPOMS. Tutors should ensure that they have an individual check-in with each tutee at least once per half term.
- Foster a culture within the Form whereby every child is encouraged to engage in the full range of opportunities available and fulfil that potential.
- Follow up on Rewards (eg House Points) and Sanctions (tracking HoY alerts and detentions)
- Ensure that registration is completed and all pupils are accounted for
- Ensure that the Form Room is maintained in a tidy and attractive state with pertinent displays.
- Guide tutees through Induction in September

33. Housemaster/Housemistress (HoM)

(Reviewer: Caty Jacques; August 2023)

The Role

To supervise, nurture and guide pupils in their house in such a way as to enable them to reach their true potential in every aspect of school life. To develop and maintain a civilized and civilizing environment in the house for both pupils and staff.

Reporting

To the Deputy Head Pastoral and Senior Mistress

Reporting to Housemaster

House Tutor and House Matron

Primary responsibilities

- take overall responsibility for his/her charges' general welfare in loco parentis
- liaise as appropriate with the Director of Safeguarding
- use CPOMS to record any concerns about pupils
- encourage academic development and progress
- ensure the smooth running of house routines
- develop qualities of character and personality
- ensure safety and security
- oversee the provision of comfortable and pleasant surroundings
- counsel on personal matters
- offer guidance for further education and the future
- deal with matters concerning physical health
- communicate with parents about their children
- communicate with staff about his/her charges
- support the House members in House & School competitions
- direct House Staff and House Prefects in the management of the House
- supervise the House Wellbeing Champion scheme.
- administer the House system of rewards and sanctions
- Work with the Heads of Section and the Deputy Head of College to maintain the school's disciplinary code
- consult with the Head of College and keep him informed about the House and its members
- set an exemplary personal example
- to organize appropriate events for both pupils and parents
- operate the House bank accounts and manage the House finances in line with school protocols

Note: All HoM appointments will be initially for five years and renewable thereafter.

34. Assistant HoM in a Boarding House

The Role

To work with the HoM to supervise, nurture and guide pupils in such a way as to enable them to reach their full potential in every aspect of school life.

Personal Specification

- A proven track record of excellent pastoral care, ideally in a boarding house setting
- Keen to take on a greater pastoral responsibility.

- Able to perform as a key player in a House team
- Willingness to be a strong and positive presence in the boarding House
- Genuine concern for pupil well-being and active involvement in their personal development.

Reporting

To the HoM and the Deputy Head Pastoral

Primary Responsibilities (in addition to the 6 hours per week carried out by all House Tutors)

- Deputise for the HoM in their absence
- Actively support the vision, ethos, culture of the House
- Support the HoM regarding House rules, regulations and routines
- Be a visible presence around the House throughout the week
- Be a visible presence at House events and inter-house competitions
- One overnight cover per week (where possible/appropriate)
- One evening of overseeing/supporting the duty staff
- Two morning wake-ups/registrations/House Assemblies per week
- Work with the HoM to plan House social events for pupils and parents
- Work with the other House staff, Prefects and Wellbeing Champions to ensure the smooth running of the House
- Run the once-termly House Council
- Oversee the running of the House Wellbeing Champions scheme
- Assist in the monitoring of House pastoral issues through access to the House CPOMS
- Assist the HoM in House compliance / H&S inspections and reports
- Assist in the training of new House staff

Allowance

HoD 1

35. Matron

(Reviewer: Caty Jacques June2024)

House Matrons report directly to the Senior Mistress, on day-to-day matters, work to the requirements of their HoM.

Role summary

The primary role of the Matron is to support the Housemaster/mistress (HoM) with the welfare, happiness and well-being of the pupils in their care. Working in conjunction with the HoM, the Matron supervises and provides care for the pupils, with particular emphasis on the physical, social and emotional wellbeing and presentation of the pupils in the House.

In addition, the Matron (alongside the HoM) is responsible for the day to day running of the House, ensuring its cleanliness, tidiness, comfort, health and safety. The role is supported by cleaning staff.

Principal Duties and Responsibilities

Pastoral:

- To work with the HoM to provide a high level of pastoral care for individual pupils through direct interest and personal support.
- Maintain excellent communication with the HoM, Tutors, Medical Centre and Safeguarding Officer.
- Establish firm relationships with pupils in your care to pro-actively monitor their wellbeing.
- Be available to students for at key times.
- Be responsible for the supervision of students in house during morning break, lunchtime, afternoon break and at key changeover times in the afternoon to ensure an appropriate level of governance.
- Have an awareness of adolescent mental health issues and be vigilant to early warning signs. Completing online training as required.
- To record any concerns or incidents on our in-house pastoral recording system (CPOMS) – and to check CPOMS for any comments added by other staff.
- Work with the HoM to be aware of the difficulties and problems of all members of the House and to help develop a culture of mutual respect within the House.
- Alongside the HoM, to be a key point of contact for parents and other colleagues.
- Regularly meet with the HoM to discuss the welfare of the students.
- Work with the HoM and tutor team to monitor general behaviour at all times, including attendance at lessons, visitors in-house, etc.
- Responsible for completing afternoon/morning registers to track pupils who do not register at lunchtime, and help to remind them of medical appointments, meetings, etc.
- Monitor day to day welfare of boarders and work with them to ensure high standards of personal hygiene, bedroom tidiness and uniform presentation. Make sure that pupils change their bedding regularly.
- Hand out rewards where appropriate, as well as issuing sanctions when necessary.
- Work alongside the HoM with managing 'Clearing' sanctions during the week.
- Support students by attending house events, school plays, matches, etc.
- Support HoM at key events such as Induction, Sesame, House BBQ, Sports Day, etc.
- Be prepared to fully manage the House in the absence of the HoM during the day.
- Be prepared to manage the House during a fire evacuation.
- Be familiar with the school's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection.
- Be present for Sesame and staff INSET training.
- To hold and regularly update a First Aid qualification as prescribed by the School.
- Check and respond to emails and WhatsApp messages as required throughout the day and respond/follow up where necessary.
- Undergo an annual staff review.

Medical and Domestic:

- Alongside the HoM, to be responsible for the general health and well-being of those students in the House.
- Be the first port of call for pupils who become unwell or require treatment for illness or injury during the school day. Liaise with parents and other staff as required.
- Care for sick pupils in house.
- Complete and submit accident report forms for incidents in house as and when required.
- Attend appointments and escort pupils to hospital as required.
- To store, administer and record any medication in accordance with the school's published Medical Care Policy.
- Ensure that the House medical cabinet and first aid kits are kept stocked as appropriate.

- To store, administer and record controlled drug medication in accordance with the school's published Medical Care Policy. Hold the responsibility to account for controlled medication as it is brought in by parents/students and release back medication during weekends and school holidays.
- Liaise with Medical Team to ensure Student Care Plans and Student Self Medication forms are updated and filed in house.
- Alongside the HoM, liaise with the Catering Department about students who have specialist eating requirements such as nut allergies, lactose intolerance, gluten free etc.
- Supervise the laundry, ensuring that the pupils' clothing and house linen is laundered satisfactorily and re-distributed in a timely manner.
- General sewing duties such as basic repairs or nametapes, etc.
- Ensure post, newspapers and deliveries have been collected for the House.
- Liaise with the College's uniform supplier, Stevensons, over pupils' orders and House requirements ie. Prefect scarves.
- Collaborate with other Matrons on collecting and distributing lost property.
- Ensure that pupil duties (eg. kitchen clearing and collecting break snacks) are completed and House supplies collected. Liaise with the Catering Department if there are any concerns with supplies or if quantities need to be adjusted.
- Run House Tuck shops if required. Deal with cash/card payment and stock purchases.
- Work with the HoM to maintain high standards of tidiness in the House.
- Monitor the boarding environment and report defects to the maintenance department via Parago.
- Work with HoM to complete House H&S inspection, twice a year. Ensure that any electrical equipment which students bring into the College comply with regulations – and arrange PAT testing if necessary.
- Oversee issuance and collection of student desk and wardrobe keys at the beginning and end of the year. Manage keys for rooms and cupboards - organising replacements if necessary.
- Ensure students are encouraged out of the House in time for lessons/games.
- Be present prior to the start of term to ensure that the House is set up and ready for the return of the pupils.
- Conduct general end of term procedure – ensure that the whole House is closed down, fridges are empty and undertake a detailed check of all rooms to ensure all cupboards, drawers and storage spaces have been emptied.
- Further insure and complete the Summer Term close process to prepare the College Houses for commercial letting programmes.
- To complete Safeguarding Training as required.
- Alongside the HoM represent the House during weekday open mornings, greet perspective parents and ready the house for such events. As
- To attend twice-termly Matrons meetings with the Senior Mistress.
- Liaise with Transport Department when arrangements/bookings may change.
- Liaise with the Transport Department to confirm students requiring chaperone service weekly.
- Be confident using online systems such as Word, Outlook, etc.

36. Senior Nurse

(Reviewer: Caty Jacques: August 2023)

The Senior Nurse reports to the Deputy Head, Pastoral. His/her primary role is to be responsible for the operation of the Medical Centre at the College and for ensuring that the pupils, staff and visitors to the College are provided with efficient and compassionate medical care and first aid.

Principal Responsibilities

These include but are not limited to;

School Nurse Responsibilities

- Working as part of a team to ensure there is cover as necessary in the Medical Centre
- Undertaking the triage, diagnosis, treatment and/or referral of injuries and illnesses in accordance with agreed protocols
- Providing emergency care of pupils and, where necessary staff
- Providing nursing advice to the House staff as requested
- Ensuring the safe storage and administration of medicines according to NMC guidelines, and maintaining appropriate records as necessary
- Undertaking routine vaccination programmes as directed by the College GP, and maintaining appropriate records as necessary
- Ensuring adherence to Child Protection Protocols within the College, discussing any concerns with the DSL
- Acting as one of the College's designated First Aiders under H & S legislation
- Supervising the surgeries held by the College GP and the College counsellors
- Arranging outpatient visits for pupils, as and when required
- Attending training courses, as and when required, especially with regards to professional training
- Ensuring medical supplies are maintained in date and in specified quantities
- Providing other health care related services, as required, to ensure an outstanding level of care is maintained at all times, as well as responsibilities as requested by management such as for pupils with complex needs.

Health Records and Education

- Documenting accurately all consultations and communications regarding patients
- Maintaining accurate records of drug administration within the Medical Centre
- Promoting Health Education throughout the College and on an individual basis.

Confidentiality & Communication

- Ensuring the maintenance of confidentiality at all times
- Attending any meetings, as required
- Liaising regularly with the College GP
- Liaising with the parents and house parents when necessary
- Providing high levels of communications with the House Masters/ Mistresses and Matrons

Management responsibilities

- Management of the nurses and other staff working in the Medical Centre, including assisting in the recruitment process and undertaking performance reviews
- Being present in the Medical Centre prior to the start of the academic year to organise the patient records, ensure supplies are up to date, etc. and attend all INSET days
- Organisation and management of the roster so as to ensure that the necessary staff cover is available at all times
- Procurement of equipment and supplies within a budget agreed with the Bursar
- Acting as primary point of contact with the College GP and arranging the regular surgeries for registered boarding pupils
- Liaison with house and other staff on pastoral matters

- Attend regular, scheduled meetings with the Designated Safeguarding Lead (DSL) to review pastoral cases
- Attend Housemaster/ Housemistress (HoM) meetings at least once a term to review medical issues
- Production and implementation of the necessary policies and procedures to ensure full compliance with legislation, particularly the National Minimum Standards for Boarding Schools
- Monitoring usage of the Medical Centre and ensuring that the necessary reports are provided to the Bursar in accordance with the College's Health and Safety Policy and statutory legislation
- The proactive management of health matters across the College, keeping students, staff and parents informed of current medical issues and concerns
- Manage staff medical issues on-site.

In addition, the Senior Nurse will be expected to fulfil all the usual duties and responsibilities of a School Nurse in the Medical Centre, and any other duties requested by the management of the College consummate with the post.

37. EYFS Coordinator

Reports to: Junior Prep School Head

Principal Duties and Responsibilities

- To ensure that the provision is of the highest quality; providing a safe, stimulating and caring child-centred environment catering for the children's educational and developmental needs.
- To develop and implement initiatives that support the individual needs of the children within the setting.
- To ensure that the planning and organisation of outstanding educational provision is carried out to the EYFS curriculum, reporting any problems to the Head.
- To ensure that the environment is set up to meet the needs of all children.
- Building strong parent/carer relationships through day-to-day liaison with parents, referring any issues or complaints as they arise to the HoY and Head.
- Actively encourage the involvement of parent/carers, including regular reviews and reports of children's progress.
- Supporting early years staff to develop their practice.
- To review and support staff in completing Learning Journals, assessments and planning.
- Help plan adult-led input and continuous provisions which align with EYFS Framework expectations and best practices.
- Help to ensure EYFS ratios in terms of staffing are adhered to.
- To have an understanding and ensure compliance within the Early Years framework and ISI regulations.
- Creating policies and procedures and ensuring all written documentation is kept up to date.
- To co-ordinate with the Prep Schools Admissions Officer and Head when pupils are new to the school. Ensure that all relevant assessment is prepared, administered, and fed back.

38. Director of Teach Hurst

(Reviewer: Peter Browne Aug 2023)

Reports to: Deputy Head Staff Development

Responsible for: Mentors and Teach Hurst Tutors

Primary Role

To lead and manage the Teach Hurst programme. This includes the monitoring and the effective delivery of the Graduate programme, the PGCE programme and the ECT programme so that positive and constructive support and guidance is provided to trainees and Early Careers Teachers in compliance with awarding bodies and in terms of their professional pedagogy and practice.

Principal Duties and Responsibilities

- Alongside the Deputy Head Staff Development, design a programme of study for each of the four years of the Teach Hurst programme.
- To work with mentors and the Teaching and Learning team to deliver the programme of study.
- To monitor lesson observations, mentor meetings and deliver effective coaching.
- To ensure that feedback is acted upon by trainees and that targets are set and met.
- To work with mentors through one-to-one and group meetings to ensure consistent and good quality feedback is given to trainees and ECTs.
- To manage ECT tutors to ensure reviews and assessments are compliant and delivered to ISTIP in good time.
- To manage PGCE mentors to ensure all PGCE tasks from the University provider are compliant and completed in good time.
- Along with the Deputy Head Staff Development, observe and monitor the progress of the Graduate teachers.
- To work with HoDs, mentors and the Deputy Head Staff Development, to put in place support plans for trainees and ECTs if required.
- To oversee the pastoral care/wellbeing of the teachers on the programme, including the organisation of social events.
- To produce a half termly report to keep SMT updated on the progress of all trainees and ECTs.
- To ensure, along with the Deputy Head Staff Development, that all statutory requirements are complied with for the PGCEs and ECTs.
- To stay updated on current educational research and encourage trainees and ECTs to use these ideas to improve their own practice.
- To keep abreast of national trends in initial teacher training.

39. Director of Educational Research

(Reviewer: Peter Browne Aug 2023)

Reports to: Deputy Head Staff Development

Primary Role: To contextualise evidence-based research in order to support teachers to improve the quality of teaching and learning across the College.

Principal Duties and Responsibilities:

- To champion the use of research in classroom practice by disseminating and sharing the very best of evidence-informed practice.
- To evaluate evidence-based research in education in order to recommend strategies to improve the teaching and learning across the college.

- To oversee trials of innovative evidence-based teaching strategies and report the findings to the Deputy Head Staff Development.
- To work with the Deputy Head Academic and Deputy Head Staff Development to implement the whole school objective.
- To evaluate the impact of current teaching practices across the College.
- To support HoDs in contextualising research for their subjects.
- To support teachers to mobilise the research evidence that is out there, into their classrooms.
- To work with Hurst staff who are undertaking Masters (or similar) qualifications.
- To carry out learning walks to evaluate specific teaching and learning strategies.
- To summarise key research reviews for SMT, e.g., Education Endowment Foundation's guidance reports.
- To present to SMT the current progress on the whole school objective and potential future initiatives.
- To be a contributor to the Teaching and Learning bulletin.
- To establish links with universities and other educational research organisations.
- To liaise with the HET over sharing best practice with the state sector.
- To visit other schools, possibly setting up a 'Hurst Research Group' of schools wanting to share best practice and organise conferences/seminars.

40. Chaplain and Staff Wellbeing Lead

Reporting: The Chaplain reports to the Head of College

Responsible for: Nurturing a welcoming and living Christian community with faith and spirituality at the heart of the College.

Principal responsibilities and duties

The Chaplain is expected, above all, to act as the spiritual leader of our Parish community and to cover the following general responsibilities, either personally, or by delegation to others:

1. Chaplaincy

- act as a moral compass and help the whole community stay true to its Christian foundation and mission.
- lead the College community in worship and in prayer (both formal and informal) drawing from a breadth of Christian tradition.
- Pray for the College community and its needs. This includes hosting a termly prayer group for parents.
- Engaging the community of young people and adults in spiritual life.
- proclaim the Christian gospel, and open up the Christian story and tradition to all.
- welcome all faiths and none
- help and encourage all members of the College community to engage with the spiritual dimension of their lives and to explore their own personal faith journey.
- develop opportunities to be available to any and all in the community.
- work closely with the College Pastoral team, Designated Safeguarding Lead and Housemasters/ mistresses.
- Prepare those who wish for Baptism, Confirmation and the participation in Holy Communion.

2. Leadership

- work closely with the Head of College, Deputy Head of College and other senior

leaders, actively seeking to create new ways of enriching the College's Christian life in response to the needs of the community and their particular strengths and gifts.

- b. lead on the promotion of employee health and wellbeing across the College: providing the Staff Wellbeing Programme, facilitating the Staff Wellbeing Survey and action planning and offering a space, support and advice to members of staff, as appropriate.
- c. work with parents and staff across the College offering informal friendship and support.
- d. co-ordinate charitable activities and oversee the Community Service programme as well as the annual Community Action Day.
- e. work closely with The Provost of the three founding Woodard Schools (Ardingly, Hurst and Lancing).
- f. Engage closely with the Head of College, Deputy Head Pastoral, Director of EDI to support, promote and celebrate those with protected characteristics.

3. Worship

- a. plan, organise and lead weekly Chapel services, which form the corporate worship of the College (both Eucharistic and Non-Eucharistic services) for the Senior School, Senior Prep and Junior Prep Schools.
- b. work closely with the Heads of Sections, Director of Music, the Chapel Choir and other stakeholders to provide inspiring, engaging and relevant Chapel services and opportunities for voluntary worship.
- c. lead the Wellbeing Champion Scheme (the College's pro- active peer counselling scheme) in conjunction with the Deputy Head Pastoral.

4. Wider community and Church

- a. Leading occasional offices, such as weddings, baptisms and funerals, as well as services for the wider College community, such as carol services and Christmas services.
- b. To play an active role in the life of both Hurst Deanery and Chichester Diocese, contributing when invited to the life of the local Church.
- c. To build up and maintain effective relations with local charities and schools, particularly with the HET schools.
- d. To build up effective ecumenical relations with local churches and faith communities