



BRIEF FOR THE  
POSITION OF  
HEAD OF UPPER SCHOOL & YEAR  
5 TUTOR



Thank you very much for taking the time to look at this opportunity. This is a full time, middle leadership role where you can make a difference to the ongoing development of the Upper School at Sherborne House.

This role is one where you will be given the trust, freedom and opportunity to play a pivotal role in the provision of our academic, enrichment and leadership opportunities for pupils in Years 4 to 6.

With an ever-changing world, our provision, in all aspects, needs to be pro-active, forward-thinking and innovative, sparking wonder and igniting curiosity! It is also incredibly important for us that our pupils associate joy with their time at school.

We hope you will consider coming to join us on our journey.

Cordelia Cripps



# CONTENTS

**INTRODUCTION**  
**BELLEVUE EDUCATION**  
**THE ROLE**  
**HOW TO APPLY**  
**CONTACT DETAILS**



# INTRODUCTION

## SHERBORNE HOUSE SCHOOL

Sherborne House School is a co-educational day school, sitting just outside of Chandlers Ford, Hampshire. Sitting in four acres of woodland, in the quiet village of Hiltingbury, it caters for 272 pupils between the ages of 6 months and 11 years. The school was inspected by the Independent Schools Inspectorate in July 2021, which rated it 'excellent in all areas'. Being part of Bellevue Education, a world-class group of exceptional schools, Sherborne House remains dedicated to providing the best possible education to their children.

Sherborne House encourages children to explore the wonder and magic of learning by pursuing their own interests, cultivating their curiosity, developing tenacity and providing the confidence to own their own voice. The school has a progressive approach to child led learning, and believes in adapting the teaching to be responsive to the real world and its relevance to children. The school is agile in nature, which imbues a sense of adaptability and preparedness for future challenges of academic rigour, career pathways and life's journey.

Sherborne House provides an environment where all child's talents and passions are nurtured and developed. Inspired teaching and a passionate dedicated staff ensure that a broad, dynamic and innovative curriculum is delivered.

The overall aim is to engender confidence in exploration entwined with awe about learning – to sew a golden thread which interweaves throughout your child's life enabling their enquiring mind, to go on to write their own extraordinary story.

# ABOUT

## BELLEVUE EDUCATION

Sherborne House School is proud to be a member of the Bellevue Education family. Bellevue was founded in 2003 with a single school in North London educating 40 children. From its foundation, the family of schools has grown to 21; embracing all-through schools, a sixth form college and international schools. Now in 2022, it owns schools across the UK, Switzerland and France, educating children from just a few months old to 19 years.

Bellevue's vision is to be a world-class group of exceptional schools, to which parents are proud to send their children; where students choose to study, and teachers aspire to work. Bellevue's mission is to achieve academic excellence in an innovative and supportive learning environment with an absolute commitment to a 'whole' education that encourages a curiosity and love of learning. Importantly for the Bellevue CEO and its SMT, each Bellevue school is run independently, built on the foundation of the same shared values: a broad curriculum delivered in innovative ways that excite and engage children; investment – in teachers, buildings, and technology. Bellevue believes that exceptional results should be a by-product of the education that its schools offer, not the exclusive focus. Bellevue pupils are encouraged to aim high. Therefore, it is a key ambition that all Bellevue staff provide them with everything they need to succeed. The schools across the group are committed to providing an educational environment that challenges, nurtures, excites and involves every single pupil.

Further information about Sherborne House School may be found on the website at [www.sherbornehouse.co.uk](http://www.sherbornehouse.co.uk) and for further information about Bellevue please visit [www.blvue.com](http://www.blvue.com).

# SHERBORNE HOUSE SCHOOL

## THE CURRICULUM

The combination of a broad and balanced curriculum delivered through specialist teaching, along with dedicated preparation for 11+ entrance exams, ensures every child achieves their potential. Regular educational visits, projects and workshops offer the children a broad range of learning opportunities outside of the classroom from Reception upwards.

Sherborne House aims to encourage children to take ownership of their learning, providing distinct opportunities for them to encounter challenge and uncertainty, in order to develop resilience, collaboration, independence, and intrinsic motivation, and to appreciate their successes. Through significant investment in the school's IT infrastructure and hardware, Sherborne House provides children with up-to-date technology, enabling them to enhance their IT skills and literacy throughout the curriculum and beyond. Sherborne House equips children to work independently, collaboratively and safely in the wider modern world. Whilst Sherborne House has an excellent track record of helping its children achieve outstanding results, this is a by-product of the education offered and not the exclusive focus. The aim at Sherborne House is to ensure the children are engaged in their learning and are encouraged to think for themselves, to develop new interests and to question the world around them whilst appreciating the value of good manners, honesty and consideration for others.

## LEAVERS' DESTINATIONS

At the end of their time at Sherborne House, the children achieve excellent results, allowing them to move onto a range of different schools in Hampshire and beyond. The Headteacher and Form Teachers work closely with parents to identify the most suitable school for each child, the one that will be just right for them. Pupils from Sherborne House School are offered places at King Edwards VI, Embley and the Salisbury Grammar Schools amongst others.

## EXTRA-CURRICULAR

Sherborne House offers a wide variety of clubs every day which usually take place after school, with a few clubs also taking place at lunchtime. They include a range of performing arts activities, several sports clubs, and various arts and craft activities. Clubs are rotated and varied throughout the year and supplemented by visiting teachers who offer additional specialist clubs.

The after-school programme offers several clubs for each year group every school evening. Alternatively, children can attend Lakewood to finish their homework in a quiet environment then relax with friends up until 6pm. This gives parents flexibility for collection, safe in the knowledge that their children are doing something fun and constructive.

The school is open from 7:30am to 6pm every day during term time.

# PASTORAL CARE AND PUPIL VOICE

Sherborne House School believes very strongly that all pupils need to feel secure and happy at school. They should know they will always be taken seriously, and listened to when things are troubling them. At Sherborne House, all pupils have a Form Tutor who is responsible for their pastoral care.

Personal, social and health education (PSHE) and citizenship - encompassing Fundamental British Values (FBVs) is an important part of the curriculum, and promotes the discussion of sensitive issues within a supportive and caring environment. The programme includes visits from outside agencies who approach age-appropriate issues in a sensitive and professional manner.

At Sherborne House, pupil voice gives groups of pupils the opportunity to meet and discuss different ways in which they can better the school community. Using feedback from all the pupils in school, through surveys and class discussions, each school committee is the driving force behind creating solutions and implementing initiatives to give each child the best school experience.



# NURSERY



The Sherborne House School Nursery caters for children from the age of six months to four years, offering the highest quality care in a safe, engaging and nurturing environment. The Sherborne House Nursery follows the Early Years foundation stage (EYFS) Curriculum and ensures that each phase of a child's learning is extended through wider experiences inside and outside the classroom.

The children learn in very small class sizes through a combination of planned and child-initiated, stimulating play activities. Following the seven prime areas of the Early Years Foundation Stage curriculum, teaching topics are led by the children's interests. The children in Owls class (aged 3 - 4 years) also benefit from weekly specialist French, music and P.E lessons which help to broaden their curriculum and experiences further.

The nursery is open all year-round Monday to Friday from 7:30am until 6pm.

# COMMUNITY

Sherborne House encourages all pupils, from the youngest in Nursery to the eldest in Year 6, to play a positive role in contributing to the life of the school and the wider community.

The school aims to help pupils think about how people really can make a difference to local, national and global issues. By giving children the opportunity to understand and learn more about the characteristics of individuals and organisations that show vision, compassion, dedication and generosity, the school aims to inspire the children to believe they can make a greater impact and difference in the local community and beyond.

Sherborne House aims to create links with the community through partnerships with local schools and charities, participating in fundraising events and by welcoming external visitors to talk to the children in weekly assemblies.

In addition, Parents and supporters of Sherborne House School are all part of the parents' association, FOSH. FOSH organises fun events throughout the academic year which benefit the school.

# THE ROLE

## KEY RESPONSIBILITIES

### HEAD OF UPPER SCHOOL & YEAR 5 TUTOR

- Confident and knowledgeable in the teaching of English & maths at Key Stage 2.
- Highly self-motivated and committed with high expectations and standards for themselves and their pupils.
- Ability to support and challenge pupils appropriately.
- Creative and innovative and able to demonstrate excellent classroom practice.
- A team player with a great sense of humour and good communication skills.
- Confidence to lead members of staff within the Upper School.
- Eagerness to establish a positive environment for learning where pupils and staff place a high emphasis on well-being, happiness and success.
- Ability to analyse pupil data and review this in line with wider pastoral information to ensure targeted support is provided where necessary and that all pupils achieve their full potential.
- Confidence to liaise with Senior Leaders, Subject Leaders and the Director of Studies to ensure that academic support is provided, where necessary, in a timely manner.
- A proactive approach to parental communication, ensuring clarity of expectation and positive partnerships.

This job description is not definitive and may be altered from time to time in accordance with the needs of the school.

# THE PERSON

## QUALIFICATIONS AND EXPERIENCE

The successful candidate will have the following key skills, experience and attributes.

- A relevant degree with QTS.
- Excellent speaking and listening skills.
- Excellent interpersonal skills to deal with a range of people fairly and with respect.
- The ability to work effectively in a team.
- Good planning and organisational skills with the proven ability to use own initiative.
- A flexible attitude and an adaptable, self-motivated approach.
- An understanding of the importance of appropriate working relationships with young people, with the ability to define boundaries.
- Hard working and reliable.

### Desirable;

- Further leadership qualifications (for example, NPQML or NPQSL)
- Experience of leading a core subject.
- Experience of effecting change and fostering a positive working culture.

## HOW TO APPLY

Sherborne House School is committed to safeguarding all pupils and students. All offers of employment are conditional and appointments are subject to the receipt of two satisfactory references, in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.

Applications should be received no later than midnight on: **Sunday 26th January 2025.**

To apply, please submit a covering letter (addressed to Mrs Cordelia Cripps) outlining your suitability for the role together with a completed application form submitted via email to [recruitment@sherbornehouse.co.uk](mailto:recruitment@sherbornehouse.co.uk).

Visits to the school are encouraged, to arrange a tour or for further information please contact Estelle Szasz via [recruitment@sherbornehouse.co.uk](mailto:recruitment@sherbornehouse.co.uk) or on 02380 252 440.

All terms and conditions can be discussed at interview.

Further information about the school may be found on the website at [www.sherbornehouse.co.uk](http://www.sherbornehouse.co.uk) and for further information about Bellevue please visit [www.blvue.com](http://www.blvue.com).



Sherborne House School  
39 Lakewood Road  
Chandler's Ford  
Hampshire  
SO53 1EU

[www.sherbornehouse.co.uk](http://www.sherbornehouse.co.uk)  
[www.blvue.com](http://www.blvue.com)

