



**THE REACH FREE  
SCHOOL**

**Deputy Head of House**

**Candidate Pack**

**The Reach Free School  
Long Lane  
Rickmansworth  
Hertfordshire  
WD3 8AB**

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01923 711517

Dear candidate,

Thank you for expressing an interest in this position. The Reach Free School is at an exciting time in its development having just celebrated our tenth anniversary. Academic achievement, our school community and a love of learning are key to this school's ethos and we take great pride in knowing all of our pupils, their strengths, goals and passions. Everywhere you turn in this school pupils and staff are working together to achieve the very best. We have used 2023 to reflect on everything that has been achieved over the last ten years and look forward to what the future holds for the school.



We continue to build on the significant strengths identified in our February 2019 Ofsted report. Attracting the very best staff is the most effective way to develop and it is important for us as we enter the next chapter in the history of the school.

Our GCSE and A Level results are solid and we are firmly established in Mill End ensuring that future generations of young people have access to modern educational facilities right in the heart of their community.

If you have the passion to contribute to our unique school, then we look forward to receiving your application.

Richard Booth  
Headteacher

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## The School

The Reach Free School is an 11 to 18 school in Rickmansworth, which serves pupils of all backgrounds and abilities. Opened in September 2013, the school was founded by a group of teachers and local parents in response to a significant demand for more secondary school places in the area.



All involved with the school have high aspirations for our pupils and high expectations of them. As such we expect all pupils to:

- Commit their best efforts to all that they do
- Support each other to achieve their potential
- Work with their teachers to exceed their goals
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning

The Reach Free School plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are very much involved in the school's wider responsibilities, developing skills in leadership and decision-making, communication and collaboration and independent, self-led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School and our pupils must recognise their responsibilities as members of the community. It is this that underpins The Reach Free School's ethos; Achievement, Community, Enjoyment – ACE.

## The Ethos of the School

The Reach Free School's ethos and curriculum are designed, first and foremost, to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil so that they can maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

**Achievement** – Realised through recognising the individual needs of every learner

**Community** – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

**Enjoyment** – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

## Features of The Reach Free School

**A Smaller School** - With 750 pupils, The Reach Free School is a close-knit environment that ensures a strong sense of community.

**Modern facilities** - In September 2018, the school moved to its £19 million new home, which has first-class facilities throughout.

**'Outstanding' Judgements** - In February 2019, the school was inspected by Ofsted and received outstanding judgements for the 'Effectiveness of leadership and management' and 'Personal development, behaviour and welfare'. Many strengths of the school were identified in the inspection, not least the "excellent relationships between staff and pupils..." and "behaviour around the school is exemplary".

**Transition** - From September 2023, we reverted to four classes in year 7, having taken an additional form of entry in 2022. Each year 7 class benefits from its own Home Room and has access to a dedicated Assistant Teacher. This Assistant Teacher is also the form tutor for this class and supports learning in a range of subjects. The Home Room and the Assistant Teacher ease the transition from primary to secondary school for the children and help us understand each child individually.

**Focus on English and Mathematics** – The school focuses on English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school, and all teachers play a role in developing pupils' skills in these areas.

**Reach Beyond** – This is the school's all-encompassing wider curriculum, which includes a reading programme for key stage 3, a targeted academic support programme from year 10, our REACH Time PSHE programme and community projects, where pupils work together on local projects. Reach Beyond helps to develop our pupils as creative, confident and proactive individuals. At Sixth Form, we have a Reach Out programme for students as they prepare for life beyond school.

**Technology Rich** – All pupils are provided with a school device, and teachers are encouraged to use the latest technology to teach creatively.

## Expectations

At The Reach Free School, we expect all staff to:

- Be passionate about education, and learning as a lifelong skill
- Be committed to securing the best outcomes for all pupils at the school
- Be open to innovative approaches in everyday aspects of school life
- Offer enrichment and extra-curricular experiences
- Contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges

In return, we will offer you:

- A happy and supportive working environment with high expectations and standards
- Access to the latest technology to assist in developing your teaching and learning
- Competitive salaries based on skills and experience
- Access to the Teachers' Pension Scheme
- A staff committee that organises various social events
- A comprehensive employee assistance programme
- A £500 new employee referral scheme
- Free Parking
- A BUPA cash plan to contribute to medical care
- A Cycle to Work Salary Sacrifice Scheme
- An Electric Car Salary Sacrifice Scheme for eligible employees
- Up to five days paid leave in compassionate, emergency or exceptional circumstances. For example, our staff can see their children perform in assemblies or shows.
- A network of outstanding practitioners to collaborate with and learn from, both in school and across the Watford Partnership for Teacher Training
- A comprehensive professional development programme together with opportunities to further develop your career



## **Job description**

Job Title: Deputy Head of House  
Reports to: Head of House (Assistant Headteacher)  
Hours: Full time  
Starting Salary: £25,348 (Term Time only)

## **Overall Responsibilities**

This multifaceted role provides both pastoral and academic support to pupils across a range of abilities and backgrounds. You will support pupils, parents, teachers and senior leaders to establish a supportive and nurturing learning environment in which children make rapid academic progress, make positive contributions to the school community and enjoy their learning.

## **Main duties**

The role of Deputy Head of House has three main roles:

1. To provide administrative and pastoral support to the Head of House on a daily basis. This will involve communicating with pupils and their parents, guardians and carers, as well as staff and external agencies.
2. To provide classroom support for pupils who are eligible for Pupil Premium funding.
3. To provide classroom support for pupils who have special educational needs, as identified by the Special Educational Needs Coordinator.

## **Administrative and Pastoral Support:**

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Liaise with pupils and their parents, guardians and carers to maximise wellbeing and achievement
- Secure high standards of behaviour in line with the School's Code of Conduct and Behaviour Policy
- Assist the Head of House with behaviour management for all pupils in line with school's policies and encourage pupils to take responsibility for their own behaviour and learning
- Create a purposeful, happy, secure and stimulating learning environment for pupils in their house
- Monitor and manage the attendance and punctuality of pupils in their House, to school and to lessons
- Maintain pupil and family confidentiality, be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Becoming a Deputy Designated Senior Person for pupils within the House
- Contribute to ensuring classroom and corridor displays of the House achievements are current and in excellent repair
- Attend regular meetings and training as required
- Supervise pupils in line with the supervision duty rotas

## **Classroom-Based Support for Disadvantaged Pupils and those with Special Educational Needs:**

- Liaise with staff about interventions and strategies needed for named pupils

- Supervise and provide support for named pupils ensuring they have access to learning
- Assess and evaluate both the pupils' learning and the effectiveness of the provision for named pupils
- Work with teachers to assess the needs of individual pupils
- Observe, record and feedback information on pupils' achievements, progress and difficulties to teachers and the Head of House
- Assist in the design, implementation and review of Individual Education Plans for specific pupils
- Support, both as directed and through own initiative, groups of, or individual, pupils
- Prepare and maintain equipment/resources for use by pupils as directed by the teacher and assist the pupils in their use
- Use ICT to enhance the quality and variety of teaching and to support pupils in utilising this key tool in their own learning
- Encourage pupils to become independent learners and promote self-esteem
- Encourage pupils to engage in activities led by the teacher, giving pupils ownership of the task
- Promote inclusion and acceptance of all pupils
- Have a sympathetic understanding of every child's needs in their remit

### **Wider Responsibilities**

- All staff should share their talents, skills, ideas and enthusiasm for the benefit of the whole school and should be ready to accept responsibilities that extend beyond the classroom
- Run extra-curricular activities and participate in trips and visits
- Attend to personal professional development and ensure keeping abreast of national, local and school initiatives and best practice
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, visits to primary schools and community events
- Carry out other tasks commensurate with their position, as directed by the Senior Leadership Team

### **Job context**

The Reach Free School welcomes individuals of a high professional standard and shares the responsibility with each member of staff for continual review and the development of expertise.

All members of staff make a valuable contribution to the school's development and, therefore, to the progress of all pupils. Deputy Heads of House have a responsibility for the pastoral wellbeing and achievements of all pupils in their remit and are supported in that role by their line manager.

The Academy Trust will endeavour to make any necessary, reasonable adjustments to the job and working environment, to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

### **Review of Duties**

The specific duties attached to any individual member of staff are subject to annual review and may, after discussion with the employee, be changed.

### **Salary**

The starting salary for a Deputy Head of House is £25,348. This includes a basic salary of £23,148 and an additional £2,200 Reach Point payment. The position is based on five full days from 8.00am until 4.15pm, working 39.2 teaching weeks of the year.

## Person specification

|                                    | Essential  | Desirable  |
|------------------------------------|--|--|
| <b>Qualifications and Training</b> | <ul style="list-style-type: none"> <li>● GCSE Maths and English (grade A*-C) or equivalent</li> <li>● Education to A-Level</li> <li>● Right to work in the UK</li> </ul>   | <ul style="list-style-type: none"> <li>● Education to degree level</li> <li>● Experience of working within a school environment.</li> <li>● Knowledge and experience of a range of interventions</li> <li>● Evidence of relevant recent continuing professional development (CPD)</li> <li>● Qualifications/interests relevant to extra-curricular activities</li> </ul> |
| <b>Personal Characteristics</b>    | <ul style="list-style-type: none"> <li>● Genuine passion and a belief in the potential of every pupil</li> <li>● Helpful, positive and calm nature</li> <li>● Ability to follow instructions but make good judgements and lead when required</li> </ul>  | <ul style="list-style-type: none"> <li>● An interest or hobby which benefits the extra-curricular offer at the school</li> </ul>   |
| <b>Skills and Abilities</b>        | <ul style="list-style-type: none"> <li>● Ability to motivate, inspire and support all pupils to achieve and succeed</li> <li>● Ability to work flexibly, working with different pupils as and when the need arises</li> <li>● Ability to liaise with other members of staff to record and track pupils progress</li> <li>● Able to support activities and respond to the difficulties of the pupil, providing help and support where necessary as directed by the teacher or Pupil Support Coordinator</li> <li>● Ability to reflect and develop your practice for the benefit of all learners</li> <li>● Ability to solve problems and make decisions</li> <li>● Ability to work collaboratively</li> <li>● Able to communicate with a wide range of audiences, both verbally and written</li> <li>● Commitment to The Reach Free School's core values of achievement, community, and enjoyment (ACE)</li> <li>● Good numeracy and literacy skills</li> <li>● Confident and competent use of ICT</li> </ul> | <ul style="list-style-type: none"> <li>● Training in child protection</li> <li>● Training in first aid</li> </ul>  |

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|------------------------|--|--|
| <b>Other qualities</b> | <ul style="list-style-type: none"> <li>● Awareness of health and safety requirements related to the role</li> <li>● A flexible approach to working patterns and expectations, understanding the evolving nature of the role and school</li> <li>● A desire to succeed in all aspects of the job</li> <li>● A commitment to the promotion of health, safety and safeguarding of children</li> </ul> |  |
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### How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

- Electronically to: Mrs Keri McKay, HR Officer, [kmckay@reachfree.co.uk](mailto:kmckay@reachfree.co.uk)
- By post to:
  - The Reach Free School
  - Long Lane
  - Rickmansworth
  - Hertfordshire
  - WD3 8AB

Once your application has been received, it will be acknowledged by email. If submitting your application electronically, please save your form with your name at the beginning of the file name. In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email at [kmckay@reachfree.co.uk](mailto:kmckay@reachfree.co.uk).

The Reach Free School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy, we are unable to process applications without a fully completed application form. The successful applicant must obtain DBS clearance at an enhanced level. The school will also carry out a prohibition from teaching check, as well as in-depth online checks. Non-disclosure may lead to termination of your employment.



