

**Information for the post of Office Manager,**  
**Term time plus 2 weeks, permanent role**

**Required from 1<sup>st</sup> September 2019**

I joined Hurworth School in 2006 and in November 2017 I was promoted to the position of Head of School. Hurworth became the lead school in a Multi Academy Trust, Swift Academies, in September 2017 and the Head Teacher Mr Judson has now also taken on the role of Chief Executive working across multiple schools. As Head of School, I am very keen to continue to develop this excellent school into **the finest 11-16 school to be found anywhere** and am recruiting an enthusiastic and dedicated member of support staff to help us in achieving this aim. I am very proud of what we have achieved at this school to date.

Here are some comments from our most recent OFSTED Report.

**The school's performance - In April 2008 the school's fourth and latest OFSTED inspection stated that :-**

Hurworth School provides its students with an outstanding education, the schools mission statement of 'achieving excellence with care' is at the heart of everything that happens. The outstanding care, guidance and support for the students mirrors the relentless focus on improving the quality of the students' lives, not only through academic success, but also success in sport, the performing arts and business projects. This is a school in which every student matters and each and every student is known. Parents are very happy with the education provided for their children.

All the students who left in 2007 achieved five GCSE passes, which can be attributed to outstanding teaching and learning and to the outstanding level of academic and pastoral care, guidance and support. The innovative and well embedded, assertive mentoring system means that each student's progress is meticulously tracked and fed back to students and parents. Well thought through intervention strategies are frequently monitored to ensure the vast majority of students make exceptional progress. Excellent provision is made for students with learning difficulties and/or disabilities, especially those students with autism.

The personal development and well-being of the students are outstanding. The extremely good relationships between staff and students contribute to the students feeling very safe at the school and this was noted by parents. Students are polite, happy, articulate young people who are very proud to be at the school and this is shown through their excellent attendance.

Teaching and learning are outstanding. The staff caters very well for the needs and interests of the students through a variety of activities.

Students' excellent behaviour and the positive relationships between the staff and students mean lessons can be exciting and innovative. Teaching Assistants are well used and provide considerable support. The students know and understand their target grades and what they have to do to improve. This outstanding

and proactive leadership team has ensured that the students are happy, confident young people who make excellent progress.

The full report can be accessed via the following web address - [www.ofsted.gov.uk/reports/](http://www.ofsted.gov.uk/reports/)

Additionally I thought you may appreciate a few facts and figures about the school.

In the last three years the attainment figures and the 4+ English and Maths figures for the school have been well above National Average and another rise is predicted in 2018. In 2017 the school achieved an FFT 20 ranking for attainment and 4+ English and Maths. Since the Progress 8 measure was introduced the school has improved to achieve +0.18 in the 2017 results and is predicting a figure of +0.27 in 2018.

### **2016**

Overall Progress 8 Figure = -0.08

Overall Attainment 8 Figure = 52.5 (+4 above National)

61% achieved grade C or above in English and Maths

5 A\*-C 71% including English and Maths

### **2017**

Overall Progress 8 Figure = +0.18

Overall Attainment 8 Figure = 51.7 (+7.5 above National)

81% achieved grade 4 or above in English and Maths

5 9/A\*-4/C 81% including English and Maths

### **2018**

Overall Progress 8 Figure = -0.09

Overall Attainment 8 Figure = 50.7

Basics (English & Maths) 9-5 – 61%

Basics (English & Maths) 9-4 – 81%

### **2018 GCSE results**

#### **Core Subjects (9-4)**

English (best result) 88%  
English Language 81.7%  
English Literature 80.3%

English 5 plus 74.6%  
English 4 plus 88%

Maths 88%

Maths 5 plus 66.9%  
Maths 4 plus 88%

Basics 4 plus English and Maths 80.3%  
Basics 5 plus English and Maths 59.2%

Combined Science 45.8%  
Biology 90.9%  
Chemistry 72.7%  
Physics 83.3%

**Non Core Subjects (9-4)**

Art 100%  
Computing 92.3%  
Drama 87.5%  
French 90.9%  
Geography 70.7%  
History 100%  
Music 85.7%  
PE 96.7%  
RS 95.2%  
Spanish 100%

**Non Core Subjects (A\*-C or vocational equivalent)**

BIS 79.7 %  
Engineering 100%  
ICT Nat Cert 68.8%  
Graphics 95.5%  
Health and Social Care GCSE 88.9%  
Health and Social Care Nat Cert 100%  
iMedia Nat Cert 86.4%  
PE Health and Fitness VCert 100%  
RM 96.8%

**The school targets for 2019 are**

Progress 8 – +0.1-0.3

Attainment 8 – 52.5

Basics (English and Maths) 9-5 – 77%

Basics (English and Maths) 8-4 – 89%

The opportunity has arisen for an outstanding member of staff to take on this role at Hurworth School. The Curriculum Support Team at Hurworth is first class and the newly appointed person will be joining an outstanding team, this is an exciting opportunity for someone with ambition to come in and contribute significantly to the team's further successes.

**To apply** - please complete the enclosed application form and return it to me

**Closing date: - 3.30 p.m. Monday 3<sup>rd</sup> June 2019**

**Interview date:- Week commencing Monday 10<sup>th</sup> June 2019**

**The School - Further Background Information**

Hurworth is an attractive rural village situated 3 miles from Darlington; we are an over-subscribed 5 form entry comprehensive school, with accommodation for up to 635 pupils in the 11 to 16 years age-range. There are currently 673 boys and girls, representing the full range of academic ability on roll, with a teaching staff of 47 and a non-teaching staff of 46.

Academic courses lead to examinations at GCSE with the vast numbers of pupils moving onto Higher Education in the either of the nearby Sixth Form Colleges, the College of Technology, or work based learning. Pupils are drawn largely from the villages of Hurworth, Middleton St George and Neasham as well as from an area of south-east Darlington.

Sporting and social traditions are well established and though small, the school enjoys a good reputation throughout the area in a wide range of activities. There are many flourishing clubs, societies and activities operating during the lunch period and after school. There is widespread interest in the school's activities among parents, and they seek, with the school, the highest possible standards.

The pastoral organisation within the school is based on year groups, with strong emphasis placed upon the work of year group tutor teams working in conjunction with Raising Achievement Coordinators and the Assistant Head Teacher (with responsibility for Student Support). We have a strong House structure to support and complement the Year Team system. The academic organisation is founded upon a departmental structure, with a strong emphasis upon team work.

Pupils on entry to the school are streamed by ability. Individual progress is monitored regularly and pupils are moved within and between streams when this is justified. Strong support is given to pupils with learning difficulties in mainstream situations.

At the end of the Year 9, pupils have a choice of options to be pursued during Years 10 and 11.

The children and staff of this school are marvelous and if you are successful in your application you will really enjoy being a part of the life of the school.

Good luck with your application.

N. Peaker  
Head of School