HIGHGATE WOOD SCHOOL

Headteacher: Patrick Cozier BSc (Hons), MA, NPQH

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"Teaching is good and improving. Teacher's plan lessons well, stretching the most able and targeting pupils' needs". Pupils' performance overall is good and improving at GCSE and A level.

Ofsted – November 2016

Dear Applicant,

I am delighted that you have shown an interest in the **HR Coordinator** post at Highgate Wood School. On behalf of the Governing Body I look forward to receiving your application should you choose to join us and be part of our mission of 'Making a positive difference to students' achievements and experiences, maintaining the highest expectations and inspiring self-belief.'

At Highgate Wood School we are proud of the way our exam results continue to improve year on year. This reflects the skill and dedication of our existing staff and the hard work of our fantastic students. I am sure you will get a sense of enthusiasm within the school for what we are accomplishing and hope you can see yourself as someone who could share in this progress and make your own significant contribution in our collective journey to improve our students' experiences and outcomes even further.

A key aspect of our vision is the Growth Mindset. Drawing on the work of Professor Carol Dweck, we believe the biggest influence on someone's success is not their genetic make-up, but how hard they work, how focused they are and how they respond to feedback. At Highgate Wood School we recognise the huge importance of perseverance, resilience, focused practice and hard work in enabling people to grow, develop and achieve. We ask all members of the school community – students, staff, parents and governors – to adopt these principles.

We have the good fortune to be located in a very attractive area of North London surrounded by woods and sports grounds. The school boasts excellent facilities, both within the classrooms and beyond. We have extensive IT facilities, our own all-weather sports pitch and tennis courts as well as enviably equipped music, art and drama classrooms and facilities. We also offer on-site car parking for staff. Highgate tube station is 10 minutes' walk from the school and the school is very close to bus routes W5, 41 and W3. The W7 bus offers a swift link to Finsbury Park tube and Hornsey over ground station in Crouch End is also close by.

Induction for new staff is well structured and effective and our exciting CPD provision offers a range of opportunities for all staff to build on their existing skills and develop new ones. We participate in the Employee Assistance Programme, which aims to provide further support for all staff. Staff well-being is a key concern, and we offer a range of support including a yoga session each week. Highgate Wood School is happy to support successful candidates in finding accommodation with the possibility of the school paying your deposit and claiming it back in monthly instalments through your salary.

Highgate Wood School is committed to safeguarding and promoting the welfare of children and young people and the post is subject to satisfactory references and an enhanced DBS check.

I hope you find our application pack helpful but I shall be pleased to answer any further questions you have.

The closing date for applications is at 09.00 am on Monday 21 June 2021

Interviews to be held 25 June 2021

Yours sincerely

Patrick Cozier
Headteacher