HIGHGATE WOOD SCHOOL

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

Montenotte Road
Hornsey
London N8 8RN
t: 020 8342 7970
f: 020 8342 7978
e: admin@hws.haringey.sch.uk
t: twitter.com/highgatewood

"The school has a strong sense of community among pupils and staff. Pupils enjoy school and behave well in lessons. Pupils work hard in lessons, even whey struggle. They are committed learners who want to achieve. Leaders are passionate about building a school with a culture of inclusion at its heart."

Ofsted – November 2021

December 2022

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 "To inspire our students to be confident and open-minded through exceptional teaching in a caring school community."

At Highgate Wood School we are proud of the way our exam results continue to improve year on year at both key stages 4 and 5. 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.

Traditional values of **courtesy**, **consideration**, **contribution** and **cooperation** (the 4Cs) underpin the school's ethos and are at the core of our expectations of what we have come to call the "Highgate Wood Way". Our motto is **Everyone Matters, Everyone Achieves,** and this is demonstrated in the way we value every student as an individual, and by the numerous opportunities through which their potential is identified and nurtured.

We firmly believe in the idea of a Growth Mindset and that the biggest influence on someone's success is not their genetic make-up, but how hard they work, how focused they are and how well they respond to feedback. So, we recognise the huge importance of perseverance, resilience, focused practice and hard work in enabling people to grow, develop and achieve. We therefore ask all members of the school community – students, staff, parents and governors – to adopt the principles of a Growth Mindset.

We have the good fortune to be in a very attractive area of North London, surrounded by woodland and sports grounds. The school boasts excellent facilities, both within the classroom and beyond it. A significant part of the school was built or refurbished under the BSF programme, so 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 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 progression opportunities. Staff well-being is a key concern, and we participate in the Employee Assistance Programme, as well as other initiatives that aim to provide support for all staff. We are also proud to have a thriving Staff Association that enhances its members social life. 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: 12noon 13th January 2023

Interviews to be held: to be confirmed

Yours faithfully,

Patrick Cozier
Headteacher