



HURTWOOD HOUSE

INFORMATION PACK



Hurtwood House is an independent school specialising in the sixth form; our unique blend of the creative and academic prepares students for university and life beyond.

The school has an outstanding academic record with over 20 subjects being studied at A Level, ensuring that it has ranked highly in the independent sector top ten coeducational sixth forms for the last five years. The other defining feature of Hurtwood House is its creativity. We are a centre of excellence for the performing and creative arts, providing outstanding opportunities for the aspiring actor, singer, artist, fashion designer, composer and film maker, both in the A Level courses and in specially arranged and professionally organised activities. These include our Film Academy, our concerts and our drama productions.

This culture of creativity, originality and professionalism permeates throughout the school and, because it is important to us that we provide a complete and broad education, we put a great deal of emphasis on personal development, preparing our students for university and, more importantly, the challenges of life beyond.

Hurtwood House is one of England's most exciting and successful schools – retaining traditional values, but breaking new ground educationally.

Joining the Hurtwood community offers opportunities to:

- Work with enthusiastic and well-motivated students in small, well-resourced classes
- Become part of a committed and professional teaching team in a friendly and supportive atmosphere
- Experience the benefits of a coeducational boarding environment, with a strong pastoral ethos and students from many different national backgrounds
- Develop your career in a modern, energetic school with a reputation for academic achievement and creative excellence
- Enjoy a beautiful campus in the midst of the Surrey Hills, but within easy reach of London, major airports and the South coast



HURTWOOD HOUSE

SCHOOL NURSE



The School Nurse position is best suited to someone from a medical background keen to use their experiences in a school environment. You will join a team of health practitioners who complement the school pastoral staff in ensuring that all student wellbeing and health requirements are fully met. The School Nurse will have sound subject knowledge, excellent interpersonal, organisational and communication skills, an ability to build positive relationships with students and colleagues and an appreciation of the ethos and aims of the School.

The team are based in the School Health Centre and currently comprise three full and part-time staff, along with a range of visiting medical professionals. The School Nurse will report to the Senior School Nurse and to the Deputy Head (Students) on all health related matters. The team are responsible for the implementation of all school medical policies and compliance with the relevant National Minimum Standards

No two days are the same, but the School Nurse will typically contribute to the following tasks:

- Promote and safeguard the welfare of students for whom you are responsible and with whom you come into contact
- Attend to students taken ill during the school day
- Administer 'over the counter' medications as per school guidelines
- Administer First Aid as appropriate and as per school guidelines
- Ensure the security, delivery and safe keeping of controlled medicines
- Arrange hospital, optical and dental appointments and co-ordinate the transportation of students to appointments
- Transport students to GP surgery when necessary
- Transport students to hospital when necessary
- Maintain nursing records of any treatment or medication given to students
- Electronically maintain information as required
- Assist with registration of all new students at the school's NHS surgery
- Assist with the GP surgeries when required
- Assist with medical checks on all new students
- Maintain the school accident book
- Collect student prescriptions from the pharmacy for distribution
- Help re-stock first aid kits for boarding houses, fixtures or trips and visits as necessary
- Assist with the administration of the school's random drug testing regime
- Communicate with all members of the health care team, Housemasters, SMT and external professional agencies
- Communicate with parents and guardians as necessary
- Provide out of hours advice to House staff according to the annual rota
- Prepare and review Health Centre policies ensuring compliance with regulatory requirements
- Maintain high standards of cleanliness within the Health Centre, including laundry and other student facilities



HURTWOOD HOUSE

BOARDING AND PASTORAL



As a fully residential school our primary concern is to provide students with a safe, structured, caring and happy community. That is why we place so much emphasis on our House structure.

Students board in one of five country houses or their lodges, some of which are on the campus and some nearby. Each House has a Housemaster or Housemistress (HsM) who lives in and a team of House Tutors. The HsM is the link between the school, the student and parents and is the first point of contact on all academic and pastoral matters. The House staff are responsible for looking after the students, for monitoring academic progress, for providing guidance and for creating a warm, supportive and organised family unit and what we like to think of as a sense of 'structured informality'. All full-time staff are assigned to one of the boarding houses as academic tutors who take responsibility for a small tutor group, meeting them on a Monday evening. Some staff are full tutors who assist the HsM in the running of the boarding environment by doing evening and weekend duties in the House. An additional allowance is paid for these duties.

All of the working day is spent on campus and students are transported back to their House after supper every evening by the House staff. Main meals are taken on campus in our award winning 'refectory' building where the food is healthy, wholesome and there is a wide choice to satisfy all dietary requirements. It is all freshly prepared on the premises by our own staff. There are also kitchen facilities in every House for snacks, tea and coffee etc, games rooms and communal TV rooms. All Houses have internet access and a wireless LAN.

Joining the Hurtwood pastoral team offers opportunities to:

- Work with students outside of the classroom, building long-lasting, productive relationships
- Become part of the hard-working and dedicated tutor teams who run the boarding houses
- Help students prepare for the independence of life at university, drama school or art college
- Become fully involved in the busy and exciting extracurricular life of the school