



Candidate Information Pack

Head of Year 7

Full Time

September 2026



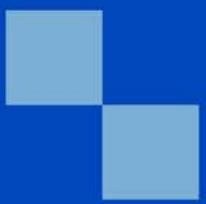
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Welcome From The Principal



Ewell Castle School is an award winning happy and successful co-educational independent HMC (The Heads' Conference) day school on the Surrey/London borders near Epsom, easily accessible by public transport. We are a mixed-ability through school that offers children aged 4 to 18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme. Our Sixth Formers go on to Russell Group universities, degree apprenticeships and colleges in the USA to study medicine, law, veterinary science, maths, engineering, computing, business, economics and a host of other courses. We care about the holistic needs of the individual child, and this is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

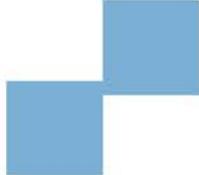
As a private school nestled in a historical conservation area, Ewell Castle oozes charm and character in a green and beautiful enclave. There is widespread affection for the School's family ethos and we are utterly loyal to our girls and boys, dedicated to inspiring their best performance achievement, whether in: academic success, sporting excellence or exceptional performing arts. The School's reputation for an ambitious, forward-thinking and progressive education for each pupil is well founded, as is our enviable reputation for pastoral care, creating a rounded and grounded experience for all.

Warm regards,

**Silas Edmonds MA, NPQH, FRSA
Principal**



School History



Established in 1926 by Proprietor and Principal, Herbert Rosslyn Budgell on the Castle site, the main building is housed in a castellated mansion which was built in 1814 in the Gothic revival style by Henry Kitchen. Originally a boys school, the Chessington Lodge site was acquired in 1953 and became Ewell Castle Junior School. In the 1980s Glyn House (the former parsonage on Church Street) was acquired as the site for the new co-ed Junior School for pupils in Years 3-6.

During the 2010s, the Junior School rebranded as Ewell Castle Prep School, the Sixth Form became co-ed in 2013 and the Senior School became co-ed in 2015.

In September 2022 a new Sixth Form and administrative hub opened on Ewell Village High Street, increasing the number of classrooms available to an ever expanding Sixth Form in addition to Sixth Form classes at Chessington Lodge and at the Castle.

September 2024 saw the completion of the transfer of EYFS (Early Years Foundation Stage - Nursery to Year 2) from Chessington Lodge up to a single consolidated site at Glyn House on Church Street.

The School is now spread across four sites within the heart of the Ewell Village conservation area.



School Profile

A member of HMC (The Heads' Conference), The Society of Heads and IAPS, Ewell Castle is a mixed-ability through school that offers children 4-18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme and delivering excellent learning support and pastoral care.

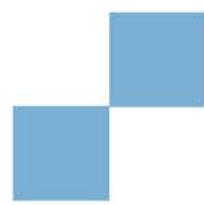
Proud of its reputation for outstanding pastoral care and specialist learning support provision, it cares about the holistic needs of the individual child. This is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

Somewhat of a 'hidden gem', nestled in a historical conservation area, Ewell Castle is a medium sized independent school that oozes charm and character in a green and beautiful enclave.

The school is committed to academic high performance, building resilience, equity, diversity and inclusion as well as empowering its girls and promoting positive masculinity. Ewell Castle School delivers a progressive 21st century education by providing a forward-thinking, inclusive, accessible and contemporary mixed ability co-educational independent education.

'Ewell Castle is an unpretentious school that taps into the best in children. It's academically rigorous, without being hothousey.' Muddy Stilettos

Vision, Mission Ethos And Values



Vision

Our vision is to:

- INSPIRE
- ENGAGE
- EXCEL

To deliver a progressive 21st century education.

Mission



We will inspire our pupils to thrive, engaging them to excel in a creative and academic environment. We will instil a growth mind-set to develop; confidence, contentment and emotional intelligence.

Ethos



We are a vibrant learning community, inspiring every child to thrive:

- Discovering strengths
- Deepening intellectual curiosity
- Cultivating wellbeing

Values

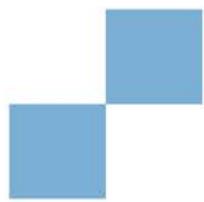


We live by our Shared Values:

- Personal Integrity
- Mutual Respect
- Social Responsibility
- Lifelong Resilience

Job Description

Head of Year 7



Job Purpose:

The Head of Year 7 reports directly to the Head of Senior School and fulfils all responsibilities associated with the role of Teacher, in addition to those outlined below

Core Responsibilities:

Leadership and Coordination

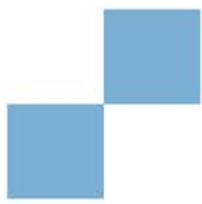
- Attend and contribute to Heads of Year meetings and initiatives.
- Communicate effectively with Form Tutors and coordinate their work.
- Manage, monitor and advise tutors, taking action to resolve issues promptly.
- Organise and encourage staff participation in Year Assemblies and Form Time routines.
- Hold regular Year Group meetings (minimum twice per term).
- Ensure good order in Form Rooms and adjacent areas, including lockers and the Form Noticeboard.
- Contribute to the effective monitoring of pupils at break and lunch time

Pupil Welfare and Academic Monitoring

- Safeguard the welfare, safety and well-being of pupils, adhering to KCSIE and Prevent Duty requirements.
- Support Form Tutors in their duties.
- Ensure that tutors are maintaining Registers correctly
- Support Sixth Form Prefects and Form Monitors in their duties.
- Assist the Head of Senior School in the development and delivery of pastoral education within the school.
- Ensure active engagement of Year 7 children in the life of the School.
- Monitor academic progress through assessments, reports and liaison with staff, including, as necessary, the Deputy Head (Academic); implement interventions where necessary.
- Oversee homework, detentions, attendance and punctuality, ensuring appropriate follow-up.
- Track merits and commendations; present awards at Year 7 Assemblies.
- Liaise with the Learning Support Department and other relevant staff regarding pupils with special educational needs.
- Promote high standards of self-regulation and courtesy.

Job Description Continued...

Head of Year 7



Parental Engagement

- Maintain constructive communication with parents regarding pupil progress and concerns.
- Ensure all parental contact is child-centred and professional.
- Follow up on absences at Parents' Evenings and other events.

General Duties

- Share responsibility for Saturday Detentions with other Heads of Year and SLT.
- Contribute to school routines such as lunch duty and off-games provision.
- Prepare and maintain Tutor group lists
- Delegate effectively to Tutors, ensuring the correct balance of responsibilities is achieved.
- Complete any and all other pastoral tasks in line with the specific needs of pupils in the year group as directed by the Head of Senior School.
- Inform the Head of Senior School of significant issues promptly
- Support school functions as directed by the Principal.
- Attend meetings with colleagues, parents, and other stakeholders as required.
- Engage in ongoing professional development, including membership of relevant professional associations and networks.

Additional Responsibilities for Head of Year 7

Transition and Induction

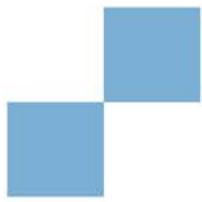
- Oversee the smooth transition of pupils from feeder schools into Year 7.
- Liaise with ECS Prep and feeder schools to share academic, pastoral and safeguarding information.
- As regards ECS Prep, effective links should be cultivated for upcoming pupils from end of Year 5 / beginning of Year 6.
- Organise and attend Year 6 to Year 7 transition visits, coordinating with Admissions for logistics and pupil data.

Information Management

- Be responsible for the creation and collation of Year 7 pupil forms and transition documentation, including academic, pastoral and medical information
- Liaise as appropriate with:
 - Head of Learning Support, to identify pupils with existing or emerging special educational needs
 - High Performance Learning, to ensure appropriate early identification and challenge
 - Head of EAL, to support pupils for whom English is an additional language
 - Head of Tennis and other relevant staff, to support the identification and development of sporting strengths and commitments
- Communicate pupil information effectively to Form Tutors and teaching staff

Job Description Continued...

Head of Year 7



Additional Responsibilities for Head of Year 7 continued...

Parental Engagement

- Assist with public relations exercises (eg. New Parents' Evenings) and generally in matters relating to prospective parents/pupils
- In particular, prepare for and attend Year 7 Parental Welcome event (June) and Year 7 Parents' Information Evening (September)
- Establish positive relationships with parents during the transition period.

Start-of-Year Organisation

- Lead planning for the first weeks of term, supporting Form Tutors in establishing routines.
- Monitor pupils' pastoral and social adjustment during their first term, in collaboration with the Learning Support Department, ELSA, pastoral team and other appropriate staff.

Year 7 Induction Trip

- Organise and oversee the Year 7 Induction Trip, including planning, staffing and risk assessments.
- Ensure the trip promotes social integration and aligns with pastoral aims.

Year 7 Residential Summer Term Trip

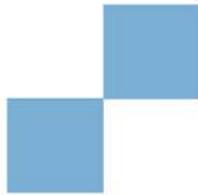
- Organise and oversee a Year 7 Residential Summer Term Trip, including planning, staffing and risk assessments.

Pastoral Leadership of Year 7

- Provide strong pastoral leadership and maintain a visible and approachable presence for Year 7 pupils.
- Work closely with Form Tutors to identify and support pupils requiring additional intervention.
- Promote high standards of behaviour, organisation and courtesy.

Person Specification

Head of Year 7



Qualifications

Essential

- Qualified Teacher Status (QTS)
- Proven experience in teaching at KS3-KS5.
- Strong leadership and management skills.
- Excellent communication and interpersonal skills.
- Engage in ongoing professional development, including membership of relevant professional associations and networks.

Desirable

- Experience in curriculum development.
- Evidence of impact on pupil progress and attainment.
- Coaching or mentoring experience.

Experience

Essential

- Experience of teaching relevant subject across Key Stage 3, 4 and 5.
- Experience of dealing with both young people and adults.

Desirable

- Experience of organising and running educational visits and co-curricular.
- Experience of working with a (school) management information system.
- Experience of successfully line-managing and developing the performance of department staff

Knowledge & Skills

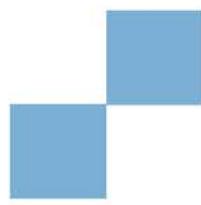
Essential

- A passion for teaching relevant subject and a commitment to high achievement.
- Be an effective and confident communicator, having a good command of English, both spoken and written.
- Ability to work as a team and on one's own.
- Ability to lead and inspire staff in the role of HOY.
- Ability to support the co-curricular life of the school including after school clubs and trips.
- Ability to use current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint, software relevant to your subject.
- Ability to take an innovative and competent approach to the use of ICT in and out of the classroom including the use our virtual learning platform

Desirable

- Understand the workings of a high performing department.
- Understanding effective quality assurance of teaching and learning

Person Specification Head of Year 7



Personal Qualities

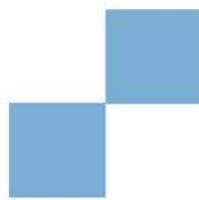
Essential

- Be able to teach and motivate very able students as well as those of more modest potential.
- Be committed to the co-curricular life of the school.
- Show a commitment to safeguarding and promoting the welfare of children. Display the highest levels of integrity and complete trustworthiness and discretion.
- Be a problem solver, and to be able to reflect upon one's own practice.
- Be highly organised with the ability to prioritise and work to tight deadlines whilst retaining a professional composure.
- Have an excellent punctuality and attendance record.
- Be of smart professional appearance.
- Show a commitment to continuing professional development.
- Display excellent teamwork skills.
- Be flexible, versatile and self-motivated.
- Be confident and authoritative.
- Understand the ethos of the school and contribute positively to the pastoral life.
- Possess an excellent sense of humour!

Desirable

- Have an awareness of the importance of confidentiality and data protection.
- Be conversant with relevant educational issues and developments within the specific field but also in more general areas.

Role Further Details



Ewell Castle is a thriving, independent school located in leafy Ewell Village. Our core values of mutual respect, lifelong resilience, personal integrity and social responsibility are at the heart of all we do. The school is coeducational from Reception to Sixth Form and enjoys small classes, averaging approximately fifteen pupils over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning.

The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

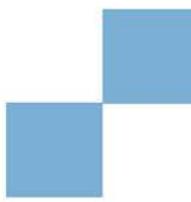
We have a healthy uptake at GCSE and A-level, and we are proud that many of our students go on to study at university.

The post provides the opportunity for an ambitious professional to continue to support the improvement of an already successful department in which outcomes are good in all key stages. We encourage reflective practice and a supportive approach to continuous professional development to ensure that staff, as well as students, can flourish.

Please note we have the right to withdraw this post before the closing date.

Why Join Us?

Staff Benefits



01



02

Fee Discount

Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)

Lunches, Drinks & Cycle to Work

Lunches are provided during term time free of charge and complimentary hot drinks are available throughout the day. We also offer a cycle to work scheme.



03



04



05

Pension Scheme

The School offers a generous contributory pension scheme.

Interest Free Loans

Interest free loans are available for the purchase of computers through the School.

CPD Opportunities

CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

Further information about the School is available on our website: www.ewellcastle.co.uk

Ewell Castle School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Staff recruitment is also subject to the School's Equal Opportunities' policy and monitoring procedure.

Application And Selection Process

How To Apply

- 01** Complete and submit the online application form, providing personal information, contact details, and professional history.
- 02** Include a letter stating your suitability for the post, including examples of your experience as required in the person specification
- 03** We will contact you shortly after the closing date if not sooner to advise whether your application has been shortlisted for interview.

Selection Process

	Step 1 Application Evaluation	■ We will evaluate relevant applications against the requirements of each particular role.
	Step 2 Interview	■ Shortlisted candidates will be invited for interview and are required to bring with them original certificates and documents as requested by the HR Department.
	Step 3 Interview Assessments	■ Shortlisted candidates will also be asked to complete a number of assessments, appropriate to the role they are applying for.
	Step 4 Selection and Outcome Notification	■ Interviewed applicants will be contacted and notified of the outcome of their application.

Staff Testimonials



School Administrator

'I joined Ewell Castle in September as part time Reception Administrator. It was a role that enabled me to get to know many students and members of staff over the years. No two days were ever the same and there were very few dull moments! I then transferred to the Principal's Office, which enables me to support the School in a different way, with opportunities to develop and grow. The camaraderie among the staff is great and the School is always a hive of activity.'



Teacher

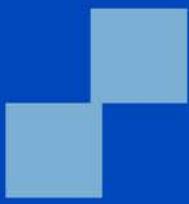
Flexible working benefits many staff at Ewell Castle, Teachers and Operational Staff. Working three days a week has helped me balance my work life and my family commitments. I enjoy the choice offered me so that I can have control over my working patterns, which offers me peace of mind and better mental health.



Assistant Head

I joined Ewell Castle in December 2020 as a part-time Geography teacher and soon became Head of Department, working with a wonderful team of like-minded Geographers. I took on the additional responsibility of House Coordinator, organising House events and enjoying the competitive camaraderie of House Competitions among students and staff! I am now the Assistant Head:Teaching & Learning. The supportive coaching approach and opportunities for my own professional development have been pivotal in ensuring I am well-equipped for the role. Alongside this, I have a personal passion for sustainability and have loved working with students and staff to create a more sustainable and globally aware school community

One School



Four Sites Within the ❤️ of Ewell Village



Located within the ❤️ of Ewell Village

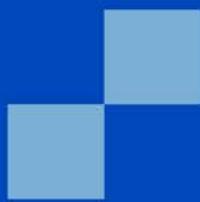
- **The Castle (Senior School & Sixth Form)**
- **Fitzalan House (Sixth Form)**
- High-standard classrooms and learning spaces equipped with state-of-the-art technology.
- Well-equipped science laboratories for experiments and research.
- Computer labs with high-speed internet access and the latest software.
- Art studio and Design Technology workshop for visual and performing arts activities.
- Music Pavilion with recording studio and individual music teaching and learning pods
- Sports fields, 3 floodlit clay tennis courts, and sports hall.
- Music rooms with musical instruments and recording equipment.
- Prep School has large playing field, playground with netball courts and outdoor games.
- Onsite Forest School at the Prep School.
- Dining hall and Sixth Form Cafeteria.

- **Glyn House (Prep School)**

- **Chessington Lodge (Sixth Form)**



**EWELL CASTLE
SCHOOL**



Where children thrive within a
progressive 21st century
education

Independent Co-Educational Day School 4-18 years

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