



CANDIDATE INFORMATION PACK

HOUSEMASTER

Why work for us?

- A genuine commitment to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued
- A school where teachers really can teach: students behave very well at Holyport College and they want to learn. Teachers at Holyport College will teach across the full age and ability range however we will always work to make sure that we take their strengths and preferences into account
- Two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks
- Extensive opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and to the USA
- Exceptional opportunities for CPD through our partnership with Eton College
- An excellent career move: we actively seek to further the careers of our staff and to promote from within where possible. Staff have moved on from Holyport College to their choice of comprehensive, grammar and independent schools
- A generous remuneration package and three bedroom, three reception room family accommodation including all bills and utilities
- Two week night duties and one weekend duty per week with six exeat weekends per year



LETTER FROM THE HEAD MASTER

Holyport College is a co-educational state day and boarding school for pupils aged 11 – 19 years, providing an outstanding, all-round education.



Dear Colleague,

Thank you for your interest in Holyport College and for considering us as your next career move. I firmly believe that Holyport College represents one of the most unique and exciting opportunities in education today. We opened in September 2014 and have been growing ever since (reaching full capacity in September 2019). From 11-16 we are a fully comprehensive school teaching our traditional academic curriculum to students from across the ability range. At Sixth Form, we offer an aspirational academic pathway with entry criteria to match and our aim is to prepare students for study at the best universities in the world, including Russell Group and Oxbridge. Our students are happy, well motivated and are making exceptional progress. Our school is a community in which parents, carers, students and staff work together to ensure the best possible outcomes, not just academically but for the development of our students as human beings.



Due to the appointment of the current Housemaster to a post at Cheltenham College, we are seeking an exceptional individual to join our boarding team as Housemaster of Herschel House. The house accommodates up to 110 male boarders aged between 11 and 18. Responsibility for the house is shared between two full time, residential Housemasters, a resident tutor, a resident matron, two resident Fellows and a team of visiting tutors throughout the week.

Schools are not defined by OFSTED and, whilst we are exceptionally proud of our Outstanding OFSTED rating and the Good rating of our boarding provision, we are also continually working to be the best school which we can be, not for OFSTED, but for our students, staff and community. That said, there are a number of comments in our OFSTED report which we think prospective employees should consider:

- *The school is a harmonious community where all groups coexist and cooperate together particularly well.*
- *Pupils are thoughtful, respectful and friendly. They are exceptionally proud to be a part of this new school.*

Behaviour is impeccable

- *The school's pastoral system is a real strength*
- *Pupils are encouraged to develop as confident, articulate young people with an enthusiasm for learning and life*

We are honoured to have as our educational sponsor Eton College. Eton's fine traditions, its educational expertise and exceptional pastoral care help us to create a school where students aspire, achieve and succeed. And yet we are forging our own path and identity to become one of the country's best schools.

Our website and Twitter feed (@holyporthcollege) will help you to get a further flavour of the school. We are happy to arrange visits to the school for prospective candidates and, should you have any questions at all or if you would like to arrange a visit, please do not hesitate to get in touch.

Walter Boyle

hmpa@holyporthcollege.org.uk

Holyport College welcomes speculative applications from suitably qualified individuals at any time.

JOB DESCRIPTION—HOUSE MASTER



REPORTS TO: The Founding Head Master

START DATE: September 2019

SALARY: £48,489-£53,381

THE ROLE

The Housemaster is charged with the welfare of students in her/his house and the oversight of the domestic operation of the boarding facilities. All day students are attached to one of the Houses.

The primary responsibilities of the House Master are:

- To safeguard at all times the welfare of the students in their charge and to act as Designated Safeguarding Lead for Herschel House
- To maintain good order and ensure a high standard of discipline within their House and encourage every student in their House to develop to their full potential, academically, socially, artistically, spiritually and in sport
- To provide advice where necessary on pastoral care issues relating to students and contribute to the ongoing revision of relevant College policies and procedures in the light of experience
- To promote social and recreational activities within their House
- To manage and organise the work of the House tutorial team, both boarding and non-resident tutors, to include the induction of new staff
- To liaise as necessary with the SLT, MLT, tutors, parents, guardians and support staff on matters relating to the welfare of boarding students as may be necessary
- To liaise with the Site Manager concerning the domestic operation of the boarding facilities
- To organise staffing of the boarding house
- To manage the House delegated budget in consultation with the Bursar
- To maintain all records required by the Children's Act 1989 and all related legislation including safeguarding considerations, maintain accurate and up-to-date students' individual files and write the requisite pastoral and other reports on the students in their charge as appropriate
- To be responsible for academic monitoring of student progress in their House and to manage intervention
- To ensure the observance of the requirements of all current legislation and College policies as applicable to state-funded Free Schools with a boarding facility

- To carry out teaching duties in keeping with the qualifications experience and expertise of the House Master and their house responsibilities
- To be involved in the marketing of the College and in suitability to board interviews

The set duties are the minimum required from a House Master. A commitment to College and boarding activities, ranging from attendance at productions and sporting events to trips and visits, is an essential element of any senior boarding school post. In addition, the House Master should be aware that their regular presence in their boarding house is vital in maintaining security, fostering a sense of community and maintaining student well-being.

SPECIFIC DUTIES SUMMARISED

- To ensure compliance with the National Minimum Standards for Boarding Schools
- To manage the boarding house including house staff, duty rosters and financial aspects as required for the effective operation of the College
- To undertake teaching duties

GENERAL

- Ensure the provision of a safe and secure working environment, in keeping with legal requirements including but not restricted to the Children's Acts (1989, 2004) and the *Care Standards Act 2000* together with regulations and standards connected with Ofsted inspections of schools with boarding provision.
- Be responsible for promoting and safeguarding the welfare and well-being of children and young persons for whom he/she is responsible, or with whom she/he comes into contact
- An overarching duty will be to adhere to and ensure compliance with the College's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of students in the College, he/she must report any concerns to the College's child protection officer, or the Head Master.
- Maintain a tidy and orderly house environment
- Maintain effective communications with parents and carers
- Actively contribute to the continuous improvement process and the ongoing development of high quality education provision, for example, supporting outstanding pastoral care, excellence in teaching, managing behaviour and identifying and implementing improvements to processes and activities, while encouraging other staff team members to do the same.

The post holder will be expected to carry out such duties as may reasonably be required by the Head Master from time to time, particularly in the growth years of the College in order to secure the school's success.

The job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as from time to time as detailed above and it may be altered to meet changing service needs, and will be reviewed annually in consultation with the post holder.

PERSON SPECIFICATION



QUALIFICATION CRITERIA

- Qualified to degree level
- Experience of teaching in the state or independent sectors
- Experience of working in the boarding environment
- Knowledge and understanding of the National Minimum Standards for Boarding
- Right to work in the UK

SKILLS AND ATTRIBUTES

- Effective team worker, with the capacity to lead others
- High expectations for accountability and consistency
- High aspirations and expectations of self and others
- A belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- High order administrative, organisational and management skills
- Commitment to the safeguarding and welfare of all students

TEACHING AND LEARNING

- Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to students' needs
- Understands and interprets complex student data to drive lesson planning and student attainment
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice
- Experience of leading successful enrichment and extracurricular activities which inspire and motivate learners



APPLICATION INFORMATION

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

INTERVIEWS

Shortlisted candidates will be interviewed by a panel of senior staff. They will also be asked to teach at least part of a lesson.

APPLICATIONS

Applications should be returned by e-mail to careers@holypportcollege.org.uk. The closing date for applications is noon on Monday 25th March with interviews taking place later that week.

Applications must contain the following:

- A fully completed Application Form;

- A fully completed Recruitment Monitoring Form;

Applicants may also provide a Curriculum Vitae to supplement information given in the Application Form.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.