

**HOUSEMASTER/HOUSEMISTRESS**  
**FULL TIME – FOR SEPTEMBER 2020**

**CLOSING DATE FOR APPLICATIONS: 8AM, 20<sup>TH</sup> DECEMBER 2019**

**A message from the Warden**

Thank you for expressing an interest in working at St. Edward's - a traditional co-educational boarding school with progressive educational principles, set in the heart of Oxford.

St Edward's is a refreshingly different kind of school – the deliberate emphasis on a broad range of academic abilities on entry creates a community that fizzles with varied interests and enthusiasms. We are one of very few schools to successfully offer both A Level and the International Baccalaureate in the Sixth Form, further supporting the diversity of our pupil body.

We want to equip our pupils with the best exam grades they can achieve, and our results and value-added scores show how well we do this; but just as importantly, we believe that education is about the whole person: we emphasise the development of wider learning skills in the class room, complemented by a rich and varied co-curricular programme.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about our academic results and our distinctive ethos on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently 700 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks. The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

The thirteen Houses form the background and the basis for the pupils' life in the School, and each House (with the exception of Cooper Lodge) runs on the model of roughly 60 day and boarding pupils aged between 13 and 18. Our new boarding house will be boys 13-18 and girls 16-18

**About the role**

The HM is fully responsible for the pupils in the House, and acts *in loco parentis* for the pupils during term time. HMs have overall responsibility for every aspect of the lives of the young people in their care, and therefore also have a key role to play in formulating and executing School policy.

The HM lives in family accommodation attached to the House, supported by a resident Assistant Housemistress/master (AHM), a Resident Tutor (RT), a non-resident Matron and a team of non-resident Tutors who offer pastoral and academic support.

The HM's overriding duty is to supervise personally the development of each pupil in all areas of school life, and to establish and maintain within the House both routines and ethos. HMs attend regular

meetings (normally held at least once a week) and are the main conduit for communication with parents.

In addition to duties in the House, the successful applicant will be expected to teach two-thirds of an academic timetable, and to contribute to the extra-curricular life of the School as appropriate.

HMs report to the Deputy Head Pastoral and are responsible to the Warden.

#### Managerial:

- To be responsible for a budget and the finances of the House
- To supervise other staff most notably the Matron, AHM, RT and the tutor team

#### Academic:

As Housemaster/Housemistress:-

- to be responsible for the academic progress of all members of the House in consultation with the AHM, RT, non-resident Tutors and with individual teachers
- to ensure all Review Cards and Reports are received and to write HM reports as required
- to be fully involved when pupils change subjects or set and to take the appropriate action
- to issue work or discipline reports for pupils or impose extra work times on the pupils as required
- to write UCAS reports and any other references after consultation with academic tutors and teachers
- to be available in person or by telephone, letter or email at any reasonable time for consultation with parents on academic matters

As a member of a teaching department:-

- to deliver well-planned, engaging and challenging lessons in accordance with the schemes of work
- to engage positively with their own professional development
- adhere to all departmental and school policies relating to assessment, tracking and monitoring of progress, including regular reporting to parents and tutors

#### Pastoral:

- to lead an organised, vibrant and dynamic House which adheres to school wide principles of pride, respect, teamwork, a sense of community and pupil well-being. This involves excellent communication with pupils, parents and the staff community
- to ensure the sound running of the House within a purposeful and disciplined atmosphere on a day-to-day basis and to make sure this fits in with School and House regulations as well as National Minimum Standards for Boarding.
- to have an open-door policy and be prepared to spend a considerable amount of time in the House with the pupils
- to encourage pupils by supporting House and School activities as far as possible
- to be available, often at unsocial hours, to each of their pupils individually, or their parents, if required
- to engage with parents via School and House pastoral issues
- to be responsible, with the help of the AHM, RT and Tutors, for ensuring that the House is supervised throughout the day and night as far as is compatible with practicality
- to meet regularly (at least every two weeks) with the Matron and House Nurse (and preferably the AHM) to discuss pastoral/medical issues for individuals and the whole House
- to maintain a body of records which include House regulations, reports, records of any incidents relating to individual pupils, details of punishments and sanctions imposed
- to seek to ensure the security and safety of their pupils within the buildings of the House through sensible policing and published regulations including the use of evacuation practices

- to ensure pupils have an effective voice in the running of the House via a House Council and by other means, including the promotion of our 'Speak-up culture' within the House
- to be responsible for making sure the House looks smart and presentable
- to work with the Registrar on the recruitment of new pupils

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This job specification is current at the date shown but, in consultation with the post holder, it may be changed by the Warden to reflect or to anticipate changes in the job commensurate with the grade and job title.

### **Salary and Pension**

St Edward's operates its own pay scale and you will be offered membership of the APTIS pension scheme (Aviva's Pension Trust for Independent Schools).

### **Length of Appointment**

Tenure as an HM is normally for a period of twelve years. Appointments are reviewed before the end of this period and the Warden will make a decision as to whether or not it should be extended. HMs should have no expectation that an extension will automatically be given.

### **Responsibility Allowance**

During tenure as an HM a responsibility allowance is paid as shown in the teachers' pay scale. Allowances are reviewed annually with effect from 1 September.

### **Accommodation**

For the better and proper performance of their duties, HMs are provided with School accommodation located in the House. This accommodation is provided under the terms of a Licence to Occupy School Premises which HMs are required to sign. A deduction from net salary is made to reflect the cost of this accommodation. The amount to be deducted is shown on the teachers' pay scale and accommodation deductions are reviewed annually with effect from 1 September.

### **Miscellaneous non-contractual benefits**

- Free meals are available when the School's kitchens are in operation
- Membership of the Nuffield Health Fitness and Wellbeing Gym (situated on the School site)
- Private medical expenses insurance
- Assistance with school fees
- Car parking is available on-site

### **Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

### **Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. All staff are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

## Health and safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

## About the Candidate

The successful candidate will be enthusiastic, highly motivated and an exceptional classroom practitioner across the age and ability range. Experience of teaching IB is welcome, but is not essential. We are looking for an individual with a proven track-record of working well in a team, keen to maintain the status quo of their relevant teaching department but not afraid to bring and consider new ideas where appropriate, and also able to reflect and develop their own teaching. He/she will be fully supportive of the School's academic vision and pedagogical principles. HMs are also expected to take a full part in the general activities of the School. This includes contributing to the School's extra-curricular programme and undertaking such other duties as the Warden shall indicate.

Person Specification Characteristics	
A good Honours degree in a relevant subject	Essential
Educational qualifications (PGCE, M.Ed)	Desirable
Excellent communication (written and spoken) and organisational skills	Essential
Awareness of, and willingness to use, contemporary educational research	Desirable
Able to work flexible hours, including evenings and weekends	Essential
Passion for one's teaching subject	Essential
Able to enthusiastically contribute to the wider life of the school e.g. sports, music, drama, CCF, Duke of Edinburgh or other co-curricular activities	Essential
An ability to build and maintain effective relationships with colleagues	Essential
Previous experience of managing a budget and supervising staff	Desirable
Knowledge and experience of a coaching approach	Desirable
An empathy for, and understanding of, young people and a sensitive and supportive approach	Essential
Discretion and the ability to maintain confidentiality	Essential
Committed to safeguarding children and young people	Essential
A willingness to work with the School's Child Protection guidance for staff and follow relevant procedures	Essential

## About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with colleagues responsible for the various areas of the School's activities. These interviews will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children. Candidates will be asked to teach a lesson. They will also be given a tour of the School by a pupil. Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Deputy Head Pastoral, James Cope, by email: [copej@stedwardsoxford.org](mailto:copej@stedwardsoxford.org)

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed or posted to [wardenpa@stedwardsoxford.org](mailto:wardenpa@stedwardsoxford.org) / the Warden, St Edward's School, Oxford OX2 7NN. Closing date for applications is 8am, 20<sup>th</sup> December 2019 with first-round interviews taking place in January 2020.