



Bloxham School



Information for Candidates



Independent boarding and day school for boys and girls aged 11 to 18

Inspiring ambition

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About Bloxham School

Bloxham School is an independent, co-educational boarding and day school for students aged 11 to 18, situated in the heart of Bloxham village in north Oxfordshire. The school was founded in 1860 by the Reverend Philip Egerton and continues to provide a secure, friendly environment for its cohort of around 400 students, whilst offering facilities and opportunities worthy of a school of double its size.

Bloxham is a smaller HMC school, but it has big ambitions and a strong ethos. The individual matters at Bloxham and the expectation is that every child will flourish. A Bloxham education is underpinned by its five Hallmarks:

- **A Passion for Learning**
- **A Balanced Curriculum**
- **A Gold Standard of Pastoral Care**
- **The Development of Character**
- **Christian Values**

Main points of entry are at 11+, 13+ and 16+. Those students joining at 11+ spend two years in Bloxham's Lower School. In small, co-educational tutor groups, they are guided through a broad curriculum and activities programme, as we start laying the foundations of a Bloxham education.

There is a fresh intake of students to Bloxham at 13+, who are often from one of the local prep schools. By Third Form all students are assigned to one of the school's six senior Boarding Houses or Stonehill Day House, all of which have their own personalities.

Bloxham's Sixth Form is flourishing, offering a stepping stone to students as they complete their A Levels and look ahead to their lives beyond the school gates. Bloxham has a long history of students going on to study at top universities, including Oxford, Cambridge and Russell Group universities. Other students choose to follow a different path and successfully gain places on prestigious apprenticeships and work placements. Throughout their time at Bloxham all students receive first-class advice and support from the Head of Careers, Dr Claire Evans, who also coordinates a number of inspiring careers events during each academic year.

Bloxham is proud to be a member of Woodard Schools Corporation. Established in 1847, Woodard is now the largest group of Church of England Schools in the UK and is recognised as providing academic excellence and an unrivalled supportive environment where individuals can flourish. With 45 schools located throughout England and Wales, Woodard educates and supports 27,000 students a year.



"Successfully combines academic challenge with plenty of sport, service and practical life skills. A perfect environment for happy all-rounders".

(Good Schools Guide review, March 2015)

Head of Lower School

The Post:

This is an exciting opportunity to lead and care for the youngest pupils at Bloxham school at a strategic level. The post holder will have oversight of the academic and pastoral provision of the Lower School (1st and 2nd Form). It would be ideally suited to someone aspiring to Deputy Headship. The Head of Lower school is also the Head of the Lower School Boarding House and is assisted by an experienced staff team.

The post holder will teach a reduced timetable in any curriculum subject(s).

Job Description

- The Head of Lower School will ensure that First and Second Form students are well cared for, safe and secure in order that all students in Lower School may flourish.
- It is important that s/he is regarded as the figurehead by both students and parents and a visible presence in Lower School and Park Close.
- The Head of Lower School must create an atmosphere which encourages students to thrive in a communal living environment and engender a strong sense of belonging
- The post holder must be able to think strategically and put in place plans to develop the Lower school within the whole school vision.
- The person appointed will understand the importance of strong relationships with all stake holders, including parents and will be able to communicate effectively. The Head of Lower School must maintain close contact with parents and show strong interpersonal skills.
- The post holder will under the leadership of the Deputy Head Curriculum develop a curriculum programme that will offer educational development for the students entering the school aged 11.
- The post holder will set high standards and provide strategic leadership, accountability, and management to the Lower School team.
- The post holder is responsible for the administrative, academic and pastoral well-being of students in the Lower School. In this s/he will have the assistance of the Deputy Head of Lower School, Tutor team, Lower School Pastoral Assistant, Park Close Assistant Housemistress and Housekeeper.
- In addition, the Head of Lower School will be the Housemaster/mistress for Park Close and is resident there throughout term time.
- A key aspect of the job will be to market 11+ entry into Bloxham School, to help in recruitment, and to assist the Director of External Communications with specific responsibility for First Form Scholarship & Induction days.
- The Head of Lower School must be organised and effectively disseminate information as and when required.
- The post holder is directly responsible to the Deputy Head Pastoral and the Deputy Head Curriculum

SPECIFIC TASKS INCLUDE:

Pastoral Responsibilities:

- Oversee and lead the tutors in Lower School.
- Running the Lower School Boarding House
- Ensuring a positive and effective induction process for all students joining the school.
- Ensuring that guardians for overseas students are in place and effective.
- Ensuring that all pupils are supervised appropriately, and Health and safety procedures are in place to ensure the welfare of all students in the Lower school.
- Ensuring that students present a clean and tidy appearance and promote positive behaviour, creating intervention strategies when pupils fail to meet the school's expectations.
- Ensuring that School Rules and Regulations are known and understood by all students and taking appropriate disciplinary action when necessary.

(b) Academic:

- Ensuring that every child is flourishing academically.
- Regularly track and monitor student progress and provide tutors with information for intervention when required.
- Create a culture of positive working in all timetabled lessons and prep.

Job Description & Person Specification

(c) Cultural:

- Overseeing the organisation of House competitions, cultural and social events.
- Supporting students in the broader curriculum to follow their passions.
- Overseeing the Broader curriculum for pupils in the Lower school, in conjunction with the Director of the Broader curriculum.

(d) Spiritual:

- Ensuring attendance at compulsory services and encourage interest in voluntary services.
- Encouraging a process of deepening spiritual awareness in all students.
- Promoting Christian values through example and behaviour.
- Supporting those pursuing Confirmation.

(e) Physical:

- Liaising with the Health Staff regarding fitness and health of students and ensuring all relevant medical information is passed between parents, Health Staff and House Matron when appropriate.
- Monitoring specific medical conditions where appropriate and accompanying (or organising cover) accident victims to Hospital when necessary.

(f) Medical:

- Liaising with school sister about students.
- Managing the in-House medicine and home remedies.

(g) Marketing

- To regularly take tours of the Lower school for potential pupils and parents
- To be involved with the production of marketing literature
- To attend future schools' events, outreach events and visit feeder schools to promote Bloxham school as required.

(h) Finance, Staffing and Estates

- Holding regular meetings with the Housekeeper in Park Close and Lower School Administrator in Exham House) and giving him/her and the House domestic staff full support and encouragement.
- Ensuring with the Housekeeper in Park Close and the Lower School Administrator in Lower School that the fabric of the House is in good order, actively discouraging vandalism and wilful disregard of property and ensuring that all damage and breakages are reported and dealt with as quickly as possible.
- Liaising with the Bursary regarding structural changes and improvements to the House where necessary.
- Administer and manage finances related to the Lower school
- Maintaining the facilities of the House so that all students may have the benefits of House Television and DVD, Table Tennis, Pool Table, House kitchens, refrigerators, microwave where appropriate.
- Ensuring that Fire Regulations are known and followed and the holding of regular check and fire practices as required.
- Monitoring students' half term and end-of-term travel arrangements.
- Being present whenever possible on public occasions, for example matches, plays, concerts, Carol Service, Founder-stide, Open Mornings/Afternoons, Old Bloxhamist Days etc
- Monitoring and appraising the tutor team, contributing to the Teacher Development Review programme.

Closing date for applications is Thursday 22 February 2018

Interviews will be held on Tuesday 27 February 2018

The Details

Job Outline	Head of Lower School and Housemaster of Park Close
Accountable To	Headmaster
Working Hours	Full Time
Salary and Conditions	<ul style="list-style-type: none"> • Bloxham salary scale, depending on experience • Enrolment in the Teachers Pension Scheme • School meals provided during working hours • Access at no charge to the School's sporting and swimming and fitness facilities • Start date September 2018
<p><i>The post holder's responsibility will include promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. The post holder will be expected to adhere to and ensure compliance with the School'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 children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead.</i></p>	

Benefits of Working at Bloxham

- A chance to develop an exciting culture of teaching and learning at a forward thinking school
- Visits from newly appointed staff are encouraged during the academic year/term prior to joining the school, followed by a thorough induction programme
- Excellent opportunities for continuous Professional Development
- School meals provided during the working hours
- Member of the TPS
- Access at no charge to the School's sporting and swimming and fitness facilities
- A strong, supportive staff community
- Childcare vouchers
- Free parking on site

Application Process

Thank you for your interest in the position of Head of Lower School at Bloxham School. If you are keen to submit an application, please complete the relevant application form (available to download from the Staff Vacancies page on the website). The closing and interview dates for this position are detailed in the online job description.

Candidates applying for the post should complete an application form and provide a short covering letter. Applications should be sent to:

The Headmaster c/o The HR Officer
Bloxham School
Bloxham
Banbury
OX16 2BQ
recruitment@bloxhamschool.com
Phone: 01295 724377

Should you have any questions, do not hesitate to get in touch and we will do our best to assist you.

If your application is successful and you are invited to interview, you will be contacted within a few days of the vacancy closing date.



Application and Recruitment

Explanatory Note

Child Protection Policy. The child protection policy applies to all staff and pupils at Bloxham School. This may inevitably also mean the involvement of parents, siblings etc of pupils and other parties whose actions may affect the pupils and staff of Bloxham School.

Bloxham School aims to:

- Prevent unsuitable people working with, or coming into contact with, children and young people;
- Promote safe practice and challenge poor or unsafe practice;
- Identify instances in which there are grounds for concern about a child / young person's welfare and take appropriate action to keep children / young people safe;
- Contribute to effective partnership working between all those involved with providing services for children.

Application Form. Applications will only be accepted from candidates completing the Application Form in full. CVs will not be accepted in substitution for completed Application Forms in the absence of good reason.

- Candidates should be aware that all posts at Bloxham School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to undergo an enhanced level check from the Disclosure and Barring Service (formerly the Criminal Records Bureau).
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfE Children's Safeguarding Protection Unit.

Application and Recruitment

Explanatory Note cont'd

Invitation to Interview. If you are invited to interview, this will be conducted in person and the areas explored will include suitability to work with children. All candidates invited to attend interview must bring the following information (original documents or certified copies only) to allow the school to carry out the necessary checks:

- Proof of relevant professional qualifications
- Proof of identity (e.g. passport, photocard driving licence)
- Proof of right to work in UK (e.g. passport, birth certificate)
- Proof of current address in UK (utility bill or financial statement within last three months)
- List of previous addresses in previous three years
- Where appropriate any documentation evidencing a change of name
- Evidence of any previous surnames.

Where originals or certified copies of certificates are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment:

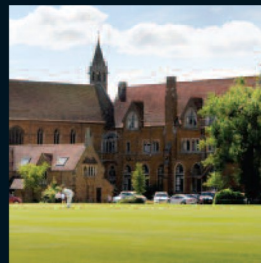
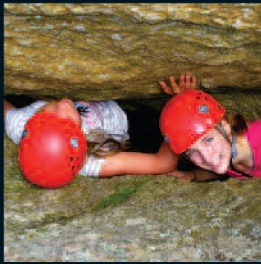
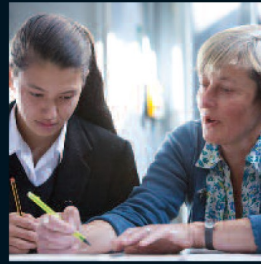
Pre-Appointment Checks. Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A satisfactory enhanced DBS Disclosure
- Verification of professional status, where required

WARNING

Where a candidate is:

- Found to be on the Independent Safeguarding Authority's barring list or if the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- The subject of serious expressions of concern as to his/her suitability to work with children, the facts will be reported to the Police and/or the DfE Children's Safeguarding Protection Unit.



Bloxham School

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Further information available at www.bloxhamschool.com