BADMINTON SCHOOL
RESIDENT TUTOR
Starting 27th August 2018

Commitment to Safeguarding

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

The School's Vision and Values:

"Badminton provides the best preparation for girls living and working in a global society"

Values:

- To provide an education which nurtures intellectual curiosity and which is challenging and fun, balancing academic excellence with fulfilment of individual potential in the arts, sport and extra-curricular activities.
- To provide pastoral care which teaches respect and tolerance for the whole community and requires each girl to take responsibility for herself and others. To create opportunities for every girl to make a contribution to the well-being of the school and genuine mutual support.
- The international mind-set of the school aims to create an awareness of the needs and concerns of society at local, national and global levels.
- Badmintonians leave the school as curious, confident and courteous individuals who will thrive in a competitive, global society.
- Badminton respects the past and looks to the future, ensuring good stewardship of the Badminton name, the campus and the School's world-class reputation.

Boarding at Badminton

Boarding in the vibrant and cosmopolitan university city of Bristol offers many diverse opportunities for activities out of school including voluntary and community work, membership of sports, music and drama clubs, competitions and academic enrichment.

All boarders are accommodated at Badminton on the campus. In 2008 a purpose-built Boarding House opened to replace accommodation for girls in Years 9, 10 and 11. The new House represented a major investment by the School and is in response to an increasing demand for boarding at Badminton and our wish to provide excellent facilities for boarding and to re-develop existing Boarding Houses to meet teaching and office needs.

The Houses

Boarders at Badminton are accommodated in three Houses on the campus
Bartlett House is home for girls in Years 5, 6, 7 and 8. It has its own common room and is situated within School House. Rooms accommodate on average four girls. In line with our policy of encouraging girls to become increasingly independent, Year 8 are permitted some unsupervised access to the local village at weekends. Younger boarders are always escorted when they leave the School grounds.

Boarders in Years 9, 10, and 11 live in **Sanderson House** which was opened in 2008. The modern design of the building, with its good environmental credentials and far-reaching views, offers a comfortable environment for 94 girls, and six members of staff. The Head of Boarding, two Housemistresses, a Deputy Housemistress and two Resident Tutors live in the House.

The Sixth Form Centre offers double or single study bedrooms for boarders and study rooms for day girls who share fully in the common room, kitchens and other facilities. The ethos of the Sixth Form Centre is that of an undergraduate hall of residence in which girls are prepared academically for top universities and to make a confident transition to student life. There is a strong pastoral team working with the girls consisting of The Head of Sixth Form, two Housemistresses, a Deputy Housemistress and two Resident Tutors.

Life in Boarding

All boarders have access to computer rooms, a well-resourced school library, Creative Arts Centre, Music School, indoor swimming pool, internet, Careers Library and all sports facilities. In addition to a wide choice of clubs and activities, the school utilises the opportunities of boarding in a lively, university city. Older boarders may join sports clubs, e.g. Clifton Ladies' Hockey, squash and badminton clubs and some have attended kick-boxing classes; girls who are keen on dance attend a local dance school for ballet and modern dance classes; others may belong to orchestras and drama groups in the city. The Duke of Edinburgh Award is popular at Badminton and boarders undertake a wide range of community service and voluntary work.

Boarders and day girls are well integrated at Badminton and the Year Group is the primary focus for pastoral care, and for monitoring academic and personal progress; each Year Group is overseen by a Pastoral Head who is a member of the academic teaching staff. There is a regular weekly meeting of all Pastoral Heads with the Deputy Heads (Pastoral and Academic) and weekly meetings are timetabled for each Pastoral Head with the Head of Boarding, the appropriate Housemistress and Senior Nurse.

The Deputy Head (Pastoral) and Head of Boarding, under the direction of the Headmistress, are responsible for boarding throughout the School, ensuring that all boarders live in well-presented and comfortable Houses which offer a stimulating environment. They lead the team of resident staff.

Aim of the role:

The Resident Tutor will support and assist a Housemistress to ensure the smooth running of the Boarding House.

Accountability:

The Resident Tutor will work in close consultation with a Housemistress and liaise with other members of the House Team. The Resident Tutor will keep the Housemistress informed of any matters felt necessary. All house staff are responsible to the Deputy Head (Pastoral) on matters of welfare and discipline and ultimately to the Headmistress.

Specific Responsibilities:

- To be resident within the House at all times during term time, excluding off duty time as outlined below.
- To help to maintain the discipline and appearance of pupils, and foster a secure and caring atmosphere within the House for pupils.
- To ensure that the welfare, well-being and safety of pupils is, at all times, paramount.
- To have an 'open door policy', which means that whenever she is present in the House and on duty, she is available.
- To sleep overnight in her allocated Boarding House in case of night time emergencies, excluding off duty time as outlined below.
- To carry out meal duties, helping sort and supervise laundry duties, and generally assisting in the organisation of boarders.
- To help ensure that all boarders have sufficient rest and that bedtime routines are maintained.
- To ensure that when on duty the presence of boarders is checked individually and personally at times required and to report any unauthorised absence.
- To be acquainted with the School's Health and Safety Policy and to ensure that all Health and Safety guidelines and rules are followed and that the boarders are also made aware of them and comply with them.
- To assist the resident staff in escorting girls to medical appointments, e.g. dentist, optician, and are expected to help with the escorting of girls to London by coach at exeat weekends and to and from the airport at the beginning and end of terms.
- To be 'on call' at agreed times during the week when she may be asked to undertake an emergency medical escort or to take calls in the Health Centre.

General Responsibilities:

- To meet regularly with the Housemistress
- To be supportive of school events
- To attend all relevant Inset days and any relevant external courses recommended by the Deputy Head (Pastoral).

Duties

The duties of a Resident Tutor are all connected with supporting the Housemistresses in the smooth running of the House, in undertaking specific duties delegated by the Deputy Head (Pastoral) in ensuring the welfare and safety of the pupils at all times. These include:

- Resident Tutors assist the resident staff in escorting girls to medical appointments, e.g. dentist, optician, and are expected to help with the escorting of girls to London, by coach, at exeat weekends and to and from the airport at the beginning and end of terms.

- Resident Tutors will be involved in a range of activities in both the Senior and the Junior School. According to their personal interests and timetable, they may be involved in assisting in the PE department, running evening/weekend swimming sessions for boarders (if qualified); giving individual support in English, e.g. conversation, reading, with overseas students; participating in subject trips/outings/fieldwork visits; assisting with the Duke of Edinburgh Award Scheme; assisting in Music, Drama, Crafts, Home Economics, etc.

- At weekends, all resident staff provide the programme of activities for the girls, however, there will be some time off duty according to the specific weekend timetable. When on duty at weekends, Resident Tutors can expect, as during weekdays, to undertake duties in any of the Boarding Houses in school.

- In cases of emergency such as influenza epidemics, Resident Tutors will be expected, like all resident staff, to forego some of their free time if need be, in order to supervise those affected.

- Resident Tutors are responsible to the Head of Boarding. She will arrange a timetable for each Resident Tutor. In the first instance, Resident Tutors should seek advice from her on any matter, and the Headmistress is always pleased to see a Resident Tutor by appointment. In carrying out their various assigned duties, Resident Tutors work under the direction of a Housemistress.

- Resident Tutors will be resident in their own room within school. This may be in a boarding house or another appropriate location on the campus. If required to fulfil house duties in an evening, the Resident Tutor will work under the direction of a Housemistress to fulfil a number of duties. These duties include house supervision of an evening, sleeping overnight in boarding houses in case of night time emergencies, meal duties, helping sort and supervise laundry duties, and generally assisting in the organisation of boarders.

This is not an exhaustive list of tasks. Further details of the responsibilities and duties of staff may be found in the Staff Handbook.

This job description is subject to regular discussion and review.

A Resident Tutor will:

- have a real interest in supporting girls and enabling their progress
- enjoy working within a lively boarding environment
- have enthusiasm and energy

Time off duty

During the week, the Resident Tutor will be entitled to be off duty for the equivalent of 48 hours, which includes a night when she may be away from School and away from the House.

The timetabling of time off will be subject to the constraints of other staff's teaching or school commitments.

At weekends, time off will be according to the rota agreed each week across the Houses to ensure all duties and activities are staffed.

The school normally has a half term holiday of a week in October, a week at the end of May, and a week in February. Dates of half term are published in the School calendar and these should be noted carefully. The main school holidays are Easter (3 weeks), Summer (7 weeks) and Christmas (3weeks).

Holidays may be arranged only during official school holidays. It is not possible to take alternative holidays in term time.

The Tutor will occupy a 'bedsit' with en-suite facilities; duties will not be exclusively undertaken in any one House. There is a no smoking policy for all staff.

During school holidays, the school facilities are often let to external agencies and Resident Tutor's accommodation may not be available. Resident Tutors, in consultation with the Deputy Head (Pastoral), may stay for a few days after the end or before the beginning of term. If the accommodation is needed for longer periods during the School holidays then prior permission must be obtained from both the Deputy Head (Pastoral) and the Director of Finance and Operations.

Candidates should complete and return the Application Form and letters of application addressed to the HR Manager, to reach the School **by 9.00am on Monday 11th June 2018.**

We welcome female applicants for this resident Tutor role only as this is a girls' boarding school. This is a genuine occupational requirement in accordance with schedule 9, part 1 of the Equality Act.

All sections must be completed, including the names and addresses of two referees, one of whom should be your current employer (if applicable) and a full education and employment history.

All applicants will be asked the reason for leaving previous roles if this is not explained on the application form. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Please submit your application by email or on single-sided sheets of **A4** paper held together with a single paper clip (no staples) since multiple copies will be made. **We do not accept/review curriculum vitae so please do not enclose this.**

It is School policy that we write for employment references during the selection procedure and we may approach any previous employers for information to verify particular experience or qualifications, before interview.

We would be grateful if you could complete the monitoring form and return this along with your application. Please address your envelope **for the attention of the Human Resources Department** or email it to: hr@badmintonschool.co.uk

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

Please note that if you are unsuccessful at the interview stage we will not provide feedback on your performance.

The School underwent a full ISI inspection in April 2015, the full report is available via a link from our website www.badmintonschool.co.uk or from the ISI website www.isi.net. We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Thank you once again for your interest and we look forward to receiving your application.

Salary

For 27th August 2018 start, the salary will be £15,000 per annum.

Offer of the Post

The offer of a post will be made subject to satisfactory written references, health declaration and enhanced DBS check.

Further information about Badminton School can be found on the school website:
www.badmintonschool.co.uk

June 2018