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Application deadline: 9.00 am 15 January 2018

Candidate brief

Housemaster (from September 2018)





Life at Haileybury

Haileybury is an outstanding British independent coeducational boarding school. We offer modern boarding and day provision for eight hundred boys and girls aged 11 to 18. Established in 1862, we are situated on a glorious, historic 500 acre campus in Hertfordshire, just 20 miles north of London and 35 miles south of Cambridge.

Ours is a happy, purposeful and tightknit community where more than 90% of the teaching staff live in College accommodation, either on campus or within walking distance of our beautiful 500 acre site. This helps create a unique atmosphere in which to work.

We focus on creating a warm, nurturing environment which is particularly evident in the Lower School, a "school within a school" for Years 7 and 8, which includes its own Boarding House, Highfield. Boarders and day pupils join one of 12 single-sex Houses when they enter the Main School (Years 9 to 13). This creates strong "family" groups of about 55 pupils per House.

This post presents an exciting opportunity to join a thriving, forward thinking school. Under new leadership, the College has a strategic plan that is ambitious for its pupils and staff. As a Housemaster (HM), the post holder will have the opportunity to lead a Main School boys' House at a time when pupil numbers are flourishing and there is much promise for the future.

A strong House system and partnership with parents and pupils are strong features of the Haileybury community; parents are warmly welcomed to attend many different events on site and the pupil voice is hugely important. HMs are able to build relationships with parents informally on the side of the sports' field, before and after concerts, or at House based functions. Excellent pastoral care creates a culture where pupils feel listened to, are safe, supported, challenged and inspired to learn and develop as individuals.

Staff development is a strength at Haileybury; a thorough, comprehensive CPD programme ensures that all members of the community reflect on their own development. In the last five years, two members of SLT have gone on to Headships and four HMs have gone onto Deputy Headships at HMC schools.





Curriculum and results

At Haileybury, we encourage academic excellence and promote intellectual curiosity. A combination of a robust, creative curriculum, inspirational teaching and an atmosphere in which the progress of every pupil is important, ensures that the learning at Haileybury is of the very highest quality.

We are an academically selective school, providing a wide range of (I)GCSEs and in the Sixth Form a choice of A Level or the International Baccalaureate (IB) Diploma. Our all-round pastoral care extends to pupils and staff alike and is underpinned by our open, embracing Christian ethos that welcomes equally those of faith and no faith. This nurturing environment, together with extensive co-curricular activities, creates confident individuals, with leadership, team and social skills. We deliver what many schools only promise – a truly holistic education in which our pupils are prepared for university and life beyond as global citizens.

Haileybury combines excellent scholarship with forward looking teaching. In pupils and teachers alike, our aim is to nurture a love of learning and a desire to explore new ideas. In so doing we prepare pupils to develop academically and to achieve at their highest level. Their endeavours are supported by outstanding facilities, study resources and enrichment opportunities.

We offer a broad curriculum in the Main School where pupils study for (I)GCSEs, and either A Level or the International Baccalaureate Diploma. We also provide a dedicated Lower School for years 7 and 8 and our innovative curriculum is built on the twin principals of subject specific knowledge, and wider application of this knowledge through project based work.

In summer 2017 Haileybury pupils excelled in their (I)GCSE results, achieving 63.7% at A*–A, with 35% of all grades awarded at A*. For the third year running, a top set of Year 10 pupils sat their Maths (I)GCSE exam a year early and all obtained an A*. IB Diploma results in 2017 were once again strong with our IB graduates achieving a collective provisional average score of 36.35 points out of a possible 45 (the global average score is 29.95 points). A Level results for 2017 were also excellent with 67.3% of all grades awarded at A*–B, while 12.6% of A Level pupils across all subjects achieved A*s.

Our pupils traditionally gain places at Oxbridge, Russell Group universities and leading international universities in Europe, the Far East and the USA.





Job description

General

All Houses at Haileybury are Boarding Houses. Housemasters and Housemistresses (HMs) are, therefore, responsible for promoting boarding at Haileybury and for implementing the College's plans for the development of boarding. Day pupils are fully integrated into the pastoral system as members of the Houses. Every HM is answerable to The Master, through the Deputy Master, for the well-being of all of the pupils in his or her House and for the welfare of every boy or girl.

All HMs are members of various pastoral committees. As such, they are expected to contribute to the on-going discussions about the strategic development of pastoral care at Haileybury and the operation of the College's pastoral systems.

Pastoral Care

The primary responsibility of each HM is to ensure that all of the boys or girls in their House receive pastoral care of the highest standard. HMs are responsible for creating communities in which all members are valued and for fostering a mutually supportive culture in House.

As part of the process of creating a strong House community, the HM ensures that the pupils' views are listened to and their voice is heard. The HM runs a team of House Prefects; he she ensures that training of the House Prefects is carried out and that the performance of the House Prefects is monitored.

Whilst the significant majority of pupils in House are boarders, it is the responsibility of the HM to ensure that the pastoral and other provision for day pupils is equally strong.





It is the HM's responsibility to ensure that the pastoral work of the Tutors in his or her House is of the highest standard. As such the HM:

- Ensures that the Tutor induction process is thorough and that weekly Tutor meetings are held.
- Continually emphasises the idea of a Tutor as a pupil's champion and that academic and pastoral issues are one and the same.
- Feeds back to all tutors on wider school issues, e.g. those discussed at HMs' meetings.
- Trains the Tutor team on various aspects of good pastoral practice.
- Holds regular feedback sessions with each Tutor to discuss his or her progress.

In addition, the HM is responsible for co-ordinating the non-teaching staff (Matron and cleaners) in House, thereby ensuring the best standards of pastoral care and an appropriate environment for the pupils.

Each HM is responsible for all matters in his or her House which relate to Safeguarding. He or she will work with the Child Protection Team to ensure that the Child Protection Management system is updated.

The HM organises and supports House events whether representative, academic or social and, where appropriate, invite parents to support such events. He or she will encourage and promote regular activities for boarders.

The HM is the first port of call for parents and the communication link between the College and parents.





Academic Role

HMs have responsibility for the academic progress of the pupils in their House. As part of this responsibility, the HMs:

- Encourage, praise and admonish as necessary those in their House and strive to develop a culture of praise and reward.
- Monitor, track and support the academic progress of all members of their House.
- Check that all tutorial staff under their direction are monitoring their tutees' academic progress.
- Decide whether to involve the Deputy Head (Academic), Head of Sixth Form, Head of Wellbeing or SENCO to help with academic issues raised by teachers or parents.
- Write testimonials and references in support of pupils and ensure that records are kept for each pupil.
- Support their Sixth Form pupils through the university application process.

Discipline

The HM is responsible for maintaining high disciplinary standards of the pupils in his or her House. This includes ensuring members of their House are aware of the need to conform to the spirit and the letter of the College and House rules and taking appropriate action when rules are contravened. In addition, the HM:

- Liaises with the Proctor, Deputy Master and/or Deputy Head (Academic) where appropriate over serious disciplinary issues.
- Places pupils in Tuesday and Saturday Detention as appropriate.
- Keeps a written log of all serious disciplinary incidents, including details of action taken.





Administration

The HM is responsible for ensuring that the House is a well-run, happy and friendly community. To ensure the effective running of the House, the HM arranges regular fixed points of contact with pupils – such as House Meetings - for the conduct of House business.

In addition, the HM:

- Takes responsibility for ensuring safety and hygiene standards.
- Is conversant with the Boarding National Minimum Standards and maintains the necessary records.
- Ensures that a daily log is kept relating to issues of discipline, maintenance and contact with parents.
- Takes responsibility for ensuring that signing-in and signing-out books are kept up to date and that pupils observe this requirement.
- Ensures that the House Handbook is regularly updated, that it incorporates the key school policies, rules and procedures and that it is available in hard copy to all House Staff.
- Ensure that key College notices are displayed on the House Notice Board, e.g. DSL details, independent listener, the Children's Commissioner, School Counsellor details
- Disseminates relevant information and policy from HMs' meetings to House Staff and pupils in a timely and effective manner.
- Produces the annual House Development Plan and manage the House Budget.
- Ensures the accurate registration of pupils by Tutors.

These responsibilities are not intended to be exhaustive and the job description may be amended according to the needs of the College.





Benefits package

Accepting an offer of employment at Haileybury is as much about a lifestyle choice as it is about pursuing a satisfying career path. The College has high expectations of its staff and therefore looks to reward them with an attractive benefits package, which includes:

- The salary will be attractive and this will be discussed on appointment. Family accommodation is provided rent and Council Tax free. Overall we estimate the benefits of College housing to be worth in the region of £18,000 p.a. to a standard rate taxpayer
- The package includes fee concessions of 75% for the children of any member of the full-time Teaching Staff who meet the College's entry requirements as well as membership of the Teachers' Pension Scheme. Members of the teaching staff also have use of the College's world class sporting and leisure facilities.
- There are also the usual benefits found at other independent schools such as longer holidays than the maintained sector, access to a private healthcare scheme, free lunch when on duty (Haileybury is known for its high quality catering), typically generous sickness and maternity arrangements and a childcare voucher scheme.
- The Common Room is welcoming and you will access to free tea and coffee throughout the working day. The school also has a Residential Doctor and full-time Health Centre as well as a Residential Church of England Chaplain.
- The College is in a fabulous location, surrounded by Hertfordshire countryside but travelling from Haileybury is very straightforward:
 - Central London is 35 minutes away by train (via Broxbourne station).
 - Cambridge is 50 minutes away by car.
 - London Stansted Airport is just 30 minutes away by car.
 - London Heathrow Airport is 50 minutes away by car.
 - London Luton Airport is just 40 minutes away by car
 - Key routes north and east/west, the A1 and M25 are 20 minutes away by car.

Relocation issues

For families considering relocation issues there are several primary and prep schools in the area. There are a large number of staff children in the village primary, Hertford Heath Primary School. Other staff children attend a variety of schools including Roselands Primary School in Hoddesdon, Heath Mount Prep School in Watton at Stone, and Duncombe Prep School in Bengeo.

Equal Opportunities

Haileybury is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.



The vacancy

Working hours: This is a role which will require a commitment to work evenings and weekends during term time, and also some periods of time in formal school holidays in relation to public exam results days and co-curricular trips, for example.

Probationary period: The appointment is subject to the receipt of satisfactory references, the successful outcome of a Disclosure and Barring Service Enhanced Disclosure and completion of a one year probationary period.

Tenure: The initial tenure of HM position is for five years, renewable for a further two periods of five years by mutual agreement. The maximum tenure for the HM position is 15 years.

Applications should be made on the staff application form and include a covering letter, outlining the reasons why you are interested in the role and any additional information you would like to add. CVs are not accepted. Please address to: **Ms Denise Matthews, The Master's PA, Haileybury, Hertford SG13 7NU**, or please send a scanned copy to d.matthews@haileybury.com

Closing date and selection process: Completed applications must be received by 9.00 am 15 January 2018. Interviews will take place in the week beginning 21 January. The selection process will include an observed lesson.

Disclosures: We will appoint, train, develop and promote on the basis of merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Haileybury should be shown not to have any criminal record which might prevent them accepting a post at the College. Accordingly, Haileybury requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

Safeguarding & Child Protection: All applicants must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check). All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

Documents required at interview: All safeguarding checks must be completed prior to the employee starting work at Haileybury. Therefore, in order to facilitate this process all candidates are required to bring the following documents to the interview:

- valid passport
- UK driving licence (both parts if applicable)
- UK birth or marriage certificate
- two documents as proof of address e.g. a utility bill and a bank statement
- proof of your National Insurance Number e.g. National Insurance Card or a previous P45 or P60

In addition to the above, please bring to the interview all proof of relevant qualifications and courses undertaken. Originals only will be accepted, do not bring photocopies.

Overseas applicants: Applications are welcomed from applicants not currently resident in the UK and these applicants may at the College's discretion be interviewed by Skype.

If you have any questions regarding the interview process please contact the Master's PA, Ms Denise Matthews in the first instance on **01992 706 482** or email d.matthews@haileybury.com



Travelling to Haileybury

Haileybury is located in rural Hertfordshire between Hertford and Hoddesdon about 20 miles north of central London

Air travel: London Heathrow (50 minutes by car), London Stansted (30 minutes by car) and London Luton (40 minutes by car) airports are within easy reach of Haileybury. London Gatwick Airport (75 minutes by car) is only slightly further away. All are served by rail links to central London.

By rail: There are two main line railway stations close to Haileybury. Hertford North to London (Moorgate or King's Cross) is a 40 minute journey. Broxbourne to London (Liverpool Street) is 35 minutes. Hertford North is a five minute car ride from Haileybury and Broxbourne is 10 minutes away.

By road: Haileybury is conveniently located close to the A10 and easily accessible via the M25, A1(M), M11 and A414.

- **From the South East:** Leave the M25 at junction 25 to join the A10 north (Cambridge), exiting the A10 at Hoddesdon.
- **From the South West:** Leave the M25 at junction 21a to join the A405, then the A414 to Hatfield and on to Hertford. The B1197 leads to Hertford Heath village.
- **From the North:** Leave the A1(M) at junction 4 for the A414 to Hertford, or leave the M1 at junction 7 (St Albans) for the A414 to Hertford.
- **From the East :** Via the M11 leave at junction 7 (Harlow) for the A414 to Hertford.

