



ABBAY COLLEGE CAMBRIDGE

Information Pack: Head of House

**To be a community energized by a love of
learning and the pursuit of outstanding
achievement for all**



**Each individual student
achieves excellence by
achieving significant and
rounded personal development**

**Each individual student
achieves excellence by looking
out from the college to broader
horizons**



**Each individual student
achieves excellence by gaining
the best possible examination
results**



**Each individual student
achieves excellence by winning
a place on a challenging
university course**



**Each individual student
achieves excellence by taking
responsibility as an
independent learner**



What people say about Abbey College Cambridge

'The students are very friendly and cooperative; lessons are intimate and offer many opportunities which are not available in other schools such as the ability to work one-to-one with every student regularly; the staff are also very friendly and welcoming.'

'The students are fantastic.'

'The students' conscientiousness, commitment and mature approach to studies are first rate. They are also appreciative of one's assistance with their work and solving non-academic problems.'

'Most students have a superb attitude toward learning which makes it so much easier to teach them; they want to learn.'

'We really appreciate the management of Abbey College Cambridge for their commitment and all the help our daughter has received. She is excited and very happy in doing her A levels'

'There is a diverse community of students and caring teachers who always try their best to guide me and helping with my university application. I hope to study Medicine and work as a doctor. The college has provided me with guidance in choosing the best possible route.'

'Abbey is not a college, it is a very large family, and this is exactly what you are looking for when you are leaving your family in your home country.'

'My time at Abbey College Cambridge has made me more mature in my outlook towards life in general. The teachers pay a lot of attention to details and they always give a 100% to their students. They are always there for you when you need help, so you feel academically secure.'

'The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I've made great friends and lived in a city with such prestige.'

'I would like to take the opportunity to thank you and your team for an outstanding welcome. I am so impressed by Abbey College in Cambridge. Education, accommodation, location, staff are all excellent.'



Head of House

We are currently looking for an enthusiastic **Head of House** to join our boarding team.

The principal duty of the boarding team is to deliver high quality pastoral care for our students. Abbey College Cambridge was awarded Outstanding for boarding and the successful candidate will care deeply about the welfare of young international students and strive to make the best possible home environment and organise fun and interesting trips.

A DBS (Disclosure & Barring Service) check will be required as part of the recruitment process if offered a position

A salary of £25,000 - £30,000 per annum is offered to the successful candidate depending on experience, plus free accommodation, free utilities (including council tax) and meals when on duty. The position is full time and permanent, working 5 days on duty/2 days off duty per week. Closing date for applications is 28th September.



About the Alpha Plus Group

The Alpha Plus Group was founded in 1931 and currently comprises eighteen independent schools and colleges. The schools and colleges within the group have developed a longstanding reputation for delivering premium quality education.

In all its educational establishments, the Alpha Plus Group aims to provide a supportive and controlled environment in which children and young people are encouraged to pursue high academic and personal goals as happy and secure individuals. The Group expects that all its staff will be alert to the needs of its pupils and students - including their need for safety and protection - and will put the interests of children and young people first at all times.

The Centres of Excellence

Each centre retains its own identity, with the Heads and Principals afforded significant management authority, but with the benefits of financial security,

camaraderie and opportunities for sharing best practice by belonging to one of the country's leading educational groups.

Abbey College Cambridge

Abbey College Cambridge was established in 1994 as a premier sixth form college specialising in providing high quality teaching to classes of around ten students. Our student body is made up of students from many countries who study A-levels, International Foundation, GCSE and pre-sessional English Language.

Such students are often able and ambitious and usually aspire to gain entry to top UK universities after completing their studies with us. The college has a track record of helping such students to do just that. As an illustration, 29 Abbey College Cambridge alumni are currently studying undergraduate courses at Oxford and Cambridge universities, with a further nine now studying at post graduate level.

Staff at Abbey College Cambridge share key values. We agree to:

- value every student and member of staff
- work constantly to raise expectations
- develop learning and teaching strategies suited to each student
- work in close partnership with students, parents and carers
- nurture, share and celebrate the successes of every member of the community

The Abbey College Cambridge Safeguarding Statement: *“Abbey College Cambridge is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”*

Pension

Abbey College Cambridge is part of the Alpha Plus Group and auto enrol all staff onto a company pension scheme which currently offers a 3% employer and 5% employee contribution.

Our new Campus – September 2016



With demand for places at Abbey College Cambridge very high, we responded by building a new state-of-the-art campus which opened its doors in September 2016. Our new campus has been designed by the staff of Abbey College Cambridge to perfectly fit the learning and boarding needs of our students. Our amazing new campus includes:

- 120 ensuite bedrooms with full board on campus, a further 230 rooms within a 5 minute walk
- 56 fully equipped classrooms and laboratory spaces
- Art studio, music rehearsal room, and performance spaces
- On campus restaurant serving all students meals
- On campus gym with free staff sessions available
- Coffee bar

JOB DESCRIPTION

It is the collective responsibility of all members of staff to provide a friendly, stimulating, and secure environment in which every student in the college has the opportunity to develop personally, socially, and academically. Members of staff work to the policies of Abbey Cambridge's parent company, Alpha Plus Group Ltd. These documents will be issued to staff on appointment. Every member of staff will undertake the following duties in a responsible and professional manner.

Head of House

Department: Boarding

Responsible to: Director of Boarding

Responsible for: The welfare of all Boarding students at Abbey College Cambridge and of students living independently of the college in APEL Halls of Residence (Abbey House, Purbeck House, Tripos and Host Families)

Location: Abbey College Cambridge and APEL Halls of Residence (Abbey House, Purbeck House, Tripos and Host Families)

Hours: 5 days on duty; 2 days off duty
Core hours 7-11:30; 16.15 - end of curfew and on-call for emergencies
Flexibility required for staff meetings and to meet the needs of the college.

Holiday: 50 days total to be taken in agreement with Director of Boarding and subject to accommodation calendar (must

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take the period of time at Christmas when boarding is closed, and all other times of year must be fully staffed, including summer school)

Remuneration: £25,000 - £30,000 depending on experience. Benefit package: Value of £10,000 (free accommodation, free utilities including council tax and wireless internet and half board meals when on duty)

Abbey College Cambridge staff are dedicated to providing quality pastoral provision for every student. All students are welcomed into the college and we do everything we can to ensure that each individual has an exceptional experience. Students have a personal tutor with whom they meet regularly to discuss their personal and academic progress and any welfare concerns.

The principle duty of the Boarding Team is to deliver a high quality pastoral care for our students. This involves upholding student welfare and the maintenance of discipline and time management.

The Boarding Team is responsible for all 'boarding students' (referred to as 'Boarders'). They fall into two categories: (i) Abbey College Boarding students in Boarding Houses and Lodgings and (ii) students boarding independently of the Abbey College Boarding School in APEL Halls of Residence and Host Families.

All Compulsory School Aged Students (CSAS) who are not day students at the college are Boarding students and live in Boarding Houses or Lodgings. The Boarding Team's role is to ensure National Minimum Standards are met

for all Abbey College Boarding students (including all CSAS), and to extend this best practice to all Abbey students living independently of the college in APEL Halls of Residence.

Our international students are entrusted to us by their parents to receive the gold standard in teaching and learning, and the best possible home and social life. The Boarding Team's role is paramount in safeguarding, creating a home, and ensuring that students achieve their full potential in all areas of life.

Outlined are some of the responsibilities necessary to fulfill the duties of the post; this list is not exhaustive and there may be some other duties required:

Boarding and Halls of Residence Management:

- To support the Director of Boarding with the day to day running of all accommodation and boarding
- To meet the DFE National Minimum Standards for Boarding Schools for the Abbey College Boarding provision and strive for 'Outstanding' in Boarding and Lodging with Ofsted; to follow and keep abreast of statutory regulations and current boarding good practice, and to develop relations between Abbey and the BSA; to manage induction of new CSAS students into the Boarding Houses and into Cambridge.
- To support the management of all students in boarding and lodging and be responsible for the monitoring of Compulsory School Aged Students alongside the Head Of Year for this age group: holiday plans and upholding policy; ensuring safeguarding measures are in place; working with the Pastoral team to uphold discipline; to create a welfare plans for each student; to ensure inclusion for weekend events; to provide practical support and training for host families and to develop lodgings to be

consistent with the Boarding House in safety, ethos and policy; act as an initial point of contact for CSAS welfare concerns outside of college hours, and liaise with the relevant staff member at the college, where appropriate; ensuring smooth communication between school and home.

- Assessing the welfare of students; reporting or referring if concerns are raised.
- To provide weekly reports to the Director of Boarding and be accountable for residents' attendance to college (aiming for 95% attendance of all residents to college). Ensuring student records are updated daily by those on duty for curfew and morning wake up calls, and communicating information with the college.
- To support the Director of Boarding in line-management of the following; ensuring all jobs are completed and staff are developed within their roles:
 - House Parents: recruitment, discipline, curfew, wake-up calls, student records, training, appraisals, rotas and holidays and ensuring that the work of accommodation staff is held to the Gold Standard of Boarding and Pastoral Care
 - Events Coordinators, volunteers and locum workers
 - Cleaners and cleaning agencies within accommodation
 - Catering agencies for the college as a whole.
- To develop all Boarding and Accommodation paperwork and policies alongside the Director of Boarding. To keep meticulous records of all Boarding Management and develop Risk Assessments for trips and for health and safety.
- To assist the Director of Boarding with arrivals and departures during induction and to manage boarding staff during new student arrivals and departures; ensuring inventories are checked; ensuring safe arrival of students; ensuring students feel safe and welcome.

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- To assist with the management of the halls of residences and boarding house every term ensuring that inventories are checked termly, furniture is in good condition, bedding and general services are in prime condition for every student.
- To support building tours.
- To support the management and smooth running a schedule of interesting and diverse weekend and holiday.
- To support the College in all co-ordination of pastoral activities: sports events, attending and helping at the Charity Fair and May Ball, evening activities, school trips and other pastoral events.
- To share the emergency phone with accommodation staff and to ensure all staff are trained in dealing with emergencies and urgent matters.
- Curfew checks and supporting the curfew procedure, including responding to emergencies
- Providing rewards based on merits according to out of school activities.
- To support the Boarding Team with the co-ordination and running of out of school hours trips and vocational activities.

The above list is not exhaustive other reasonable duties may be required

Boarding staff require, or will receive, the following training/security checks:

- Enhanced DBS Checks to prove their suitability to work with children in and out of the home environment
- Three written & verbal references from previous employers asking for suitability for the role
- Full employment history with any significant gaps explained, previous employers may be contacted
- Level 3 Child Protection Training
- Food handling and hygiene training and certificate

- First aid training
- On-going training with an experienced accommodation provider
- Sufficient proof must be held of any relevant qualification

Person Specification

1. Experience:

Essential:

Confidence and ability to maintain our 'Outstanding' boarding status

Experience of working in boarding schools or residential environments

Experience of working with young people

Understanding of international students and the challenges they face

Experience of working in residential environments

Experience of working in an educational context

Desirable:

Evidence of mentoring, providing advice and support on a one to one and group basis

2. Qualifications

Essential:

A-Levels or equivalent

Desirable:

Degree or relevant Boarding qualifications

3. Knowledge/ Aptitude

Essential:

Excellent communication, presentation, planning, IT and organisational skills

Strong experience of record keeping and data protection issues

Excellent verbal and written English

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Desirable:

Knowledge of local, regional and national leisure, recreational and cultural activities.

Knowledge of OFSTED frameworks

Knowledge of Child Protection Legislation

Child protection and safeguarding training

Health and Safety/Food Hygiene training

4. Student Focus:

Pastoral Care

Has a strong commitment to the Vision of the school

Has a commitment and enthusiasm for working with our students

Ability to provide a service which ensures equality of opportunity to each person

Delivers support and maintains records as per requirements of Abbey College

Cambridge internal performance management requirements

Has a commitment to enabling and empowering students to become actively involved in Abbey College Cambridge and their community.

5. Interpersonal Skills

Working with others

Builds and maintains effective working relationships with students, colleagues, Abbey College and other stakeholders

Good sense of humour

Manages and ensures clear professional and emotional boundaries are established

Demonstrates a keen understanding of the ability to adapt one's approach when working with different groups

Ensures the Job Descriptions of those line managed are executed in full with care and support

Communication

Presents verbal and written information clearly and professionally to a variety of audiences with different first languages and variable English skills.

Diversity

Builds trust and has respect for others, shows an awareness of the impact of own behavior.

Can demonstrate an understanding and sensitivity to the diverse needs of students and treats everyone fairly and consistently.

6. Personal Effectiveness

Works in line with, and develops policy and procedure

Ensures all risks are assessed and staff are compliant with all policies and procedures

Ability to train staff in Child Protection issues

Approach to work

To lead boarding and ensure its status continues to be 'Outstanding'

Able to work under pressure and to respond and deal with emergency situations

Demonstrates flexibility in approach to work

Risk Management

Able to take a responsible and accountable approach to work

7. Commitment to Abbey College Cambridge

Commitment to organisational goals

Able to demonstrate a strong commitment to the value and expectations of Abbey College Cambridge and take a lead with the vision in all areas of boarding life.

Embracing Change

Open to and supportive of change and new ways of working.

Willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload.

The post holder is expected to work within policies and procedures of Foundation and be committed to its values and expectations. This includes promoting and demonstrating the principles of equal opportunity (including encouraging diversity and tackling discrimination) and sensitivity to the environment.



Outline of Selection Process

Job title	Head of House
Application Deadline	Thursday 28th September
Shortlisting	Thursday 5th October
Interview dates	Week beginning 9th October
Start date	Late October/November

Application

Applications will only be accepted from candidates completing the online Abbey College Cambridge Application Form in full submitted along with a covering letter/personal statement.

Candidates should be aware that all posts in the school involve responsibility for safeguarding children. The Abbey College Cambridge Safeguarding Statement: *“Abbey College Cambridge is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share*

this commitment.” Our Child Protection Policy is included in this Application Pack.

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. Please provide full details in a sealed envelope marked ‘Confidential’. The letter will be opened after shortlisting, prior to interview.

References

We will approach one referee for each shortlisted candidate for information to verify particular experience or qualifications, before interview. Further references will be taken up after the interview.

Your referees will be asked about your suitability to work with children and whether they know of any 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.

Interview

If you are invited to interview this will be conducted in person and will include questioning on your suitability to work with children. Candidates for any teaching post will be required to conduct a lesson as part of the selection process. Details of the lesson will be provided to shortlisted candidates prior to the interview date.

All candidates must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them: passport or photo ID and proof of the right to work in the UK.

Offer of Appointment

Any offer is conditional on receipt of satisfactory references, an enhanced DBS clearance, the interrogation of qualifications and proof of the right to work in the UK. The candidate will also be asked to complete a medical questionnaire.

Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because: the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate's suitability to work with children.

Child Protection and Safeguarding Policy

GROUP AIMS

In all its educational establishments, the Alpha Plus Group aims to provide a supportive and controlled environment in which children and young people are encouraged to pursue high academic and personal goals as happy and secure individuals. The Group expects that all its staff will be alert to the needs of its pupils and students - including their need for protection - and will put the interests of children and young people first at all times.

Further information can be obtained by contacting the college or from the college's website.

Recruitment Of Ex-Offenders Policy

As an organization using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Alpha Plus Group Ltd complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of an Enhanced Disclosure on the basis of a conviction or other information revealed.

Alpha Plus Group Ltd is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

An Enhanced Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where an Enhanced Disclosure is required, (all posts which require direct access to children) all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where an Enhanced Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Alpha Plus Group and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Alpha Plus Group Ltd to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Alpha Plus Group Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the

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position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of an Enhanced DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in an Enhanced Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Conclusion

This policy applies within the following companies, which are wholly owned subsidiaries of Alpha Plus Holdings Limited, a company registered in England, registered number 4418776, that is to say:

Alpha Plus Group Limited, registered number 438111

Agnes Educational Enterprises Limited, registered number 2982847

A.W. & P. Patton Ltd, registered number 507496

Cliff School Limited, registered number 3867464,

and the terms “Group” and “Company” should be interpreted accordingly, dependent on the employing company. The registered office of all companies is 50 Queen Anne Street, London W1G 8HJ. Any enquiries regarding the application of this policy should be addressed to the Head of H R at that address.