



ABBAY COLLEGE CAMBRIDGE

Information Pack: Housemaster/Housemistress

**To be a community energised 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.'



Housemaster/ Housemistress

We are currently looking for an enthusiastic **Housemaster/ Housemistress** to join our team from 28th August 2018. Your duties and responsibilities will include the following:

Principal Responsibilities

The House Master / Mistress (HSM) has responsibility for the development of all areas of the House and for the continual improvement in the academic progress and the pastoral welfare of the students.

The HSM works together with the Head of House (HoH), tutor, and other key staff to monitor the students, ensuring that they fulfil their potential and develop into young people able to act as role models in all areas of Abbey College Cambridge.

The HSM leads the tutor team to ensure the students are given full support in their academic, personal and extracurricular development.

As a senior member of staff the HSM will contribute to the overall leadership and management of the Abbey College Cambridge and be active in promoting its aims and supporting an ethos that encourages achievement and high standards for all students.

The HSM is a teaching role and will involve a reduced timetable of lessons to GCSE and/or A Level students.

Specific responsibilities include:

- Having overall responsibility for the academic progress, discipline, personal development and welfare of members of their house.
- Staying informed of the developments and priorities in KS4 and Post 16 education and developing the Abbey College Cambridge vision.
- Leading and managing a team of tutors, holding regular meetings to develop initiatives and to discuss academic, pastoral and general issues.
- Liaising with tutors, HoH, Heads of Department, subject teachers, SENCO, matron as required, concerning individual students and/or their parents, guardians and agents.
- Ensuring effective communication with parents, guardians and agents.
- Oversight of supervised study and organising private study arrangements for students in their House.
- Consulting and informing the Designated Safeguarding Lead (DSL) as appropriate.
- Producing and updating the House handbook and liaising with the marketing manager regarding their House.
- Working with SLT and other HSMs to allocate new students to Houses and tutor groups.
- To develop an effective induction programme for all as they join Abbey College Cambridge.
- Oversight of student achievement tracking via progression meetings for students in their House and resulting actions.
- Delivering high quality lessons on a reduced timetable to GCSE and/or A Level students
- Work with the Head of UCAS and Head of Pre-Degree Diploma to ensure all UCAS applications are of the highest quality and that students are fully informed before committing to their programme of study.
- Being available on A-Level and GCSE results Day and the intervening period, to give support and advice to students and their parents and guardians as needed.
- Organising Personal Tutor Meetings (PTMs) and ensuring that appropriate emails are sent to parents, guardians and agents at the correct time.
- Giving opportunities for student voice to be heard and ensuring representation on student council.

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- Organisation of the annual Project Weeks: covering events for UCAS, Careers and academic skills training.
- Oversight of rewards and sanctions in their House.
- To carry out any reasonable request made by the Senior Leadership Team.

A salary of £27,971 - £46,822 per annum (based on 2017-2018 salary - the uplift for 2018-19 has not been confirmed at present) is offered to the successful candidate depending on qualifications and experience. The position is full time and permanent and you would be working between 9 am and 5.30 pm Monday to Friday. Please apply in confidence by application form together with a supporting letter stating why you think you have the necessary skills to be successful in this position. Closing date for applications is 2nd March 2018 (midday).



About the Alpha Plus Group

The Alpha Plus Group was founded in 1931 and currently comprises twenty-one 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 courses focussed on 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 students to do just that. As an illustration, eight Abbey College Cambridge A Level students entered undergraduate courses at Oxford and Cambridge universities in 2017 and a third entered the top five UK universities.

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.”*

Our new Campus



Demand for places at Abbey College Cambridge is very high and we have 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 in 2 blocks next door to the college
- 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

Person Specification

	Essential (E)/ Desirable (D)
Qualified teacher status or equivalent	E
Track record of outstanding teaching	E
Good interpersonal and communications skills	E
Proactive, positive and enthusiastic approach to all tasks	E
Ability to demonstrate a commitment to Every Child Matters, Safeguarding, pastoral care and promotion of high standards of positive behaviour.	E
An affective, flexible and enthusiastic leader always prepared to put students first.	E
An understanding of the skills need to lead in a climate of constant change	E
Ability to listen and effectively communicate with a variety of audiences; diplomatic, with the ability to develop and maintain effective relationships with all.	E
The ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure.	E
The ability to manage own and others' workloads appropriately, with the enthusiasm, stamina and passion to enthuse the motivate others; also to prioritise, evaluate and manage financial and human resources.	E
Open and constructive, accepting of feedback and always willing to learn.	E
Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach	E
Commitment to their own continued professional development and that of their team	D
Experience of leading and developing successful whole school initiatives	D
Working knowledge of UCAS and preparing students for Oxbridge	D
Level 3 safeguarding	D
Awareness and understanding of current issues in PSHE	D
Ability to organise and run extra-curricular activities and events	D
Experience of working with international students	D
This post is subject to an enhanced Criminal Records Bureau disclosure	

Expectations of Teaching Staff at Abbey College Cambridge

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 College 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.

All teachers are responsible, with the guidance of their Head of Department and/or Faculty (where applicable), for the complete, sufficiently detailed and timely delivery of the subject syllabus. A scheme of work is essential for this activity, and should be presented to the Head of Department or Faculty.

All teachers are responsible, with the guidance of their Head of Department or Faculty Leader, for the complete and timely delivery of all subject coursework. The teacher and Head of Department (where applicable) should liaise closely with the Examinations Officer with regard to deadlines and any other necessary administration. A coursework schedule is essential for this activity, and should be presented to the Head of Department or Faculty Leader.

Through close liaison with their Head of Department or Faculty, all teachers should ensure that their course is adequately resourced. In particular, the necessity for course textbooks should be made known to the Heads of Department or Faculty well in advance of the commencement of the course.

All teachers will set homework regularly. Homework should be assessed and returned promptly to the student.

If a problem arises with regard to any aspect of a teacher's working day, then the teacher should seek advice, in the first instance, from their Head of Department or Faculty or then from a senior member of staff.

The regular testing programme at the college has a high priority in the organisation of a sound, comprehensive work programme for the students. Teachers should assist students as much as possible, both in making special preparations for the test and in analysing the results, providing constructive feedback and, where necessary, preparing appropriate follow-up work.

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All teachers will record the attendance of each student at the beginning of each class in the attendance register.

If teachers wish to cancel a lesson in advance then he/she MUST only do so after discussion with their Head of Department or Faculty. If a teacher cannot attend a lesson because of sickness or exceptional circumstances, then the teacher should contact the college Reception before the beginning of normal lessons (preferably before 8.30am) on each day of the lessons affected. When a lesson is cancelled, the teacher should, where possible, leave ready a suitable work programme for the students affected and make suitable arrangements for the programme to be communicated to the students affected.

Each teacher should always:

- set excellent standards of punctuality, speech, and manner.
- dress in a professional manner.
- seek to make the classroom and college environment friendly and stimulating.
- issue instructions clearly and without ambiguity.
- listen to students and stimulate dialogue. Always seek to encourage students and never humiliate them.
- deal promptly with any aspect of student behaviour that is to the detriment of the development of other students in the group or the college as a whole.
- ensure that the classroom is always neat, tidy, safe and a pleasant place to work in are attentive to the overall security of the college premises.
- immediately report to a senior member of staff any sighting of unauthorised persons in the building

Hours of Work

The hours of work are 9-5.30 pm, Monday to Friday.

Personal tutoring

Abbey salaried teachers take the role of a Personal Tutor for a group of Abbey students, with whom they meet on a regular basis to review progress and to assist with the delivery of PSHE and citizenship programmes.

Holidays

A salaried teacher works during term time of the standard academic year. The standard academic year runs from the first Monday of September to the last Friday of June. An additional 5 weeks of commitment are also given to help with activities including catch-up lessons for late arriving students, Easter revisions classes, extended summer term for the students who started in January, and Summer School. Department teams agree amongst themselves on the distribution of this work. Remaining non-term time (around 12 weeks) is taken as holiday.

Remuneration

Remuneration details are found in this job pack.

Pension

Teaching staff receive a 5% employer contribution which can be made either into a personal pension plan or into the pension scheme provided by the Alpha Plus Group.

Other duties within the college may of course arise



Outline of Selection Process

Job title	Housemaster/Housemistress
Application Deadline	2nd March 2018 (midday)
Shortlisting	2nd March 2018
Interview dates	W/C 5th March 2018
Start date	September 2018

Application

Applications will only be accepted from candidates completing the Abbey College Cambridge Application Form in full.

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 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 organisation 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 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.