



HOUSEMISTRESS

ST LAURENCE EDUCATION TRUST



Information Pack for Candidates



Introduction

Ampleforth College is a Roman Catholic Boarding Co-Educational Independent School (HMC), with students aged between 12 and 19 years set in a rural environment in North Yorkshire.

The School was established by the Benedictine Monks of Ampleforth Abbey in 1803 and it remains a work of the Monastic Community, with a small number of Monks on the teaching staff, Monks as House Chaplains throughout the School, and Monks working in partnership with lay people as Trustees. The presence of a Community committed to the highest standards of Catholic education ensures the preservation of an education rooted in the Catholic Benedictine tradition.

The Monastic Community has a long history, dating back centuries before the Community finally settled in North Yorkshire in 1802. The works of the Community include not just education at Ampleforth College and its Prep School, St Martin's Ampleforth, but also St Benet's Hall, a Permanent Private Hall of the University of Oxford, the pastoral care of a number of parishes, and a dependent monastery in Zimbabwe, founded in 1997.

The School

Education has always been one of the main works of the Benedictine Monastic Community and a year after the Community settled at Ampleforth in 1802, a school was established comprising twelve boys. Today, nearly six hundred students, male and female, from many parts of the world, come to Ampleforth to benefit from a Benedictine Catholic education.

In 1999, Ampleforth College was formally opened to VI Form Day Girls, and VI Form Boarders followed in 2001. The School became fully co-educational in 2010-2011.





Benefits of Service

Professional Opportunities and Career Development

The Ampleforth Abbey Trusts provides a wide programme of opportunities for the continuing professional development of all staff.

The Trust operates an annual professional review and appraisal scheme that both recognises the work of staff and identifies suitable training and development opportunities for them.

Working Environment

This is an enjoyable and stimulating place to work. Our staff body seeks to work to core values and codes of conduct developed from the Rule of St Benedict:

They are:

Attentiveness

Hospitality

Respect

Integrity

Stewardship

Equilibrium

Facilities such as the sports centre and golf course are available to staff and their families on subsidised membership.

The site was not originally designed with the car in mind. However, staff parking is available within a five minute walk of any part of the Ampleforth campus.

Employees with children in the School may be able to access discounts, discretionary bursaries, or salary sacrifice in line with current school policy.

Fee remission is available for this post.

Remuneration and Benefits

- Ampleforth Salary Scale
- Ampleforth Discretionary Allowance
- Contributory Pension Scheme
- Notice – two terms on either side
- Accommodation is provided with this position
- Some assistance with removal expenses



Selection Process

The Trust is committed to a policy of equal opportunity and will take every possible step to ensure fair and equal treatment of all.

All Trust policies and practices will support the commitment to equality of opportunity in respect of any recruitment and selection process. No member of staff or applicant will be unfairly disadvantaged by the Trust policies or practices without justification.

The Application Process

The successful applicant will ideally take up post in September 2018. The interview process will include a presentation to the interview panel, a formal interview, and an opportunity to meet staff and pupils. Further details will be provided once the shortlist has been agreed.

Interviews dates are to be confirmed.

Applications should be sent to:

The Human Resources Department,
Ampleforth College, York, YO62 4ER.
Telephone: 01439 766817
Fax: 01439 766770
E-Mail:
humanresources@ampleforth.org.uk

Application forms are available from our website at:
www.ampleforth.org.uk

If you would like to have an informal telephone conversation about the post, please contact the Head of Boarding, Mr Adrian Smerdon (aps@ampleforth.org.uk or 01439 766895).

Candidates should be aware that all posts in a school boarding environment must be interviewed on the basis of an application form. CVs will not be accepted in substitution.

Safeguarding and Child Protection at Ampleforth Abbey Trust

Ampleforth College is committed to Safeguarding and promoting the Welfare of Children.

All applicants must be willing to undergo recruitment screening processes including interview, references from past employers and a Criminal Background Check will be carried out on all successful applicants.

All posts at Ampleforth are exempt from the Rehabilitation of Offenders Act 1974. We therefore require applicants to declare all convictions, cautions and bind-overs, including those regarded as 'spent'. All information provided will be treated as confidential.

Our Child Protection Policy can be accessed from the following link:

[Child Protection Policy](#)

Any offer of employment is made subject to a full range of checks and satisfactory references.



The Role

Pastoral Responsibility

At Ampleforth, Housemasters and Housemistresses hold senior boarding positions. They are responsible for all aspects of the welfare and formation of the students in their care. They form the Senior Pastoral Leaders in the School under the direction of the Associate Head, Head of Boarding and Assistant Head of Boarding. It is a demanding and immensely rewarding role where no two days are ever the same.

A Housemaster or Housemistress is expected to foster a home away from home for students and to integrate year groups within the House as well as between other Houses. They ensure that day students and boarders form cohesive networks. In addition, they have direct oversight of the academic culture of work in the House through a team of Academic Tutors. The Housemasters and Housemistresses are also supported by a residential Assistant Housemaster/Housemistress and a non-resident Chaplain and Matron. House Tutors also undertake some boarding duties consisting of attending some House lunches, duty in the House for one evening a week from about 7:00 pm until 10:15 pm (the Housemaster/Housemistress or resident Assistant will also be in the House at this time) and supervising Sunday block prep from 5:00 pm until 7:00 pm on a rota of one in five Sundays.

The College was rated 'excellent' by ISI at its last inspections (January 2013, January 2016 and March 2017) - [Reports](#)

A Housemistress has a reduced teaching timetable of about half that normally allocated. Any subject offered by Ampleforth College will be acceptable. Many Housemistresses also contribute to games or a co-curricular activity. Teaching occurs on Monday to Saturday. A 24 hour day off is timetabled on one day Monday – Friday each week.





Job Description

Housemasters and Housemistresses are the key leaders for the personal flourishing and formation of the young people in their care. The range of responsibilities is set out in the school policies, available on the website of which the Safeguarding of Children is paramount.

Carrying out duties in the most cost-effective and efficient way, demonstrating all due care to safer practice for children and for all relevant Health and Safety legislation.

Housemasters/Housemistresses are expected to contribute to the fulfilment of the College's Mission Statement in the following ways:

- To encourage the spiritual and moral development of the students both by supporting the prayer and sacramental life of their House and of the College and also by providing both formal and informal instruction and example
- To provide a context in the House where students are safe, healthy and respected
- To promote a culture of work amongst all the students that both challenges and rewards their efforts
- To build up a House team including Assistant Housemaster/Housemistress, Chaplain, Matron, Tutors and Student Monitors that will work together in running the House
- To nurture the House community, so that students are supported by the care of the staff and the friendships of their peers
- To include parents in the education of their children through regular contact, both pro-active communication of news and also rapid response to enquiries
- To enable the students to engage in the extra-curricular activities of the College and so fulfil their particular talents and gifts
- To foster a sense of service amongst the students, both to themselves and to the wider world.

Responsibilities

The Housemaster/Housemistress works in line with the College's Mission Statement and College's policies, under the overall direction of the Headmaster. Working with the House team and in close communication with the students' parents, is responsible for the students in this House, in the following areas:

- *their spiritual faith, in liaison with the Chaplaincy*
- *their physical and emotional welfare, in liaison with the Infirmary*
- *their good behaviour, in liaison with the Associate Head*



- *their studies, in liaison with the Director of Studies, Assistant Head Academic Development, the Head of the Sixth Form and the Head of the Middle School*
- *their extra-curricular games and activities, in liaison with the relevant departments and the Director of Activities*
- *their health and safety, in liaison with the Director of Health and Safety and the Fire Officer*
- *their social life, in liaison with the School Co-ordinators of Social Activities*
- *their facilities, in liaison with the Procurator's department.*

The Housemasters/Housemistresses report to

- the Head of Boarding through the weekly Housemasters/Housemistresses meeting and to the Assistant Head Benedictine Development and Assistant Head of Boarding through an annual Professional Review (Appraisal)

The Housemaster/Housemistress manages

- the Matron through weekly meetings and an annual Professional Review (Appraisal)
- the Assistant Housemaster/Housemistress and the Tutors through weekly meetings and as contributors for Professional Reviews (Appraisals)

The Housemaster/Housemistress communicates with

- Parents through regular contact, termly reports and rapid response to any enquiries
- Academic staff in response to their concerns over students
- The Admissions Office over Prospective Parents' visits and house lists
- The Estates Department over house maintenance and development

The Housemaster/Housemistress appoints

- the Head of House, the Deputy Head of House and any other house monitors

Record keeping

The Housemaster/Housemistress must maintain the following records:

- Daily check-in lists and weekend and Exeat lists
- Accident reports, for all serious incidents
- Fire drills
- Risk assessments
- Files for individual students
- An incident book, recording any significant events
- A House sanction book, recording any major disciplinary events
- Accounts for the House finances
- Accounts for students' money banked with the Housemaster/Housemistress



The Housemaster/Housemistress should make available to the house the following:

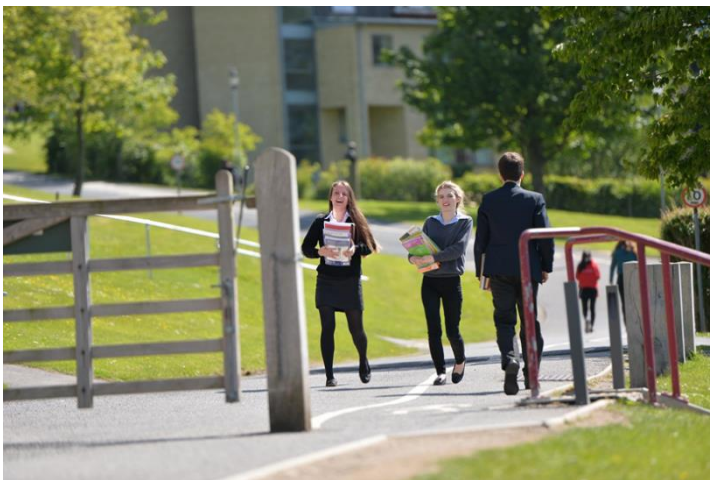
- Safeguarding contact details
- Complaints procedure
- House timetable
- House rules and routines
- List of house officials

The Housemaster/Housemistress should have to hand:

- Emergency contact numbers
- Ampleforth College Boarding Policies and Procedures

The Housemaster/Housemistress should be familiar with:

- Keeping Children Safe in Education (September 2016)
- Working Together to Safeguard Children (March 2015)
- The National Minimum Standards for Boarding Schools (March 2015)
- What to do if you're worried a Child is being abused – Advice for Practitioners (March 2015)
- School Policies (available on the School's VLE)
- The School Medical Protocols





Person Specification

Essential

- Practising Roman Catholic
- PGCE or equivalent
- Experience of responsibility for boarding across the 12-19 age range
- Experience of managing parental expectations
- Experience of teaching across the 12-19 age range
- Experience of monitoring and challenging academic performance of students
- Evidence of being a team player
- Experience of building a team
- Experience of line-managing others
- Evidence of good negotiation and problem resolution skills
- Excellent communications skills with adults and teenagers
- Proficient in electronic communication
- Demonstrates initiative and commitment
- Evidence of stamina
- A sense of humour
- The ability to work under pressure
- Shows the ability to evaluate and improve performance of self and others
- An empathy for the works of the Monastic Community
- Satisfy all criteria and checks relating to suitability to work in a school environment

Desirable

- Good degree (2:1 or above) in a relevant Ampleforth teaching subject
- Boarding Schools' Association qualification or training (desirable on appointment, essential on take-up of post)
- Further post-graduate study or further qualifications or training
- Experience of implementing and evaluating whole school pastoral initiatives
- Experience of planning and managing school/social events
- Ability to contribute to the extra-curricular life of the school in sport and activities