



JOB DESCRIPTION FOR THE ROLE OF
**HOUSEMASTER / HOUSEMISTRESS -
SENIOR BOYS' HOUSE**
FOR APPOINTMENT 1 SEPTEMBER 2019



NAVIGATING SUCCESS

KEY FACTS

Type of School: **Co-educational, boarding and day**

Age range: **11 - 18**

Number of pupils: **750**

Number of boarders: **450**

Teacher/pupil ratio: **1:8**

Religious tradition: **Christian**

Fees per term: **Boarding £8,430 - £10,865 and day £5,230 - £5,830**

ISC associations: **HMC and Boarding Schools' Association**



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THE ROYAL HOSPITAL SCHOOL

NAVIGATING SUCCESS

The Royal Hospital School (RHS) was founded in London in 1712 by the Royal Naval Crown charity, Greenwich Hospital, to educate the children of the Hospital's pensioners and prepare them for a life at sea. Many went on to become famous admirals, explorers and pioneers. The School is still owned by Greenwich Hospital, whose sole Trustee is the Secretary of State for Defence on behalf of the Crown. RHS is immensely proud of its historic, royal and naval links, and discovery, exploration and challenge continue to shape its ethos. The traditional values of loyalty, commitment, courage, respect, service and integrity have underpinned the School's core aims and philosophy from the very beginning. Three hundred years later, they are as relevant to the education provided now, as they were then.

Today the Royal Hospital School is set in 200 acres of beautiful Suffolk countryside overlooking the Stour Estuary and within an hour of London. RHS is a leading independent, co-educational boarding and day school providing a full and broad education, fit for the modern world.

RHS inspires pupils to have the courage to be ambitious for their futures and the commitment to pursue whichever path they choose. We challenge pupils of all academic abilities, steering them to look beyond the moment and beyond the confines of the classroom, and to approach life with an open and receptive mind. It is through thinking creatively and taking the initiative that they discover their influence, strengths and ambitions and establish the skills they need to pursue purposeful and fulfilling lives.

Everyone can achieve the most exceptional things but we are all different. That is why we focus on the individual, getting to know every one of our pupils and finding out what motivates them. By understanding a young person's strengths, and what he or she might find more difficult, we can help them to make the right choices at the right time.

It is this focus on personal challenge and individual guidance that enables pupils to develop into self-reliant, socially responsible adults with enviable open-mindedness and resilience, qualities which are so sought-after by employers and important in life.



SCHOOL MISSION, VISION AND AIMS

Our **Mission** is to understand each young person's strengths, to help them to make the right choices at the right time, navigating through their critical, formative years and ensuring their education becomes the foundation for their happiness and success.

Our **Vision** is to achieve national and international recognition as the school of choice for parents seeking an outstanding all-round and full education for their children, enriched by a unique naval heritage.

These are the **Aims** of the Royal Hospital School:

- to develop intellectual curiosity and academic confidence;
- to enable every pupil to fulfil their potential, grow into the person they wish to become and be prepared for life after school;
- to inspire leadership, adventure and self-discovery;
- to foster creativity and imagination;
- to provide a secure and nurturing community which promotes wellbeing, fitness and healthy competition;
- to instil the values of service, loyalty and commitment and uphold the School's unique and rich heritage;
- to cultivate a global outlook and environmental responsibility.

INDEPENDENT SCHOOLS INSPECTORATE

The School passed a Compliance Inspection in January 2018. In the 2015 Independent Schools Inspectorate report RHS was rated 'Excellent' in every area and described as follows:

"The School has clear aspirations for its pupils. It seeks to promote the attributes of inspiration, challenge and leadership in its pupils. Pupils are encouraged to strive for academic excellence and to endorse the values of service, loyalty and commitment whilst upholding the School's unique and rich heritage. The School encourages leadership and a sense of adventure and self-discovery. A high priority is the promotion of service both within the School and to the wider community. The School aims to foster creativity and imagination within a civilised, caring, Christian community, based on high standards of behaviour, mutual respect, trust and courtesy between staff and pupils. The School cultivates a global outlook and sense of environmental responsibility. It aims to encourage pupils to develop fitness, wellbeing and enter into healthy competition."

For the full reports please click [here](#).



PASTORAL EXCELLENCE

All staff are encouraged to take a deep personal interest in pupil welfare and understand that young people need to feel supported if they are to succeed academically and that excellent pastoral care must underpin a good academic education.

Here at RHS, regardless of whether pupils are day or boarding pupils, an incredibly effective pastoral network is designed to ensure that at every stage of the RHS journey our pupils are cared for, nurtured, supported, listened to and provided with all the appropriate guidance to help them develop in confidence.

Our house system is tailored to meet the specific needs of each age group. The junior, Year 7 house is run by an experienced team of staff with considerable expertise in dealing with this age group.

Senior boarding houses accommodate between 55-65 boys or girls and Senior House Staff are supported by a resident matron and resident assistant.

As pupils progress through the school the structures and routines in the houses change to meet the needs of the maturing young people until they reach the Sixth Form and take on positions of responsibility. In their final year, Nelson House is regarded as the pinnacle of their time at RHS - not only the place to focus on A Level study but also the perfect springboard to life beyond.

Each pupil has a house-based personal tutor – someone who is responsible for overseeing their academic achievements and pastoral welfare, and providing a link between teachers and parents.

The School is fortunate to have a large and well-resourced Health Centre that operates 24/7. Fully staffed by registered nurses, it also accommodates a daily doctor's surgery, a dental surgery and a wide range of specialist medical services including counselling and physiotherapy.

HOUSE SYSTEM

There is a strong house system providing excellent accommodation for 450 boarders and 300 day pupils. This mix of boarding and day has changed considerably over the past 10 years.

Today, pupils entering in Year 7 go into a junior house for both boarding and day pupils, which is a chance to get to know the whole year group and settle into life at senior school. From Year 8, there are three senior boys' and three senior girls' boarding houses to choose from, with four-bedded rooms for younger pupils and double or single studies for seniors. Raleigh, Drake and Cornwallis Houses provide superb facilities for day pupils in Years 8 to 12, the latter also with ad hoc boarding accommodation. In the Upper Sixth, boys and girls join Nelson House in single studies, where independent living is encouraged in preparation for university life.



SCHOLARSHIPS AND BURSARIES

Through its parent charity, Greenwich Hospital, the children of those serving or who have served in the Royal Navy or Royal Marines can apply for entry irrespective of financial means. Currently 60 naval children are supported by these Greenwich Hospital bursaries and discounts. In addition, the School works with the SpringBoard Bursary Foundation and other charitable partners to provide bursary places for children who would benefit from an independent boarding education.

The School celebrates and rewards excellence through scholarships (academic, sailing, music, art, design, sport and drama) and offers awards and exhibitions at entry level. These scholarships, exhibitions and awards confer a small discount on the fees but can be supplemented by means-tested bursaries, widening access to pupils who may not otherwise be able to afford an independent education.

For further information on the Royal Hospital School, please see www.royalhospitalschool.org.

TEACHING AND LEARNING

Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge. The curriculum is broad and balanced, combining the best of academic traditions with the latest technologies. The embedding of mobile technology into teaching and learning was completed in September 2015, with every pupil and teacher using an iPad in classrooms and for planning. The School is an Apple Regional Training Centre which provides teachers and technical staff from schools and colleges all over the region the opportunity to access expertise, training and best practice to support their use of technology in the classroom.

In August 2018, the School achieved its strongest set of results at both A Level and GCSE. 94% of pupils achieved A* - C or 9 - 4 at GCSE with over a third of results graded at A* / A. At A Level, over 88% of pupils achieved A* - C. Pupil success comes in many forms and post-school options for the leavers of 2018 range from studying at Oxbridge to higher degree apprenticeships to direct entry into the armed forces.

Excellent facilities include an art, design and technology centre, well-stocked reference and multimedia library, and ICT suites. Music, drama and dance play an important part in school life and this is emphasised by a £3.6 million Music School housing a 200-seat recital hall, 18 practice and specialist rooms, a technical suite and a 'rock room', sitting alongside the cathedral-proportioned chapel. The School has a strong musical tradition, and the band and choir have performed at the Royal Albert Hall, St Paul's Cathedral, St James' Palace, Lord's Cricket Ground and Twickenham Stadium, as well as touring in Europe, Sri Lanka, the USA, Canada and throughout the UK. The library will be fully refurbished and redesigned for September 2019.



THE ROLE

The Royal Hospital School is seeking a housemaster/ housemistress to lead and manage a boys' senior boarding house for Year 8-12 pupils.

The successful candidate will have an established record of working within a school and evidence of providing outstanding pastoral support for young people, ideally with pupils in this age group. Experience in a boarding or day house would be seen as significantly beneficial as well as a record of leading the academic, pastoral, moral and co-curricular development of young people in their care.

The Housemaster/Housemistress is responsible to the Headmaster through the Deputy Head (Pastoral); they play a vital role in leading the academic, pastoral, moral and co-curricular development of the young people in their care, and preparing them for the world beyond school.

The successful applicant will receive a teaching remission but will be expected to contribute to the academic curriculum.

The successful candidate will be wholly committed to the values, ideals and mission of the Royal Hospital School and to the needs of both boarding and day pupils. They will have empathy with young people and will be able to provide guidance and advice to ensure the happiness and success of pupils.

1. Oversee all aspects of the academic and pastoral welfare of the pupils in the house, which will include an awareness of each pupil's progress and developing maturity.



2. Lead and manage the house team, consisting of resident and non-resident staff, and taking responsibility for overnight supervision.
3. Work closely with key pastoral staff and other staff to ensure each pupil achieves his or her full potential.
4. Create an environment in which each individual is equally valued and in which each individual has an opportunity to contribute.
5. Establish systems and routines which ensure the smooth and consistent running of the house.
6. Maintain the pupils' standards of appearance, behaviour and conduct, in line with school policies.
7. Be one of the principal points of contact for parents, ensuring that channels of communication between house, tutor and parent are clear and pro-active.
8. Liaise with tutors.
9. Hold regular house team meetings in order to disseminate information relating to the progress of pupils and their welfare.
10. Keep records, maintain confidentiality of information (in line with the School's Child Protection Policy) and manage house accounts.
11. Write reports for the pupils in the house, in accordance with the published schedule.
12. Regularly review and update documentation relating to the house (e.g. house handbook, website entry).
13. Organise social functions/activities for pupils within the house, with the assistance of the house team, where appropriate.
14. Ensure compliance with the relevant Health and Safety regulations, Child Protection requirements and National Minimum Standards for Boarding.
15. Attend regular meetings and INSET sessions as appropriate.
16. Ensure pupils' medical requirements are properly catered for, supported by the Health Centre staff.
17. Oversee the fabric and contents of the house in liaison with the support staff.
18. Promote the School and assist in the recruitment of new pupils, in liaison with the Admissions Department.
19. Undertake any other tasks reasonably assigned by the Headmaster.

THE PERSON

The Housemaster/Housemistress will:

1. Be empathetic to the needs of pupils and work with parents.
2. Have an excellent and proven ability to manage a team.
3. Be able to motivate and empower others in order to reach agreed goals.
4. Be able to maintain high standards with clear boundaries and a light touch.
5. Be able to take charge of situations, and make and act upon decisions.
6. Be resourceful, flexible, energetic and determined.
7. Be able to display resilience in challenging situations.
8. Have a proven ability to organise and schedule events, activities and resources.
9. Be able to demonstrate a broad-based view of issues, events and activities, and a perception of their longer term impact or wider implications.
10. Have high standards of written and oral communication.
11. Be able to influence and convince others, both individuals and groups, in a manner which results in acceptance, agreement or behaviour change.
12. Be proactive and dynamic.
13. Be able to demonstrate initiative and originate action.
14. Be able to work independently and as part of a team.
15. Be confident in problem-solving.
16. Have a proven ability to interact with others in a sensitive and effective way.
17. Be warm, caring, patient and approachable.
18. Be consistent and straightforward in dealings with others.
19. Be able to demonstrate good listening skills.
20. Teach a subject within the school curriculum and/or contribute to the co-curricular programme.
21. Must be suitable to work with children.



JOB DESCRIPTION

Senior House Staff (SHS)	
Reporting to:	Deputy Head (Pastoral)
General details:	<p>The Royal Hospital School is a boarding school with a commitment to providing a broad range of activities and opportunities to its pupils. As such there is an expectation that teachers understand that there will be a commitment to boarding and contributing to the wider curriculum. Further details and specific tasks such as duties in House, Library, Dining Hall duty etc. are covered in The Royal Hospital School's Staff Handbook.</p> <p>Housemasters and Housemistresses are responsible to the Headmaster through the Deputy Head (Pastoral); they play a vital role in leading the academic, pastoral, moral and co-curricular development of the young people in their care, and preparing them for the world beyond school.</p> <p>The successful candidate will be wholly committed to the values, ideals and mission of the Royal Hospital School (and to the needs of both boarding and day pupils). He/she will have empathy with young people and will be able to provide guidance and advice to ensure the happiness and success of the pupils in his/her care.</p>
Characteristics of a Housemaster/Housemistress:	Candidates applying to the Royal Hospital School are asked to provide within their personal statement an explanation of how and where they have experience against the following characteristics:
Essential:	<ol style="list-style-type: none"> Communication 'Is the ability to communicate appropriate, concise and accurate written and verbal information in a timely and influential manner'. Controlling quality and standards 'Is the desire to ensure accuracy and quality of work delivered. Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job. Accurately checking processes and tasks; maintaining watchfulness over a period of time'. Developing and coaching others 'Is the ability to assist others (pupils, peers, team members, and pupils) in reaching their full potential through feedback, coaching, development, mentoring and training.' Planning and organising 'Is the ability to develop clear, efficient and logical approaches to work and to use time effectively to achieve outcomes'. People management 'Is the ability to deliver good quality outcomes through the efforts of others'. Problem solving and initiative 'Is the ability to pre-empt problems and to analyse and interpret situations and data from a variety of viewpoints. It is the ability to find creative, workable solutions without waiting to be told. To make swift decisions and judgements even in the face of ambiguity or criticism and asserting one's influence over events to achieve the goals of RHS'. Resilience 'Is the ability to maintain control and performance during pressurised situations; and to bounce back quickly and effectively from set-backs'.

Desirable:	<p>1. Leadership 'Is the willingness and ability to lead, guide and motivate others towards a common goal influencing organisational values, people, and systems and processes, It is the ability to exercise meaningful influence on others who voluntarily accept it, leaving behind a collective impact'.</p>
	<p>2. Strategic thinking 'Is the ability to look ahead beyond the constraints or the current situation and establish a course of action that accomplishes a long-term goal or vision.'</p>

ADDITIONAL INFORMATION

MANAGEMENT STRUCTURE

The Headmaster leads a Senior Management Team comprising the following:

- Second Master
- Director of Finance & Operations (Bursar)
- Deputy Head (Pastoral)
- Assistant Head (Pastoral)
- Deputy Head (Academic)
- Director of Learning
- Assistant Head (Co-Curricular)
- Head of Sixth Form
- Director of Communications

THE BENEFITS

The Royal Hospital School is a caring employer and it is fully committed to the development of its staff. Recent examples include supporting colleagues wishing to complete a Masters Degree, a broad internal Inset programme and the School is fortunate to be an Apple Regional Training Centre.

The School prides itself on the welcoming and inclusive staff community and many teaching staff live on site. RHS has its own pay scale and children of staff are eligible for a subsidised fee remission (currently 66%), subject to the normal admissions criteria.

All members of staff have access to the School's sports facilities which include a swimming pool, fitness gym, tennis and squash courts and a golf course.

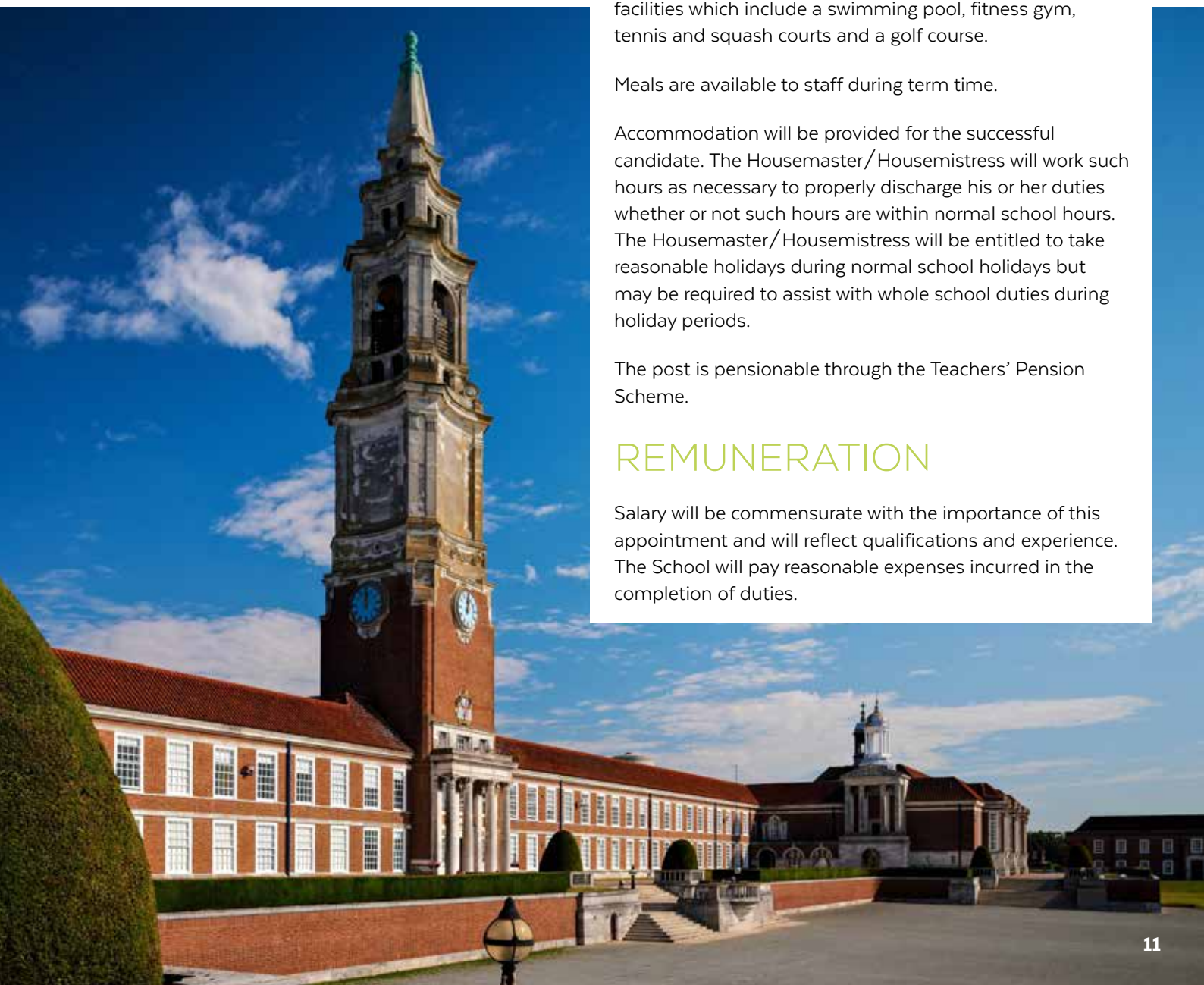
Meals are available to staff during term time.

Accommodation will be provided for the successful candidate. The Housemaster/Housemistress will work such hours as necessary to properly discharge his or her duties whether or not such hours are within normal school hours. The Housemaster/Housemistress will be entitled to take reasonable holidays during normal school holidays but may be required to assist with whole school duties during holiday periods.

The post is pensionable through the Teachers' Pension Scheme.

REMUNERATION

Salary will be commensurate with the importance of this appointment and will reflect qualifications and experience. The School will pay reasonable expenses incurred in the completion of duties.



HOW TO **APPLY**

TERMS & CONDITIONS

For a confidential discussion about the role please call our HR Manager on 01473 326200.

An information pack is also available by contacting the School at: recruitment@royalhospitalschool.org

Applicants should submit a copy of the School's application form along with a covering letter of no more than two sides.

The Royal Hospital School would like the successful candidate to commence employment for 1 September 2019.

The gross annual salary will be competitive and will be commensurate with the experience of the successful candidate. The conditions and expectations are outlined in the standard contract, job description (Housemaster/ Housemistress - Senior Boys' House) and the Code of Conduct for Teachers.

APPOINTMENT PROCEDURE

Candidates are required to submit a completed Application Form together with a supporting letter, including details of two referees.

INTERVIEW TIMETABLE

- The deadline for applications is
Tuesday 22 January, 12noon
- Interviews will take place at the Royal Hospital School
Monday 28 & Tuesday 29 January

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

NOTE: Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.

