



Housemaster/mistress Trenchard

Queen Victoria School  
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## Foreword from the Head, Donald Shaw

Working at Queen Victoria School is a truly unique experience. Staff take great pride in their work here and relish the opportunity of being fully involved in both the academic and pastoral life of our wonderful school. We have a very healthy teacher-pupil ratio and classes are typically much smaller than those in the state system. Although we have a long school day (from 08:50 until 16:25), students benefit from studying a wide range of academic subjects and Piping, Drumming, Dancing, Drill and Games. Older students also must join our CCF for at least 2 years. We hold to our strong ceremonial traditions and our strong links with the military community and have regular parades throughout the year, culminating in Grand Day, our final day of the summer term, which is a wonderful spectacle to be involved in.

## Queen Victoria School: School Profile

Founded in 1908, Queen Victoria School in Dunblane is fully-funded for tuition and boarding by the Ministry of Defence to provide stability and continuity of education, within the Scottish system, for the children of UK Armed Forces personnel. Service personnel who are Scottish, or who have served in Scotland, or who have been part of a Scottish regiment are given priority.

Fully boarding, co-educational and tri-service (for Army, Navy and RAF children), the School takes around 270 pupils from the ages of 10/11 up to 18.

### **Vision Statement:**

We aim to provide a unique, thriving boarding and educational community in which all pupils and staff work to support and respect one another in realising their full potential.

### **Statement of purpose:**

We exist to provide a caring but stretching learning environment, valued by the military families whom we serve. We embody and promote values of honesty, integrity, compassion and empathy. Queen Victoria School has a long tradition of ceremonial excellence; we take pride in this and all that our School has to offer.

# Person Specification: Housemaster/mistress Haig

Reports to	DHT
Reference Number	1555094
Spine Point	Currently up to £35,763 plus allowances of £19,515 (see below).
Hours	Please see the Job Description
Status	Permanent
Location	Queen Victoria School
Closing Date	As Advert
Interview Date	To Be Confirmed

## Duties and Responsibilities of the Housemaster/mistress

### Setting the scene:

This is a full time residential position during term time. It is essential to buy into, support and promote the boarding school ethos. The Housemaster/mistress (HoM) is responsible for the safe, orderly and effective running of his/her House throughout term times. This responsibility may be delegated for short periods when the HoM is off duty, but overall accountability remains with him/her at all times when the School is in session.

The maintenance of a well ordered and disciplined community is achieved principally by the reinforcement of good practice. The HoM should be active in encouraging his/her pupils to aspire to high standards in all respects. He/she must promote positive achievement both by individuals and by the House and School collectively. At the heart of this role is the challenge of ensuring that each pupil is enabled to foster his/her self-esteem, that each pupil has his/her accepted niche in the House, that each and every pupil 'belongs' in the broadest sense.

The HoM should try to ensure the boarding life of all students is a rich and fulfilling experience, where the growth and development of the individual is fostered in a secure and happy environment. He/she should promote community living, where relationships are based on the values of trust and respect.

The HoM leads and manages a team including Deputy HoM (resident), Assistant HoM, matron (resident), tutors and house keeper. The HoM is expected to be a presence in the House as much as possible, even when not on "front line" duty. Exceptions to this are during his/her one day off per week, one weekend off per term and when he/she is necessarily absent for school or personal reasons.

The House is a focal point for its pupils and one of the key influences upon behaviour and development. The HoM works with the House Team, the SLT and colleagues throughout the school to ensure that each child is encouraged to develop into a self-confident, caring individual. The HoM acts *in loco parentis* and it is essential that he/she develops supportive relationships with each child and, as far as possible, with his/her parents and other carers.

The HoM will work with the Deputy Head (Pastoral and Guidance) within the pastoral context. Ensuring that the Care Inspectorate standards are upheld is a feature of this working relationship. The HoM will act as Line Manager for the whole House team, within the pastoral context.

As in many effective professional organisations, Boarding Houses and QVS work best when there is a spirit of “give and take” in evidence, and building on this team spirit in the House is a key role for the HoM.

The HoM position is a responsible and weighty one. It requires resilience, patience, clear-sightedness, compassion, strength and a seldom-failing sense of humour!

Perhaps needless to say, it is also one of the most rewarding roles in the boarding school environment.

The title of the job which you are employed to do is **Housemaster/mistress - HoM (with 0.7 FTE teaching timetable)**.

## **The Pastoral Care and Overview of each Pupil's Development: Duties include:**

- Safeguarding and promoting the welfare of children and staff.
- As the Named Person, adhering to the GIRFEC (Getting It Right For Every Child) - S.A.F.E (Support. Additional. Formal. Extended) process to ensure every pupil receives the highest level of support possible.
- Nurturing and promoting growth in independence and maturity in preparation for meeting confidently the challenges of the wider world. This will be accomplished by providing a framework for living together, setting up structures for increasing responsibilities and freedoms, mentoring through one-to-one relationships and conflict resolutions.
- Ensuring effective communication with Head, Deputy Head Academic (DHT Academic), Deputy Head Teacher Pastoral & Guidance (DHT P&G), Deputy Head Teacher Pupil Support (DHT PS), Teaching Staff and Tutors regarding pupil progress.
- Liaising with Heads of Years, medical staff and parents to monitor the health and wellbeing of each pupil.
- Ensuring that the boarding house:
  - ❖ Provides a safe and secure environment
  - ❖ Provides support and encouragement for each pupil to achieve his/her potential
  - ❖ Provides high standards of boarding accommodation, creating an attractive physical environment in the house
  - ❖ Develops a warm and caring atmosphere to reflect the ethos of the school
- Writing individual House reports and providing other reports and references, when required.
- Encouraging pupils to join in activities at weekends and contributing to those from time to time.

The HoM seeks to create a homely and balanced community within which pupils can flourish. Hopefully he/she will adopt an open door policy so that pupils feel confident to discuss matters with them.

### **Effective Communication with Parents: Requirements:**

- To be available to parents, especially at arrival and departure times; to provide a warm welcome and hospitality at these times to both parents and to other visitors.
- To maintain regular contact with parents, as situations demand, during Term times.
  - ❖ Discussing concerns with parents whenever possible regarding minor illness, emotional stress, or a change of academic course.
  - ❖ Pupils' parents should also be notified over major disciplinary concerns.
  - ❖ In general HoMs should communicate regularly with parents/guardians.
  - ❖ In case of hospitalisation or pupils staying in the Medical Centre, very frequent liaison between House staff and nursing staff is vital. Parents should be informed by whoever it is agreed is appropriate.

### **Administration: Duties include:**

- Ensuring the security and safety of the House as far as possible, by ensuring suitable Risk Assessments are maintained and reviewed annually for the House. HoM to liaise with DHT(P&G) and Estates.
- Ensuring the effective upkeep and maintenance of the House and its furnishing, ensuring the house team report faults and damage on a daily basis to the Estates office.
- Administering House accounts, pocket money and travel arrangements. In liaison with pupils, house staff and DHT(P&G), plan and prepare expenditure from the House Improvements and House Events budget.
- As the Named Person, ensuring all pupil profiles and GIRFEC documentation are maintained, accurate and up to date.
- Assisting DHT(P&G) with Self-Assessments, Annual Returns and Inspections for the Care Inspectorate.
- Ensuring the House Hand Book for staff and parents is up to date and accurate.
- Organising house trips and social events, delegating when appropriate.

### **Management:**

- The HoMs report directly to the DHT(P&G).
- HoMs communicate effectively with and line manage all staff in the pastoral context.

- Lead, co-ordinate and publish House policy and procedures to the House Team. Lead House team meetings and arrange Promoted House staff meetings when required. Delegate as appropriate the lead for House Council meetings.
- Compile the annual rota for the House Duties, every summer term. With the support of the DHT(P&G) the HoMs manage their house teams and ensure there is suitable and adequate supervision in House at all times.
- Review policy and procedure periodically, participating in arrangements for further training and professional development of other staff.
- Provide induction for new staff in the House. Promote and support staff with pastoral professional development opportunities.
- Effectively Line Manage, support, and review annual PADR's for, both the House Matron and Housekeeper, ensuring their objectives are set and achieved, based on their Job Description.
- Lead and manage the wider House team (Deputy and Assistant Housemasters/ Housemistress, Tutors and GAP students).
- Advise and encourage Tutors to monitor pupils' pastoral and academic progress.
- Liaise with other HoMs and Pupil Support, if required, at points of transfer of pupils into and out of his/her House.
- Be in residence before and after the commencement and termination of the school terms and half terms (supervising pupils until 1200hrs the following day, if required), ensuring all preparation and closure is completed.
- Be resident in the House throughout the Term, apart from 24hr period each week and the agreed weekend per term.
- Attend Chapel with the House when on duty, including all Parade Sundays, unless prior permission is granted by the Head.
- Be fully familiar with the School's Child Protection Policy and its procedures.
- The role also requires undertaking such other reasonable tasks as may from time to time be required by the Head or DHT (P&G).

In summary, HoMs provide for the safety, academic progress, good discipline and pastoral well-being of all the pupils in their House and play the vital role in the management of staffing, organisation and resources of the House.

# Duties and Responsibilities of Teachers

In addition to the role of HoM the postholder will also be required to carry out a reduced teaching role. In the teaching role the following will apply:

1. Teaching assigned classes including the supervision of classes for absence cover.
2. Preparation of lessons and contribution to the development of courses as specified by the Principal Teacher or Line Manager as appropriate.
3. Assisting in the development of the school curriculum and all national initiatives.
4. Assessment, recording and reporting on the work of pupils and attending parent/teacher meetings as required by the School.
5. Presentation of pupils for and participation in the conduct of internal and national examinations.
6. Undertaking appropriate in-service training including school in-service days subject to the policies of the School.
7. Contributing to the professional development of colleagues, including probationary and student teachers.
8. Participation in the administration and organisation of the School, in accordance with school policies.
9. Maintenance of good order and discipline among pupils with due regard to their health and safety.
10. Acting as tutor to a group of pupils.
11. Advising and guiding pupils on Personal, Social and Health Education matters when appropriate.
12. Regular attendance at school's morning assembly is desirable. It is also desirable that all teachers will attend Sunday chapel from time to time and especially on Parade Sundays (6 times per year).
13. Providing support for pupils at events such as sports days, concerts, stage productions, displays etc.
14. As part of boarding school life, teachers are required to assist in the Hobbies programme by offering a minimum of 1 night per week for 1 hour from October to March.
15. As part of boarding school life and commitment, teachers are required to assist in a boarding house, according to the agreed house supervision rota.
16. Teachers must take reasonable care of their own safety and that of their colleagues and any persons who may be affected by their acts or omissions at work. They are required to co-operate with their employer, as necessary, to enable any duty or requirement imposed on their employer by, or under, any of the relevant statutory provisions to be performed or complied with.

17. Teachers are personally responsible for equal opportunities awareness and ensuring that they are aware of, and carry out, the provisions contained in the MoD equal opportunities policy.

18. To be responsible for safeguarding and promoting the welfare of children and/or vulnerable adults.



# Person Specification: Housemaster/mistress

Subject/Stage: Optional Subject/Secondary

## ESSENTIAL

## DESIRABLE

### Qualifications

**GTCS Standard for Full Registration (or eligible to become so).**

**Qualified to teach at least one subject at all SQA stages.**

Additional qualifications or professional recognition.

A recognised Pastoral Care qualification.

Nationally recognised First Aid qualification or willingness to obtain one shortly after appointment.

### Pastoral Care

**Significant experience within a boarding environment .**

**Significant experience of providing pastoral support to pupils.**

**Have an in-depth understanding of the central role played by a Housemaster/mistress in boarding school setting.**

**The ability to assist in activities in the wider school community such as rugby or hockey coaching, taking part in games, assisting with the Duke of Edinburgh Award Scheme or Combined Cadet Force, is essential.**

Previous experience as a Housemaster/mistress.

Experience of working with 15-18 age group.

Experience of line management.

Budget management.

Evidence of enriching the lives of pupils within a boarding environment.

### Safeguarding of Children

**Experience and understanding in implementing GIRFEC principles (or similar) and providing individual intervention plans.**

**Experience and understanding of what constitutes a safe and secure boarding environment.**

**Experience in helping pupils identify risks within the boarding environment and on-line.**

**Demonstrate understanding and experience in child protection strategies to help keep pupils safe.**

Previous experience of handling and storing securely sensitive information on pupils.

# Person Specification: Housemaster/mistress (Continued)

Subject/Stage: Optional Subject/Secondary

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## ESSENTIAL

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## DESIRABLE

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### Supporting Learners

**Demonstrates a knowledge and commitment to a range of effective strategies to promote positive behaviour.**

**Involvement, as part of a team, in providing pupil support plans to meet the needs of the learners.**

**Demonstrates experience of supporting children/young people with additional support needs.**

Has experience of working with a variety of partners to support pupil learning.

Has contributed effectively to support planning for young people with additional support plans.

Has good working knowledge of Staged Intervention procedures.

### Working Together

**Evidence of working with pupils, parents/carers, outside agencies and the wider community to improve outcomes for pupils.**

**Experience of good communication in planning, organising and coordinating school activities.**

**Ability to promote effective teamwork and partnerships.**

**Demonstrates engagement in a range of areas of school life.**

Has experience of collegiate working in a school initiative.

Demonstrates an ability to seek, initiate and maintain links with the local and wider community.

# Person Specification: Housemaster/mistress (Continued)

Subject/Stage: Optional Subject/Secondary

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## ESSENTIAL

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## DESIRABLE

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### Leading Learning

**Knowledge of and experience in applying curriculum for excellence principles and purposes.**

**Ability to plan effectively across the curriculum using experiences and outcomes from curriculum for excellence.**

**Ability to provide a broad, rich and relevant curriculum**

**Ability to motivate and engage children through stimulating and active learning approaches.**

**Demonstrates sound organisational skills and effective classroom management to support learning.**

**Demonstrates an understanding of assessment principles and how these have been implemented in their classroom.**

**Ability to employ information and communication technology to support and enhance learning and teaching.**

Has experience of moderation and sharing the standard.

Experience of leading innovative practices in their classroom and/or the whole school.

# Additional Information: Housemaster/mistress

## **Accommodation:**

This is a residential position, with accommodation provided within the Boarding House. The accommodation provided has a private, external, entrance and a second entrance directly into the Boarding House. The accommodation consists of a large living room/diner, kitchen with cooker and extractor, three bedrooms (two double one single) all with built in wardrobes and a bathroom with bath and overhead shower. A private car parking space is provided close to the entrance. The Housemaster/mistress must be resident in this accommodation during term time, except on their day off.

The accommodation has cooking facilities, however, when on duty it may be necessary to eat in the School Dining Room. Currently duty meals, while supervising the pupils, are provided free of charge however this is subject to periodic review.

The current scale of charges for accommodation is currently £138.70 per month. This charge is increased annually on 1 April in line with the Annual Review of Service Families Accommodation Charges. Utilities (heat, light and hot water) are currently provided free of charge but this is subject to MoD policy which may change in the future. The Housemaster/mistress is responsible to Stirling Council for payment of Council Tax.

## **Allowances:**

In compensation for the long hours required during term time, a generous package of allowances, totaling over £19,500 per annum, comes along with the position. In addition, to being paid in accordance with the SNCT Main Grade salaries scale for teachers the post also attracts a QVS Boarding School Allowance of £7,413 which is pensionable. A non-pensionable QVS Housemaster allowance of £9,102 is also paid as is a key Boarding House Staff Recruitment and Retention Allowance of £3,000. It should be noted that all allowances are subject to review and may be amended, replaced or withdrawn at any time.