

AMDG



STONYHURST

ASSISTANT HOUSE PARENT

Candidate Information



AN INTRODUCTION TO STONYHURST

Stonyhurst College is the UK's leading Catholic co-educational boarding and day school for pupils aged 3-18. Boarding is from the age of 7.

At the College, there are approximately 470 pupils aged 13-18, two thirds of whom are boarders. At Stonyhurst St Mary's Hall, the adjacent dedicated preparatory school, there are around 300 pupils aged 3-13. Stonyhurst is set in stunning countryside, near the Ribble and Hodder rivers and the beautiful Trough of Bowland. Manchester is only about an hour away by road or rail. The market town of Clitheroe is four miles away, and we are 12 miles from the city of Preston. The Lake District can be reached in about an hour, and the Yorkshire Dales are even closer.

Stonyhurst has a fascinating heritage, being the oldest continuously active Jesuit school in the world. It was founded in St Omer, Northern France (then the Spanish Netherlands), in 1593, and moved to its present site in Lancashire's beautiful Ribble Valley in 1794. Throughout the years of religious persecution in England, Stonyhurst educated the boys of the English Catholic aristocracy and gentry.

The College's Jesuit mission and identity, and its sense of family, set Stonyhurst apart from other schools. Pupils are urged to do as much as they can (*Quant Je Puis*) for other people following the example of Jesus Christ and following in the spirit and charism of the Jesuits. The College prepares young people to change the world for others.

Stonyhurst is a family where heritage and innovation are fused to inspire young people to be agents of change in the world.



THE ROLE

The Assistant House Parent role is primarily to support the work of the House Parent in taking responsibility for the overall care and welfare of all the pupils in the boarding house.

Their job is to assist in maintaining our high standard of care and ensuring the welfare, happiness, safety and health of all boarding pupils. The Assistant Houseparent must have the ability to help create a stable working and pastoral environment.

A significant timetabled contribution (including at weekends) to other areas of College life is essential e.g. Games coaching and teams management, supporting The Duke of Edinburgh's Award Scheme, College Cadet Force, Outdoor Pursuits, Co-curricular Arts. Specific training opportunities shall be provided for certain areas of responsibility and activity.

The Assistant House Parent will be line managed on a day to day basis by the House Parent, who shall also conduct the Assistant House Parent's annual appraisal and performance management review. Additionally, there is a close working relationship with the Heads of Playroom who take overall day to day pastoral and academic responsibility for the pupils.

The postholder will contribute to and attend Playroom retreats, Masses and other aspects of the spiritual life of the College.





KEY RESPONSIBILITIES

Boarding Management

- Support the House Parent in ensuring high standards of discipline, tidiness and presentation among pupils.
- Take responsibility for the pastoral care and wellbeing of pupils in their care, as directed by the House Parent.
- Support the House Parent in coordinating and staffing leisure activities for pupils, as well as contributing in such ways as deemed appropriate to run co-curricular activities or games.
- The House Parent may also ask the Assistant House Parent to take on some routine administration. The Assistant House Parent is to be available to assist fully at the beginning and end of terms, at special events and on Parents' Weekends as required by the Headmaster.
- Support the House Parent in ensuring all boarders have sufficient rest, and that bed-time and morning routines appropriate to the age group are established and maintained with care.
- Undertake as directed a number of specific tasks/duties within the boarding house.
- Be attentive to the needs of new pupils and help with new pupil induction.

Playroom Management

- Attend and sometimes lead Playroom assemblies with the support of senior colleagues.
- Expect to undertake several specific tasks and duties within the Playroom.
- Be on the Playroom supervision duty rota. Always maintain an appropriate adult presence and to be alert to the welfare and wellbeing needs of all pupils.
- To take on some administrative duties within the Playroom as directed by the Head of Playroom and House Parent.





PERSON SPECIFICATION

The successful candidate will be enthusiastic and hard-working with a high level of emotional intelligence. He/she will have strong communication skills and the ability to build good relationships with pupils, parents and staff. He/she will have a strong commitment to the College's mission and identity as set out in the College Mission Statement, and they are also likely to demonstrate all of the following:

- A genuine enjoyment of working with others for the betterment of young people.
- To have good judgement and professional ethics.
- A commitment to safeguarding the welfare of young people.
- An ability to get things done in a timely, professional manner.
- Very strong organisational skills.
- The ability to work under pressure, balancing a number of commitments.
- The ability to work as part of a team.
- A positive approach to problem solving.
- A positive mind-set.
- A commitment to all-round education.
- Excellent listening skills for both parents and pupils, liaison with parents of prospective pupils.

In addition the successful candidate must:

- Be entitled to work and reside in the UK.
- Have an exemplary employment record.
- Have excellent references.

The successful candidate will be subject to an enhanced DBS check.



TERMS OF APPOINTMENT

A formal permanent contract of employment will be drawn up on appointment. The following notes provide guidance on the main provisions of the agreement.

Weekly Commitment

This is a full time, position within a busy boarding school and you will work six days per week. In addition to the role, there is an expectation that staff will be involved in the wider life of the school, co-curricular contributions and evening boarding duties each week.

Appointment date

September 2021.

Pension Scheme

The School operates a money purchase pension scheme to which the employer contributes up to a maximum of 6% (matched to employee contributions)

Provision of meals

Meals and refreshments are provided free of charge in the Refectory during working hours.

Sports Centre

The College has a wide range of sporting facilities which are available for use by staff at subsidised rates with free access to the swimming pool.

Safeguarding

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the School's Child Protection Policy at all times.

Pre-employment checks

The appointment is subject to an Enhanced Disclosure and Barring check. The notice period will be one full term, following an initial probationary period.

Salary

The salary will be £19,855 per annum, accommodation is provided within the boarding house.





APPLICATION PROCESS

To arrange a confidential discussion about the role, please contact:

Dr Nicholas Grigsby (n.grigsby@stonyhurst.ac.uk), Senior Deputy Head

The deadline for receipt of applications is Monday 12th April 2021 at 12 noon.

Interviews will take place at the school on w/c 19th April 2021.

To apply, candidates should complete the application form and email it, together with a covering letter to recruitment@Stonyhurst.ac.uk



