



1707

Warminster School



CANDIDATE BRIEF

HOUSEMASTER/HOUSEMISTRESS
SENIOR SCHOOL HOUSE

LETTER FROM THE HEADMASTER

Dear Applicant,

Having moved to Warminster with my wife and family relatively recently, I can speak from the heart about the warmth of welcome offered by the School community and indeed within the town of Warminster.

In terms of location we are offered the best of both worlds with an ancient market town just five minutes' walk away, but with the beautiful Longleat forest and estate within easy cycling distance. The town lies on the western edge of Salisbury Plain with some wonderful walking, and beautiful Wiltshire villages nearby. We are a 30-minute train ride from the historic Georgian city of Bath; Salisbury and its stunning cathedral is 20 minutes in the other direction.

The School itself is simply one of the warmest and strongest communities I have known during my teaching career. It really is a friendly, supportive, yet invigorating place to live and work. The School's 60 acres give a sense of space and our beautiful buildings, some dating back to the early 1700s, give us a sense of tradition and permanence. We are a school steeped in history, but one that is not afraid to innovate and take risks. We transmit this to our pupils and staff who are encouraged to try new things, push out of their comfort zones and embrace failures as the best way to achieve success.

Staff morale is high and there is a shared sense of purpose which is energising. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals. Our pupils are a diverse bunch with around 30 different nationalities represented throughout both boarding and day. That international outlook is key to our community and allows us to be a window on the world in West Wiltshire. The fact that we are one school from 2-18 emphasises the feeling of family and our parents are huge supporters of the School and our staff.

Our mission is simple: *To develop and nurture rounded individuals with a love of learning and strong moral values, with a supportive and inspiring community.* This is equally true of staff, as it is for our pupils.

Thank you for your interest in Warminster School. I hope that these documents will encourage you to go ahead with an application that may lead to your joining this vibrant, exciting and nurturing community.

Kind regards



Matt Williams
Headmaster



AN INTRODUCTION TO WARMINSTER SCHOOL



Warminster School is located in the ancient market town of Warminster in Wiltshire. The School has a long and fascinating history and today incorporates four schools, plus a convent, in one. It was established in 1707 by Thomas Thynne, first Viscount Weymouth (subsequently further ennobled as Lord Bath) to educate the sons of his Longleat estate workers. The links between the School and Longleat are embodied in the Wren Doorway to School House, the original 1707 school building. The doorway is believed to have been designed as the main entrance to Longleat House by Sir Christopher Wren in 1663 on the occasion of the visit by King Charles II and Queen Catherine. It was then moved to the new school in, or soon after, 1705.

The foundation of the School was strongly supported by Sir Thomas Ken, Bishop of Bath and Wells, and regarded also by the School as a central figure in the School's foundation. He had been at Oxford with Thynne; after the Glorious Revolution of 1688, he refused to swear allegiance to the new monarch, William III (William of Orange), and was deprived of his benefice. In sympathy, he was invited to live at Longleat. His chair, which is Tudor (1485 – 1603), now sits in the Headmaster's office. On the back are graffiti – in the form of carved pupils' names - from the 1820s.

Over the course of the centuries that followed, the School became known as 'Lord Weymouth's Grammar School'. Thomas Arnold, the historian and great educational reformer was a pupil at the School from 1803-07. He was later headmaster of Rugby School from 1828 - 41.

The present-day school also incorporates a 'National School' dating from 1815. The National Society for Promoting Religious Education was established in 1811 with the aim of providing an elementary education, in accordance with the teachings of the Church of England, to the children of the poor. The building is now the Deputy Headmaster's house.

St Boniface Missionary College was founded in 1860 by the Vicar of Warminster, James Erasmus Philipps. During his incumbency he also established St Denys Convent and St Monica's School for girls (1890), run by the nuns. The college closed for the duration of World War II and when it reopened in 1948 it was in a different guise, associated with King's College, London as a post-graduate centre for missionary work. It closed in 1969 and the buildings have been leased to Warminster School ever since.

The School remained single-sex until 1973, when Lord Weymouth's Grammar School amalgamated with St Monica's, which stood on the site of the current Prep School. Thereafter, the School became known as Warminster School. Since 1996 the St Denys Convent has been a boys' boarding house.

The School is a member of the Society of Heads, the Headmasters' and Headmistresses' Conference (HMC) and of the Independent Association of Prep Schools.

Warminster's 2020 Vision: To develop and nurture rounded individuals with a love of learning and strong moral values, within a supportive and inspiring community.

We have the desire and commitment to make Warminster School one of the leading co-educational, day and boarding schools in the country. We require like-minded and motivated individuals to fulfil key roles to allow us to achieve our objectives.

Steeped in over 300 years of historical tradition and set in a stunning 60-acre campus in the heart of the south west of England, Warminster School is truly a community spirited thriving boarding and day school offering an exceptional all-round education to pupils from 2-18. Warminster offers both A-Levels and the International Baccalaureate Diploma at Sixth Form, as well as being one of few schools to offer the IB Career-related programme.

Prospectus - <https://www.warminsterschool.org.uk/welcome/made-in-warminster>

Tour the campus - <https://vimeo.com/403546690>



WARMINSTER SCHOOL COMMUNITY

Warminster School is a vibrant community into which new staff members are warmly welcomed and feel quickly immersed.

The ISI Inspectorate was fulsome in its praise for the warmth and conduct of the pupil body and the quality of the relationships between pupils and between pupils and staff. Although we are a small school, we have an ambitious programme of continuous development and expansion which provides a stimulating and supportive environment for staff who wish to develop their careers.

We offer our own salary scale, which is above national rates, and accommodation may also be available. Teachers are entitled to join the Royal London pension scheme and have death in service and income protection as standard.

Statutory NQT induction is provided and fully supported through the Deputy Head (Academic), in accordance with the Independent Schools Teacher Induction Panel scheme. Warminster, as a body, is fully committed to the development and training of its staff at all levels.

Benefits of working at Warminster School are listed below but are not limited to:-

Why Work at Warminster

Structured Professional Development career planning.

Initial and ongoing CPD Mentoring and support network.

Dedicated classrooms for teachers wherever possible.

Supportive open-door policy for sharing best practice.

Creative and supportive Teaching and Learning ethos

Use of gym and dedicated fitness programme for staff.

Free lunch for all staff from our functions-standard catering team.

Complimentary tea, coffee, and refreshments throughout the day.

Opportunities to participate and train as Outdoor Pursuits leaders (DofE, CCF).

Generous fee reduction for staff children.

Working in a team as a House tutor.

Supportive, collegial, and vibrant Common Room.

Wellbeing support from the Pastoral Team including access to Chaplain and Counsellor.

Strong Christian foundation with assemblies/services in beautiful Church and School Chapel

Regular social events.

Small class sizes.

Free onsite parking.

Participation in Cycle to Work Scheme.

Generous Royal London pension scheme with additional Life and Critical Illness Income Insurance

Beautiful 60-acre campus on the edge of town and countryside.

HOUSEMASTER/HOUSEMISTRESS

Warminster School is a very special place – it is a warm, caring and inclusive community that provides a unique experience for our pupils. Our approach to boarding is innovative, modern and dynamic and is designed to cultivate a deep sense of community and belonging. Our boarders come from all corners of the globe but the balance across houses retains a healthy mix between home grown and international pupils.

The houses have a variety of accommodation for pupils, ranging from 4-bed dormitories for younger age groups to single rooms for sixth form pupils, central common rooms and kitchens. In some houses sixth form pupils have a separate common room.

Each Housemaster/Housemistress is assisted by an assistant HM, an additional residential tutor, a non-resident matron, a team of tutors and a team of house prefects.

JOB DESCRIPTION

The HMs have significant responsibility for the academic, disciplinary and pastoral well-being of the pupils in the House. HMs are expected to teach a reduced timetable throughout the School. In addition, the HMs are:

- answerable to the Headmaster, through the Deputy Head and Assistant Head (Boarding and Pastoral Care), for the individual welfare of each pupil
- responsible for coordinating the support staff of Matron and the cleaners to help maintain the fabric and cleanliness of the House
- a key port of call for parents and an important communication link between the School and parents
- responsible for creating and leading a community where all members are valued
- responsible for fostering and maintaining a mutually supportive culture in the House

The HMs have the responsibility, in conjunction with others, for promoting boarding at Warminster. They also are responsible for implementing the School's plans for the development of boarding. They must remain up-to-date with current trends and developments in boarding.

Pastoral

Pastoral care, the well-being of every boy and girl, is the most important aspect of any school. A child who feels supported, confident, secure and happy is much more likely to thrive than one who does not. Warminster School prides itself on the strength, warmth, consistency and thoroughness of its pastoral care. It is this pastoral care that lies at the heart of an HM's role. A boarding house is a home from home and the School acts in loco parentis.

Every HM should be aware of all aspects of the pastoral welfare of those pupils in his or her charge. They must have a good knowledge of the familial situation of the members of their house, including staff. As part of this aspect of their role, HMs should foster and develop an ethos of mutual care, support and empathy amongst the members of their house. As part of this responsibility:

- HMs should communicate (face-to-face when possible) with the house matron & assistant HM on a daily basis.
- HMs should be made aware of any situation that arises in their house and, if necessary, ensure that the Assistant Head (Boarding and Pastoral Care) is made aware of it.

- HMs should be on call at all times when pupils are in the house, regardless of whether they are on duty or not. They should expect to be the first port of call if a serious pastoral situation develops in their house.

Academic

The HMs have significant responsibility for the academic progress of the pupils in the House. As part of this responsibility, the HMs:

- encourage, praise and admonish as necessary those in the House and strive to develop a culture of praise and reward
- monitor and support the academic progress of all members of the House (including target setting in conjunction with the tutor)
- decide whether to involve the Deputy Head (Academic) and/or the Heads of House to help with academic issues raised by parents
- ensure that records are kept for each pupil and write testimonials and references in support of pupils as required
- contribute to the UCAS process as advised by the Head of Sixth Form

Discipline

The HMs are responsible for the discipline within the House. This should include ensuring members of the House are aware of the need to obey the spirit and the letter of the School and house rules and taking appropriate action when rules are contravened. In addition, the HMs:

- should ensure that those empowered to discipline within the House do so in a fair and just manner and that, where appropriate, parents are involved
- should liaise with the Assistant Head (Boarding and Pastoral Care), Deputy Head and/or Deputy Head (Academic) where appropriate (and Headmaster, if necessary) over serious disciplinary issues
- should keep a written log of all serious disciplinary incidents, including details of action taken
- are responsible for ensuring appropriate behaviour in house, that all furniture and fittings are treated respectfully, and that all members of the house staff are spoken to politely and with respect
- must ensure that there is an appropriate adult presence in the House at all times

Administration

The HMs should strive to foster an atmosphere of involvement and recognition within the House and the School and thereby create levels of leadership within the House. They are responsible for ensuring the House is a well-regulated, motivated, disciplined and friendly community. To ensure the effective running of the House, HMs should ensure that there are fixed points of contact with pupils for the conduct of house business and to ensure that pupils are directed towards those with appropriate specialist skills that they may need either within the House or within the wider school community. In addition, the HMs:

- should support and organise all house events whether representative, academic or social and, where appropriate, invite parents to support such events
- are responsible for the standards of safety, hygiene, tidiness and upkeep of the fabric within the House and should consult with the appropriate non-teaching staff to maintain the highest possible standards
- should ensure that the selection and training of house prefects is carried out in a meaningful way and that prefect performance is monitored
- should ensure that a daily log is kept relating to issues of discipline, maintenance and contact with parents
- are responsible for ensuring that signing in and out books are kept up to date and that pupils observe this requirement
- must ensure that there is a house handbook that is regularly updated, incorporates the key school policies, rules and procedures, and is available in hard copy to all house staff
- must ensure that key school notices are displayed on the house notice board, e.g. DSL details, School Counsellor details, town timings

- disseminate relevant information and policy from HM meetings to house staff and pupils in a timely and effective manner (e.g. house assembly, notice board)
- ensure that all school policies are adhered to, that all documentation is up-to-date and that fire practices are regularly carried out.
- produce the annual House Development Plan and manage the house budget
- must encourage and promote regular activities for boarders

Tutor Development

HMs are responsible for the pastoral care exercised by tutors (both resident and non-resident) in their house team. As such they are to:

- ensure the induction process is thorough and follows the above guidelines
- ensure the performance development process is managed thoroughly and effectively and that tutors who are under-performing are supported and given the means to improve
- continually emphasise the idea of tutor as central to pupils' welfare and that academic and pastoral issues are one and the same
- hold regular house meetings
- professionally develop each tutor according to their pastoral aspirations (i.e. know what they are and advise accordingly)
- delegate appropriately but meaningfully to every resident house tutor (allowing them greater responsibility and opportunities to lead)
- differentiate between tutors and assistants (the latter need greater responsibility and opportunities to lead)
- feed back to all tutors on wider school issues, e.g. those discussed at HM meetings

The HM will be required to live in the boarding house and will receive a significant period allowance. The tenure of the post is for five years with the possibility of another five-year term thereafter, at the discretion of the Headmaster.

M R Williams
Headmaster
February 2021

Person Specification – Housemaster/Housemistress

<p>Warminster School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must be willing to undergo a criminal record check with the Disclosure Barring Service.</p>			
	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • A good honours degree in a relevant subject • A teaching qualification 	<ul style="list-style-type: none"> • Evidence of relevant professional development • Relevant BSA qualification(s) 	<ul style="list-style-type: none"> • Production of the applicant's certificates
Experience	<ul style="list-style-type: none"> • Evidence of high quality classroom teaching • Experience of working in a boarding house • Strong IT skills 	<ul style="list-style-type: none"> • Experience of teaching post-16 courses • Evidence of boarding house leadership and management 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Skills / Knowledge	<ul style="list-style-type: none"> • Well-developed pastoral instincts • High personal and professional standards • The ability to deal fairly, honestly and effectively with pupils, parents and colleagues • Personable, supportive and with the ability to build strong relationships with all stakeholders • A good sense of humour • A commitment to improving the pupils' experience 	<ul style="list-style-type: none"> • An interest in fostering a varied approach to learning • An understanding of Health & Safety issues within an educational setting • The ability to teach to A-level and IB Diploma standard 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Personal Competencies and Qualities	<ul style="list-style-type: none"> • Optimism, enthusiasm and resilience • A problem-solving approach • The ability to communicate clearly both verbally and in writing • An ability to work effectively independently or as part of a team • A capacity for hard work and an ability to weekly plan a workload • A willingness to reflect and be adaptable • A high level of organisation 	<ul style="list-style-type: none"> • Commitment to sharing good practice • An appreciation of the learning needs of different pupils • An effective motivator of pupils • Commitment to the values and ethos of the school 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references • DBS check

SELECTION PROCESS

Please complete the application form and return it via e-mail to the Headmaster's PA – jcroft@warminsterschool.org.uk.

Closing Date: noon on Wednesday 17 March, 2021

Interviews: Thursday 25 March, 2021

If you have any queries, please do not hesitate to contact Ms Croft, PA to the Headmaster, on jcroft@warminsterschool.org.uk

Warminster School,
Church Street,
Warminster,
Wilts. BA12 8PJ

Tel: 01985 210101
www.warminsterschool.org.uk

Registered Charity No: 1042204



APPLICATION AND RECRUITMENT PROCESS

Warminster School is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, age, responsibilities for dependants, physical or mental disabilities, or offending background. Applications from all candidates with the right mix of talent, skill and potential are welcomed, including those with criminal records.

Application Process

Applications will only be accepted from candidates who complete the enclosed application form in full and provide a detailed Curriculum Vitae (CV), plus a letter of application. CVs will not be accepted as a substitution for completed application forms in the absence of good reason. CVs should be submitted to provide a full history of a candidate's employment history since leaving school. This is a requirement for compliance with ISI regulations.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please refer to the job specification for further details.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all applicants must declare all previous convictions and cautions, including those which would normally be considered 'spent' except for those to which the DBS filtering rules apply. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

The School will seek references on short-listed candidates (for teachers this will be prior to interview) and may also approach previous employers for information to verify particular experience or qualifications, either before or after interview if applicable.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including 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. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected, or summary dismissal if you have started at the School and possible referral to the police and/or DCSF Children's Safeguarding Operation Unit, or the DBS. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will make a report to the Police and/or the DBS if it receives an application from a barred person or if it has serious concerns about an applicant's suitability to work with children.

Invitation to Interview

If you are invited to interview, it will be conducted in person, and the areas which it will explore will include suitability to work with children.

Conditional Offer of Appointment: Pre-appointment Checks

Any offer to a successful candidate will be conditional upon:-

- receipt of at least two satisfactory references (if these have not already been received); one of which must be from the applicant's most recent employer)
- verification of identity and address, to include evidence from foreign nationals of their right to work in the UK. Such evidence must be provided prior to appointment
- verification of professional status and qualifications if applicable
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory. The successful applicant will be required to complete an application form for an Enhanced Disclosure from the Disclosure and Barring Service. The DBS disclosure certificate will be sent to the applicant only and it is a condition of employment with the School that the **original** disclosure certificate is provided to the School prior to the first day of work
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance including documentary evidence of the right to work. DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s)
- verification of medical fitness for the role
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List administered by the DBS
- satisfactory completion of the probationary period as detailed in the terms and conditions of employment

WARNING

Where a candidate is:

- Found to be on the Children's Barred List, or the DBS Disclosure shows he/she has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- The subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police and/or the DBS.

Data Protection

The School will process personal data about you in accordance with the Data Protection Act 1988 and the School's Data Protection Notice.

Procedure

Candidates must complete the application form and send it to the Headmaster's PA with a CV and covering letter indicating their suitability for the post. Details of two referees should also be provided, one of whom must be your current employer.

Policies

Please refer to our website - <https://www.warminsterschool.org.uk/the-school/policies-and-documents> - for the latest Child Protection and Whistle Blowing policies.