



SEDBERGH
SCHOOL

FOUNDED 1525

Candidate Information Brochure

Assistant Housemistress (Pastoral), Girls' Boarding House

Full time post required for January 2022





The School

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, the School also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community, which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School, located approximately nine miles away at Casterton.

The Headmaster, Mr D J Harrison MA (Cantab), has overall responsibility for both Schools and is supported by a number of senior managers. Mr Will Newman BA(Ed) MA, is the Headmaster of Sedbergh Prep School.

The Chief Operating Officer, Mr Peter Marshall, is responsible to the Headmaster and Governors for the management of all administrative and support staff. The Chief Operating Officer has responsibility not only for the finances of the School, but also for the extensive land and buildings, maintenance department, grounds & gardens, catering, housekeeping & domestic staff and all other support staff, as well as running the commercial trading arm of the School, Sedbergh School Developments Limited.

Sedbergh operates a traditional Boarding House system for girls and boys, with a maximum of 70 pupils per house. Pupils from year 9 to year 13 (inclusive) live together as a close and supportive community, with older children expected to set the example to younger pupils and to provide support to the younger children. All boarders stay 7 days per week during term time.

The Position

The role of Assistant Housemistress (AHSM) at Sedbergh is purely pastoral, underpinning the provision of outstanding welfare support for pupils in the House, and the successful candidate will work as assistant to the Housemistress in a busy Girls' boarding house. As such, this is a non-academic position and there is no teaching timetable available, or likely to become attached to this post. The key responsibilities of the role are as follows:

- ✦ Primarily, the AHSM will provide direct support to pupils and staff, assisting with managing all aspects of the health, welfare and pastoral care of pupils, adhering to relevant school policies at all times;
- ✦ Secondly, the AHSM will provide support for the Housemaster or Housemistress with a wide range of administrative duties relating to pupils and their parents;
- ✦ Thirdly, the AHSM will work closely with the operational management team to ensure that the House catering, cleaning and laundry teams maintain standards, in accordance with School policy and operating specifications.

It is essential for the AHSM to be able to demonstrate an empathy with and understanding of children and young people, as well as a sense of humour, genuine concern for the pupils' well-being and active involvement in their personal development. AHSM are required to positively encourage the pupils, without discrimination or favouritism in their interests and activities, and to develop a professional and friendly relationship with them. They must provide support in the maintenance of morale, standards and the efficient operation of the House, but at times they will also be required to be firm with the pupils, reminding them when necessary of the need for appropriate manners and courtesy.



Duties

The duties of the AHSM will be wide and varied and this job description is not intended to cover every area of responsibility. It is anticipated that the scope of the work may vary from time to time, but will include the following:

Health and Wellbeing

Under the guidance and direction of the HSM, the AHSM's primary role is to support the physical and mental health of pupils in the House. In carrying out this function, they are expected to work closely with the School Medical Officer and School medical staff on all matters relating to pupils' health. They are required to ensure that the School's medical policies are adhered to at all times.

(Please see Appendix for further details)

Pastoral Care

The AHSM will be expected to work closely with other staff in the House to provide comprehensive pastoral care for the pupils; such care is of paramount importance for all. They are encouraged to be involved in a myriad of activities with the pupils and are required to ensure that the School's pastoral care and behavioural policies are adhered to at all times. More specifically, the AHSM will need to demonstrate a full knowledge of safeguarding policy and current legislation relating to DFE safeguarding policy, as defined in the government policy Keeping Children Safe in Education.

(Please see Appendix for further details)

Administrative Support

The AHSM will be required to provide the HSM with administrative support, to assist in the running of the House, as required. This will include the management of pupil commitments through the School week, as well as liaising closely with parents to organise all individual pupil travel arrangements for arrival and departure at School. The AHSM will be expected to be in frequent communication with parents regarding logistical queries and will be expected to establish contact with all guardians.

Housekeeping

Whilst there are no direct line management responsibilities for the operational members of staff in the House, the AHSM will oversee the House catering, cleaning and laundry teams, working closely with operational management, in accordance with School policy and specifications. The AHSM will monitor standards in all areas whilst ensuring a good team morale in the house.

General, Health & Safety

The AHSM will need to carry out any reasonable duties, as requested by the Housemaster/Housemistress, Senior Deputy Head (Pastoral), Bursar and School Medical Officer. The AHSM must be fully conversant with the School's Health & Safety Policy and report any breaches of the policy to their Line Manager.

Reporting

The AHSM will be appraised by a combination of their HSM(s), the Senior AHSM and the Senior Deputy Head (Pastoral), who is their line manager. AHSM are members of the Bursar's support staff and the Bursar is the person to whom any major issues relating to finance and their personal contracts of employment should be directed.

The AHSM will take direction from the HSM for the day to day running of the House, with additional responsibility to the following:-

- 🏰 The School Medical Officer for implementing School medical policy;
- 🏰 The Estates Manager for implementing School maintenance policy;
- 🏰 The Operational Support Managers for implementing School cleaning policies;
- 🏰 The Executive Chef Manager for implementing School catering policies;

Safeguarding

Safeguarding of Children

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the school has a responsibility to:

- 🏰 Protect Children from abuse
- 🏰 Be aware of the School's safeguarding procedures
- 🏰 Know how to access and implement the required procedures
- 🏰 Keep a sufficient record of any significant complaint, conversation or event
- 🏰 Report any matters of concern to the Designated Safeguarding Lead
- 🏰 Attend annual in-service training provided by the School



Person Specification

Core competencies required to be demonstrated include:

- ✿ Experience of working with children aged 13-18 years old;
- ✿ High levels of computer literacy;
- ✿ Articulate and presentable, with cheerful personality. A good sense of humour will help!
- ✿ Relevant qualifications in medical or welfare related roles would be desirable, but are not essential.



- ✿ The ability to problem solve effectively and use initiative;
- ✿ The ability to communicate with clarity;
- ✿ The ability to collaborate with others;
- ✿ The ability to plan, organise and work flexibility.

- ✿ Confidence and self-control;
- ✿ A focus on quality;
- ✿ Resilience;
- ✿ Integrity;
- ✿ A positive attitude.



Further Information

Accommodation

The AHSM will be required to reside in the Boarding House during term time. If they wish to remain in residence during the holiday periods, they are requested to notify the Bursar in advance. Full board and lodgings during term time will be provided, free of charge, other than a small tax charge as a benefit in kind.

Hours of Work

This position is included in the collective agreement that regulates 4 i) of the Working Time Regulations 1998, which relates to a maximum 48 hours working week shall not apply (opt out). Both parties accept that this clause may be terminable by either of the parties giving three months' notice in writing. Overnight on call during days of work will be from 10pm to 7am. If the incumbent is called out whilst on call, time may be taken the following day, in lieu of.

The AHSM may be absent from the House, with the agreement of the Housemaster/Housemistress or his/her appointed representative, for periods during the day. During periods of absence, they must organise a clear system of communication detailing their location and return time and appropriately brief any temporary cover.

The position holder is entitled to the following time off during term-time:

- ✚ One period of 24 hours per week, as pre agreed with the HSM. Evening pupil prep time is also deemed to be the AHSM's time away from duties, unless an emergency arises;
- ✚ One additional evening per week, commencing 7pm.

Holidays

The AHSM will be entitled to all School holiday periods apart from an additional 3-week period, non-term time, as follows:

The AHSM must be present to ensure that the House is set up and closed down at the beginning and end of term, and to ensure its preparation for the start of the following term. This will consist of 4 working days, allocated either after the end of a term, or prior to the start of a new term, plus 1 day at half term, up to a total of three working weeks:

- ✚ The AHSM should be back in the House on the Friday nights before term starts and will work until the Sunday evenings after term has finished;
- ✚ In the Summer Term, the AHSM will work until the Friday following the end of term;
- ✚ For all half terms, the AHSM should be available to work in the House up to lunch time on the day after half term begins and be back in the House by lunch time on the day half term ends.

Transport

The School has a designated car for AHSMs and would expect this to be utilised, unless it is not available. Use of the appointee's own car, with prior approval for any occasional business usage, will be covered by the School's insurance and any mileage expenses will be reimbursed at the prevailing rate. Formal legal documents of the vehicle must be seen by the School to ensure that the vehicle is road worthy.

Appendices

Appendix 1

Medical tasks will include:

- ✘ AHSMs must be First Aid trained to the satisfaction of the School Nurse and able to administer First Aid as necessary;
- ✘ Conducting primary assessments of unwell/injured pupils and liaising with the Medical Centre staff as necessary;
- ✘ Caring for ill pupils in-House;
- ✘ Informing/liasing with parents and House staff regarding ill or injured pupils/following outpatients/hospital visits, etc;
- ✘ Taking pupils to appointments/hospital as per the transport policy;
- ✘ Administering and documenting medication, including controlled drugs, as per the medication policy;
- ✘ Ensuring the safe storage of medication;
- ✘ Ensuring House staff are aware of pupils with health care needs/allergies;
- ✘ Updating the pupil problem list in liaison with medical staff;
- ✘ Monitoring stock of over the counter medication and First Aid supplies;
- ✘ Informing pupils of appointments at the Medical Centre and ensuring they attend, updating parents as necessary;
- ✘ Keeping the duty nurse up to date with pupils who are ill in the House.

Administrative tasks will include:

- ✘ Recording House roll calls;
- ✘ Maintaining all travel information;
- ✘ Maintaining medical records, including appointments and travel arrangements;
- ✘ Routinely reporting any defects in plant, fabric and equipment, as per the School's Help Desk system for maintenance;
- ✘ Recording House meeting minutes (weekly, prefect and forums);
- ✘ Reporting on the quality of housekeeping, laundry and catering to operational management;
- ✘ Completing event proformas;
- ✘ Supporting all House events;
- ✘ Completing fire drill administration;
- ✘ Maintaining House noticeboards;
- ✘ Ensuring pupils have the correct uniform and equipment;
- ✘ Communicating with parents over logistical matters;
- ✘ Administering activities, games, socials and haircuts etc.;
- ✘ Providing first response to staff regarding missing pupils;
- ✘ Meeting and greeting parents at House events;
- ✘ Maintaining the House diary;
- ✘ Administering House Risk Assessments;
- ✘ Recording pupil commitments through the School week;
- ✘ Liaising closely with parents to organise all individual pupil travel arrangements for the arrival and departure at School;
- ✘ Liaising with pupil Guardians as requested.

How to apply

The HR Department is very happy to receive enquiries about the post or application process prior to applying. Please send any enquiries to hradmin@sedberghschool.org.

All applicants must submit an application form giving the names of two referees. A supporting letter and CV will also be welcome in addition. Applications may be sent electronically to: hradmin@sedberghschool.org.

Diversity – the School is fully committed to the principles of equal opportunity, diversity, and inclusion. Sedbergh School does not discriminate on the grounds of gender, disability, age, sexual orientation, marital status or racial ethnic or national origin and applications are welcome from a diverse range of backgrounds.

Please note: we welcome female applicants only as this is a girls' boarding house. This is a genuine occupational requirement in accordance with schedule 9, part 1 of the Equality Act.

Applications will be acknowledged by email.

Closing date for applications: Friday 17 December 2021

We look forward to hearing from you.



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*Sedbergh School is committed to safeguarding & protecting the welfare of children.
Applicants must be willing to undergo child protection screening appropriate to the post, including checks with
past employers and The Disclosure and Barring Service.*

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