



Loretto

Housemistress – Holm Information Pack

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“Welcoming over 500 boys and girls, Loretto is a small school that strives to know every pupil personally, and offer them the opportunity to grow wherever their interests lie.”



Loretto





An Introduction to Loretto

Loretto School is one of Britain's leading independent boarding and day schools located on the outskirts of Edinburgh.

Loretto's distinctive ethos and atmosphere are moulded by its unusual history and its willingness to stand by its convictions. Welcoming over 500 pupils aged 3 to 18, Loretto is a small school where every pupil is known personally and offered the opportunity to grow as a fulfilled individual, in mind, body, and spirit.

We follow the English curriculum, with outstanding results at GSCE and A-Level, and more than nine out of 10 pupils achieve places at their chosen university. The school also offers comprehensive programmes in Sport, Arts and Adventure, and is the home of the industry-leading Loretto Golf Academy.

The community is at the heart of our school. We have a capable common room with a diverse range of interests which informs the breath and depth of our co-curricular provision.

What we offer:

- A co-educational boarding environment where pupils live, work and study together. This creates opportunities for learning both in the classroom and through our extensive expressive arts, outdoor pursuits and sport programs.
- A unique location set in a safe, leafy 85-acre campus in Musselburgh, just 6 miles from Scotland's capital city. It enjoys all the advantages of its rural setting while being globally connected.
- Outstanding opportunities to develop new talents both academically and in co-curricular activities. Children are known and nurtured to support their achievement and holistic development.



Loretto

Boarding at Loretto

The first thing you notice when you enter our campus is the warmth, energy and positivity, of both pupils and staff. The relationships between them are marked by kindness, care and respect.

At Loretto, pupils become an integral part of our family, where they are given outstanding opportunities to grow. Being a small school, with a superb staff to pupil ratio (1:7), we are able to know every child and nurture their talent. Loretto's extensive programme is designed to cater to every child's interests and ensure they have a full and purposeful school life.

Our family-sized Houses offer more than accommodation, they are a true "home from home" where supported by a team of highly-experienced and dedicated staff, they learn to develop into mature and independent young people, forging lasting friendships along the way. They are the centre of our pupils' daily lives, a place that they can relax, socialise and study.

We at Loretto are very proud of our diverse boarding community made up of many nationalities from all over the world, as well as pupils from the local area and further afield within the UK.



The Housemistress Role

At Loretto, our Boarding Houses offer more than accommodation; they are the centre of our pupils' daily lives, the place they can call home, where they can relax, socialise and study under the experienced supervision of resident pastoral teams. Our Housemistresses and Housemasters are therefore crucial figures with prime responsibility for the House with a multi-faceted role to play.

As HM you will create and maintain a family atmosphere within which all pupils feel supported and fulfilled as well as an environment, where every pupil is well cared for and safe and able to develop socially, physically and academically and in doing so, make the most of their experience at Loretto.

Every HM has a responsibility to uphold and support the decisions made by the Head or other members of the Senior Leadership Team. HM's are also expected actively to support all School policies and procedures and to be proactive in contributing to their implementation. Each HM is line managed by the Assistant Head – Pastoral and Compliance.

You will be expected to provide leadership to the House, and to develop and maintain an environment that meets the aims of the School and the principles of boarding. This will mean providing day to day line management to staff, including dealing with any staff-related issues, but also providing direction to the team, ensuring that there is a clear cohesion, a sense of purpose and direction.

Key Leadership Responsibilities

- Promote the School's values and vision within the House to pupils, staff and parents;
- Be responsible for all aspects of the organisation and operation of the boarding house;
- Be responsible for the pastoral wellbeing of all boarders in the House, being aware of and responding to their individual needs, enabling them to thrive and be happy at school;
- Manage and support the house team, working effectively with all members of the team and ensuring that proper channels of communication are maintained at all times, and developing a strong sense of commitment to the house and its constituent members;
- Ensure effective and ongoing communication with parents/guardians, ensuring they are fully informed about any matter affecting the welfare of their children;
- Ensure the provision of a comfortable living environment, a home from home, and to establish and maintain a healthy routine for each boarder;
- Maintain all of the required documentation enabling the safe running of the House and to keep accurate and up-to-date records on pupils using the agreed school systems;
- Oversee and develop the provision of activities within house for boarders and to collaborate with the wider house team to create and lead a diverse activity programme on and offsite at weekends;
- Be prepared to work at any time to care for the boarders in times of emergency;
- Undertake any other tasks relevant to the work of the House or the needs of the School, as they may arise (for example, the marketing of boarding to prospective parents and visitors and tours of the boarding facilities as requested); and
- Teach approximately 0.75 timetable per week.

Key safeguarding and pastoral care responsibilities

- Be vigilant and active in fulfilling the School's safeguarding obligations and refer any safeguarding or child protection concerns in strict accordance with the School's published safeguarding policy.
- Have detailed knowledge of all School pastoral policies and ensure they are adhered to in House.
- Maintain up-to-date and comprehensive Action Plans for the most 'at risk' or vulnerable pupils.
- Monitor the balance between academic and co-curricular activities and encourage all pupils to play a full part in the School community.
- Monitor patterns of absenteeism, lateness, unacceptable and unusual behaviour and liaise with the relevant member of Senior Team and other staff, where appropriate.
- Involve, where appropriate, colleagues and/or professionals from other areas of the School (e.g., Medical Centre, Senior Leadership Team members or HODs, Learning Support) and external agencies.
- Have detailed knowledge of specific medical protocols as they relate to boarding provision.

Person Specification

Our ideal candidate is a qualified teacher, who is eligible to be registered with the GTCS. However, we are keen to get the right person, who is going to make a real difference. Therefore, applications from candidates with strong evidence in supporting, developing and nurturing children will also be considered.

We are looking to appoint a person can best demonstrate that he or she:

- is suitably qualified for the responsibilities of the post;
- is a team player, cooperative and helpful;
- has the ability to fulfil the responsibilities of the post with energy, enthusiasm and excellence;
- has strong interpersonal and communication skills;
- has good listening skills, empathy and respect for all pupils;
- has the ability to explain clearly and has good presentation skills;
- has the ability to form relationships and to motivate teenage pupils;
- has the ability to generate enthusiasm for his or her academic discipline;
- has a demonstrable commitment to personal and professional development;
- patience, sensitivity, empathy and a sense of humour;
- Good ICT skills (Microsoft Office, email, database).

The ability to inspire and nurture each child is essential.

Pastoral Care

Loretto Senior School remains primarily a full boarding school, with an increasing number of day and Flexi boarding pupils. Our boarding school ethos, facilities and atmosphere allow the development of the whole person to be pursued fully. In the Senior School, there are currently almost 200 pupils living in five Houses (three boys' Houses and two girls' Houses for boarders). There is one co-educational House for day pupils

Teachers are involved in accompanying House trips, attending House socials and undertake an evening duty in House each week.

All teachers at Loretto, are also tutor to a small group of pupils. The relationships built between staff and pupils during tutor sessions are essential in our aim to know and nurture each child. Tutors promote holistic development and are a key person in the development of a pupils academic and co-curricular profile.

Safeguarding

All young people have the right to live and learn in a safe and happy environment.

All staff share the responsibility for ensuring that pupils are safeguarded and protected. A robust Child Protection Policy reflects the schools aim to provide a safe and supportive community which respects each individual child. Regular training is provided for all staff. All staff are expected to be proactive in the reporting of any concerns to the Child Protection Co-ordinator and the Headmaster.

Loretto is committed to safeguarding and promoting the welfare of children. Loretto meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to Disclosure Scotland Protecting Vulnerable Groups (PVG) Scheme checks before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of this application will be met by the School. Annually, every member of staff at the School is required to undergo, complete, and sign to confirm that they have received child protection training and will uphold it.

Academic Excellence

Academic excellence is central to the educational experience for pupils at Loretto. Tutors and Teachers work closely with each child to ensure that they reach their full academic potential. We are very proud of their achievements.

One-third of pupils is highly academic and should achieve top grades in their exams. Nearly all students will achieve A-level grades sufficient for entry to universities. Some of the pupils and girls may have been offered a place because they have a particular talent in music, art or sport and may decide to pursue these areas after school.

We aim to achieve the best possible exam results for pupils while maintaining an emphasis on the principle of an all-round education. We treat our pupils as individuals; teaching, feedback and monitoring progress must be tailored carefully to their need to ensure each pupil will achieve beyond their expectations and become independent in thinking and learning.

Our goal is to have students that leave us who are confident and kind, with an enquiring mind and the confidence to tackle new things. with an eye on the past and a hand on the future.

We expect our teachers to prepare and teach lessons of the highest quality, engaging and inspiring pupils to work hard and pursue excellence. Teachers also need to develop relationships to cultivate the personal habits of mind and character that underpin a lifelong love of learning.

Co-Curricular

Our Co-curricular program is central to our ethos to develop the Mind, Body and Spirit of each pupil. This holistic approach has been a core value throughout the school's history. The breadth and depth of each pupil's experience at Loretto is key to developing their character and potential. All staff are expected to contribute to the school's extensive academic, pastoral and co-curricular programmes.

We follow a boarding school routine which includes teaching on Saturdays, and weekend commitments including contribution to boarding life, and our games and co-curricular program.

The Combined Cadet Force (CCF), Duke of Edinburgh and other outdoor education opportunities are very popular and are key to our aim of developing leadership qualities.

Many clubs, societies and activities enrich the pupil's experience and provide a stimulating environment. All staff are expected to contribute to a variety of programmes.

Living and Working at Loretto

Loretto is blessed with a superb location from which to base an exciting programme of activities which are appropriate for all ages. Our leafy campus situated on the eastern edge of Edinburgh has woodland areas which are used for Junior School Forest School activities; within a half of a mile of the school is the Firth of Forth with a small harbour at Fisher row from which sailing activities have been run; the East Lothian coastline has miles of sandy beaches and the Pentland and Lammermuir Hills are easily accessible.

Our staff demographics are diverse and varied from newly qualified teachers to those who know the school and its history inside out. Naturally, with such a wide range of backgrounds and experience, the staff at Loretto are professional and encouraging of each other. We have a friendly and supportive Common Room with a wide range of interests and life stories. All staff members are enthusiastic about their subject and have a willingness to be involved in the life of the school beyond normal school hours.

Loretto has its own salary scale and there is also a fee remission for staff with children at the School. In addition, staff are entitled to meals in our dining room during term time and you will have access to our gym and sports courts.



Terms of the Post

This is a permanent appointment to commence in August 2021.

Salary will be determined by experience and aptitude for the role, however, in all cases, a House allowance will be payable in addition to your basic salary plus a further salary allowance as recognition of contrition to the co-curriculum programme.

You will be entitled to become a member of either the Teachers' Pension Scheme or our Support Pension Scheme if you are not a qualified teacher. All staff receive death in service benefits, either through their pension, or our corporate scheme.

You will also receive a generous remission on school fees and be entitled to meals in our dining room during term time. In addition, you will have access to our gym and sports courts.

The School provides free accommodation for the Housemaster/Housemistress and his or her family. The Housemaster/Housemistress will be required to sign a Licence to Occupy before taking up residence.

How to apply

If you are suitably qualified and want to make a positive difference then we welcome an application from you. If this lifestyle suits you then you will find the school an enormously fulfilling place to work.

If you think that this is the right opportunity for you please send a completed application form and covering letter to Jessie Denholm, Bursary Secretary on HR@Loretto.com. If you would like to arrange for an informal discussion please email HR@Loretto.com.

For more details on the School, please take a virtual tour by [clicking here](#).

Closing date: 11:59 pm on Sunday 28th February 2021

The School is currently closed to visitors due to COVID-19 restrictions and therefore the selection process will be undertaken, at least in part, virtually.

The School is committed to equal opportunities for all its pupils and staff.

For the right candidate, the School may consider the visa sponsorship through the points-based immigration system