



AMPLEFORTH COLLEGE

Appointment of Housemistress

February 2020





Note from the Head

Thank you for your interest in this role. I hope after reading through this information for applicants you will understand why, after 17 years of school leadership and 33 years of teaching, I was persuaded to put my plan to retire to Cornwall and the South of France on hold and become the Head of this wonderful school. On its best day, Ampleforth leads the way in education in this country and I want those best days to be the norm.

Ampleforth's charms are immediate and difficult to resist. The College itself is beautiful beyond compare, with the Abbey at its core and set in the beautiful 'valley.' Once you have absorbed the surroundings, you cannot help but be infused with the ethos, traditions and the history of the College, which are grounded in the Benedictine values that are central to the culture of this place. We can of course interpret the words as we wish, but the values of the school are central to all that we do. For my part, I trust that all staff are attentive to the needs and demands of all students and parents, and furthermore that students are properly attentive to their own needs and those of others.

I trust that staff are hospitable to students and parents as is appropriate, and that students have a social life that is warm and friendly. I trust that staff take responsibility for the learning and welfare of all students, good stewardship is vital in a boarding environment. I trust that staff respect students and parents and in turn be respected for their efforts, and that students respect their environment, their opportunity to learn and grow and, most importantly, each other. Finally, I trust that as a result of this approach the community as a collective, and as individuals, will have integrity and a sense of happy equilibrium. These values are indeed a compass for life, when properly lived minute by minute, and day by day; this has been tried and tested successfully for the benefit of generations of Amplefordians.

My commitment to this community is that we will strive, with clear leadership, energy and resolve, to connect with these values so that we truly live them. It is a very exciting time for the College as we look out upon an educational vista, inspired by the richness, breadth and depth of the Benedictine values. In turn each student is able to fulfil their academic potential, to explore to the full the extraordinary co-curricular opportunities of this boarding environment, and to acquire through excellent pastoral support and spiritual guidance, greater self-awareness, confidence, resilience and empathy for others. This will be an extraordinary journey for each Amplefordian; it is the joy of being a teacher that you can, working closely with parents and other staff, create and witness an almost magical transformation. This is our mission.

Ampleforth College provides a unique educational opportunity that genuinely provides for students a compass that will remain their guide for life. This an exceptional opportunity for a gifted teacher to have a profound impact within a very special community. I hope, like me, you will find this an irresistible proposition and look forward to receiving your application.

Robin Dyer
Head



Being a Housemistress at Ampleforth College

PASTORAL RESPONSIBILITY:

At Ampleforth, Housemistresses and Housemasters hold senior boarding positions. They are responsible for all aspects of the welfare and formation of the students in their care, aiming to help them be the best that they can be in all aspects of their lives. They develop important relationships, which can transform the lives of the students in their care. They form the Senior Pastoral Leaders in the School under the direction of the Head and Deputy Head (Pastoral and Wellbeing). It is a demanding and immensely rewarding role where no two days are ever the same.

A Housemistress or Housemaster is expected to foster a home away from home for students and to integrate year groups within the House as well as between other Houses. They ensure that day students and boarders form cohesive networks. In addition, they have direct oversight of the academic culture of work in the House through a team of Academic Tutors. The Housemasters and Housemistresses are also supported by a residential Assistant Housemistress/Housemaster and a non-resident Chaplain and Matron. House Tutors also undertake some boarding duties consisting of attending some House lunches and evening duties.

A Housemistress has a reduced teaching timetable of about half that normally allocated. Any subject offered by Ampleforth College will be acceptable. Many Housemistresses also contribute to games or a co-curricular activity. Teaching occurs on Monday to Saturday. A 24 hour day off is timetabled on one day Monday – Friday each week.



Ampleforth College

Founded in 1802 and situated within 2,000 acres of stunning North Yorkshire countryside, Ampleforth College is a co-educational boarding school educating students aged 11 to 18 within a Benedictine community of faith and scholarship. Most students are full boarders, joining the school from Yorkshire, across the UK and around the world.

Ampleforth welcomes students with a range of abilities and the College is proud of its academic excellence. Students continue to perform significantly above expectation and Ampleforth offers a system of dedicated tutors for each student to ensure their progress.

Ampleforth provides extensive opportunities for the broadest possible range of co-curricular activities. The College's first-class facilities are backed up by expert staff who ensure that the students get the most out of them. Ampleforth also runs a variety of service projects for Year 12 students every Friday afternoon where they help on the estate, in local charity shops and care homes.

In 2018, Ampleforth College underwent a full governance review and in October 2018 a framework agreement was signed between the St Laurence Education Trust (SLET), which is the proprietor and the Ampleforth Abbey Trust which ensures that the Trusts operate as independent charities with clarity of responsibilities and boundaries. The agreement places the highest priority on the safeguarding of students.

"THERE IS A GREAT SENSE OF COMMUNITY HERE. I THINK IT IS VERY SPECIAL. AMPLEFORTH IS MORE THAN JUST A SCHOOL. IF YOU SPEND ANY LENGTH OF TIME HERE YOU WILL SEE WHAT I MEAN."

Katie, Old Amplefordian

Housemistress

JOB DESCRIPTION:

Housemistresses and Housemasters are the key leaders for the personal flourishing and formation of the young people in their care. The range of responsibilities is set out in the school policies available on the website of which the Safeguarding of Children is paramount.

Housemistresses/Housemasters are expected to contribute to the fulfilment of the College's Mission Statement in the following ways:

- To promote a culture and leadership style where relationships play a key role in everyday life
- To provide a context in the House where students are safe, healthy and respected
- To promote a culture of work amongst all the students that both challenges and rewards their efforts
- To build up a House team including Assistant Housemistress/ Housemaster, Chaplain, Matron, Tutors, Pastoral Graduate and Student Monitors that will work together in running the House
- To encourage the spiritual and moral development of the students both by supporting the prayer and sacramental life of their House and of the College and also by providing both formal and informal instruction and example
- To nurture the House community, so that students are supported by the care of the staff and the friendships of their peers
- To include parents in the education of their children through regular contact, both pro-active communication of news and also rapid response to enquiries
- To enable the students to engage in the extra-curricular activities of the College and so fulfil their particular talents and gifts
- To foster a sense of service amongst the students, both to themselves and to the wider world.

"THE HOUSE IS THE ESSENCE OF AMPLEFORTH FOR A BOARDER AND A DAY STUDENT HERE. EACH HOUSE HAS THEIR OWN IDENTITY; ALL OF THE STUDENTS THINK THAT THEIRS IS THE BEST, PROBABLY WITHIN TWO HOURS OF LIVING IN IT. INDIVIDUALS ARE ACCEPTED AT AMPLEFORTH; YOU CAN BE WHOEVER YOU WANT TO BE."

RESPONSIBILITIES:

The Housemistress/Housemaster works in line with the College's Mission Statement and College's policies, under the overall direction of the Headmaster. Working with the House team of the Assistant Housemistress/Housemaster, Chaplain, Matron and the Tutors and in close communication with the students' parents, is responsible for the students in this House, in the following areas:

- Their safety, in liaison with the Designated Safeguarding Lead
- Their physical and emotional welfare, in liaison with the Infirmary
- Their good behaviour, in liaison with the Head
- Their studies, in liaison with the Director of Studies, the Head of the Sixth Form and the Head of the Middle School
- Their spiritual faith, in liaison with the central Chaplaincy
- Their extra-curricular games and activities, in liaison with the relevant departments and the Director of Co-curricular Activities
- Their health and safety, in liaison with the Director of Health and Safety and the Fire Officer
- Their social life, in liaison with the School co-ordinators of social activities
- Their facilities, in liaison with the Procurator's department

The Housemasters/Housemistresses report to the Deputy Head (Pastoral and Wellbeing) through regular contact, weekly Housemistresses/Housemaster meeting and through an annual Professional Review (Appraisal).



"ALTHOUGH I WAS AWAY FROM HOME, MY SUPPORT SYSTEM AT AMPLEFORTH WAS AS GOOD AS IT WAS AT HOME. FROM MY FRIENDS TO THE HOUSEMISTRESS, MATRON, TUTOR, HOUSE CHAPLAIN AND MY TEACHERS, THERE WAS ALWAYS SOMEONE THERE TO LISTEN AND TO OFFER ADVICE."

Francesca, Old Amplefordian

RESPONSIBILITIES CONTINUED:

The Housemistress/Housemaster manages:

- The Matron through weekly meetings and an annual Professional Review
- The Assistant Housemistress/Housemaster and the Tutors through weekly meetings and as contributors for Professional Reviews (Appraisals)

The Housemistress/Housemaster communicates with:

- Parents through regular contact, termly reports and rapid response to any enquiries
- Academic staff in response to their concerns over students
- The Admissions Office over Prospective Parents' visits and house lists
- The Estates Department over house maintenance and development

The Housemistress/Housemaster appoints the Head of House, the Deputy Head of House and any other House monitors.

The Housemistress/Housemaster should be familiar with:

- Keeping Children Safe in Education (September 2019)
- Working Together to Safeguard Children (March 2015)
- The National Minimum Standards for Boarding Schools (March 2015)
- What to do if you're worried a Child is being abused: Advice for Practitioners (March 2015)
- Policies (available on the School's VLE)
- The School Medical Protocols



"LIVING WITH SUCH A WIDE VARIETY OF PEOPLE AND CHARACTERS REALLY SETS YOU UP FOR WORKING LIFE – YOUR PEOPLE SKILLS ARE VERY WELL TUNED, WHICH IS VERY IMPORTANT IN THE MODERN WORKPLACE."

Andrew, Old Amplefordian

PERSON SPECIFICATION:

Essential:

- Practising Roman Catholic
- PGCE or equivalent
- Experience of responsibility for boarding across the 12-19 age range
- Experience of managing parental expectations
- Experience of teaching across the 12-19 age range
- Experience of monitoring and challenging academic performance of students
- Evidence of being a team player
- Experience of building a team
- Experience of line-managing others
- Evidence of good negotiation and problem resolution skills
- Excellent communications skills with adults and teenagers
- Proficient in electronic communication
- Demonstrates initiative and commitment
- Evidence of stamina
- A sense of humour
- The ability to work under pressure
- Show the ability to evaluate and improve performance of self and others
- An empathy for the works of the Monastic Community
- Satisfy all criteria and checks relating to suitability to work in a school environment
- Maintaining careful and thorough records

Desirable:

- Good degree (2.1 or above) in a relevant Ampleforth teaching subject
- Boarding Schools' Association qualification or training (desirable on appointment, essential on take-up of post)
- Further post-graduate study or further qualifications or training
- Experience of implementing and evaluating whole school pastoral initiatives
- Experience of planning and managing school/social events
- Ability to contribute to the extra-curricular life of the school in sport and activities



“AMPLEFORTH IS TRULY A SPECIAL PLACE. NOT ONLY IS THE EDUCATION SYSTEM EXCELLENT, BUT WITH A COMBINATION OF ENDLESS ACTIVITIES AND THE BENEDICTINE ETHOS, IT’S A PLACE WHERE YOU CAN THRIVE.”

Anna, Old Amplefordian



“SINCE JOINING AMPLEFORTH MY CONFIDENCE HAS GROWN ENORMOUSLY, LARGELY BECAUSE PEOPLE HAVE PUT MORE FAITH IN ME, WHICH HAS ALLOWED ME TO FLOURISH.”

Luis-Paul, Year 13

Why Ampleforth?

Ampleforth relies on a set of Benedictine core values, which form the foundation of our approach to all our works and how we work with one another:

Attentiveness

We strive to listen carefully to one another and show awareness of individual needs. Attentiveness means taking colleagues seriously and creating a better working environment for all.

Hospitality

We pride ourselves on being noted for our warmth, acceptance and joy in welcoming others.

Respect

We strongly believe that if we really listen to other people, then we are treating them with respect. We should always be patient and seek to understand others.

Integrity

We encourage and expect our staff to speak the truth and act accordingly.

Stewardship

As well as valuing the beauty of our environment, we appreciate and care properly for all the things that we need and use to do our jobs.

Equilibrium

The Benedictine notion of balance involves using our resources wisely and avoiding over-indulgence in all areas of life; we seek to establish a proper work-life balance.



"MY TIME AT AMPLEFORTH WAS ESSENTIAL TO MAKE ME BECOME THE PERSON I AM TODAY. I THINK IT TAUGHT ME TO BE INDEPENDENT, CURIOUS ABOUT DIFFERENT THINGS, BUT MORE IMPORTANTLY, IT TAUGHT ME TO BE A BETTER PERSON OVERALL. I TRULY BELIEVE AMPLEFORTH GIVES YOU A COMPASS FOR LIFE."

Pierre, Old Amplefordian

"AMPLEFORTH IS A BOARDING SCHOOL LIKE NO OTHER, WHERE YOU WILL BE GIVEN THE CHANCE TO DISCOVER YOURSELF IN DIFFERENT WAYS AND LEAVE WITH A MORE OPEN MIND TO THE WORLD. SO MANY OPPORTUNITIES ARE GIVEN TO YOU HERE; YOUR ROLE IS TO EMBRACE THE JOURNEY"

Mia, Old Amplefordian

Benefits of Service

Professional Development

Ampleforth College supports and resources continuing professional development programmes for all staff. The Trust operates an annual professional review and appraisal scheme that both recognises the work of staff and identifies suitable training and development opportunities for them.

- Ampleforth salary scale
- Ampleforth discretionary allowance
- Contributory pension scheme
- Notice – one term on either side
- Rented accommodation may be available from the College
- Some assistance with removal expenses

Working Environment

This is an enjoyable and stimulating place to work. Our staff body seeks to work to core values and codes of conduct developed from the Rule of St Benedict.

Staff Support

We endeavour to support all staff members to the very best of our ability. We operate family friendly policies such as childcare voucher schemes, company maternity provisions (enhanced Statutory Maternity Pay) and flexible working opportunities. There is also an Employee Assistant Programme offering a free and confidential 24/7 support service. This service provides unlimited access to advice and information, coaching and counselling where appropriate. In addition to this, a Staff Chaplain is also available to offer advice and support.

Welfare & Benefits

Ampleforth takes the welfare, health and wellbeing of its staff seriously. We offer multiple leisure opportunities such as reduced Sports Centre membership, discounted rates at the Ampleforth College Golf Course in neighbouring village, Gilling East, fishing licenses for the Ampleforth lakes and a staff cycle scheme. The grounds of the campus are well maintained and open to staff for walking and running. On top of professional development, welfare, support and a generous pension scheme, the St Laurence Education Trust also offers its staff many day-to-day perks. These include a discount in the Abbey Shop and Tea Room, as well as a free hot dinner including a choice of main, a salad bar, pudding and fresh fruit. Although the site was not originally designed with the motor car in mind staff parking is available within a five-minute walk of any part of the Ampleforth campus. Employees with children in the school may be able to access discounts, discretionary bursaries, or salary sacrifice in line with current school policy.

Apply now

For more information or to discuss the role further, please contact the Deputy Head Pastoral and Wellbeing, Jon Mutton:
Jon.Mutton@ampleforth.org.uk

The Trust is committed to a policy of equal opportunity and will take every possible step to ensure fair and equal treatment of all. All Trust policies and practices will support the commitment to equality of opportunity in respect of any recruitment, and selection process. No member of staff or applicant will be unfairly disadvantaged by the Trust policies or practices without justification.

Safeguarding and Child protection at Ampleforth Abbey Trust

Ampleforth College is committed to safeguarding and promoting the welfare of children.

All applicants must be willing to undergo recruitment screening processes including interview, references from past employers and a Disclosure and Barring check will be carried out on all successful applicants. All posts at Ampleforth are exempt from the Rehabilitation of Offenders Act 1974. We therefore require applicants to declare all convictions, cautions and bind-overs, including those regarded as 'spent'. All information provided will be treated as confidential.

Our Child Protection Policy can be accessed via our website. Any offer of employment is made subject to a full range of checks and satisfactory references.

The Application Process

The interview process will include a lesson observation, a formal interview, and an opportunity to meet staff and pupils. Further details will be provided once the short-list has been agreed.

If you have enjoyed reading more about life here in the Ampleforth valley and would like to join the team, we encourage you to apply. All applications must be made on our online system. Please visit www.ampleforth.org.uk/careers to start your application. If you have any queries about the application process, please contact the HR Department on 01439 766069 or email humanresources@ampleforth.org.uk.

Candidates should be aware that all posts in a school boarding environment must be interviewed on the basis of an application form. CVs will not be accepted in substitution.

CLOSING DATE FOR APPLICATIONS FRIDAY 21ST FEBRUARY 2020

INTERVIEWS TO TAKE PLACE ON MONDAY 2ND MARCH 2020

"THIS SCHOOL CARES ABOUT ITS STUDENTS, SO WHEN THEY GO OUT INTO THE WIDER WORLD THEY WILL SUCCEED IN A MORAL CONTEXT, IN A FAMILY CONTEXT. IT'S TRYING TO DO SOMETHING BEYOND ACADEMICS, AND I THINK THAT'S REALLY IMPORTANT."

Helen Pepper, Head of Christian Theology



*An Ampleforth education is
a compass for life*

Co-educational boarding and day school for ages 11-18



Ampleforth College, York, YO62 4ER

01439 766863 admissions@ampleforth.org.uk

www.ampleforth.org.uk/college