

Head of House - Residential & Non Residential



**"I HAVE MADE FRIENDS FROM
ALL OVER THE WORLD AND
LEARNED ABOUT DIFFERENT
CULTURES AND TRADITIONS."**



**"MY TEACHERS WERE SO
ENGAGING AND SUPPORTIVE.
I KNEW THEY WOULD ALWAYS
PROVIDE HELP BOTH INSIDE
AND OUTSIDE OF LESSONS."**



ABOUT US

Abbey College Cambridge is continually expanding with over 400 students from more than 40 countries currently study with us. They are united by one ambition: to enter one of the top universities in the UK. Our students, working with our experienced, professional, highly skilled staff, form a vibrant community.

During this growth our educational ethos has remained very clear: outstanding achievement for all and to provide the best possible start for every child in our care.

Our staff come from a diverse range of backgrounds, many have enjoyed previous careers in academia, government service, industry and commerce. Many of our teachers have been educated at the UK's top universities, and we are fortunate to have both senior and assistant examiners in the staff body.

We know that the staff are our greatest asset so we are constantly on the look out for individuals with the skills and perspective to support our ethos. We invest heavily in staff training and development as this is absolutely fundamental to what we do.



We have 56 fully equipped classrooms including 12 laboratory spaces, an art studio, music rehearsal room, and performance spaces.

'The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I've made great friends and lived in a city with such prestige.'

Equality and Diversity

Abbey College Cambridge values the diverse skills and experience of its employees and is committed to achieving equality of treatment for all. Our objectives are that all individuals shall have equal opportunities for employment and advancement on the basis of their skills, aptitudes and abilities. The MRC is committed to the engagement and retention of the best possible talent and to creating an environment that encourages excellence through equality and diversity, leadership and management.



Boarding



We specialise in providing high quality At Abbey College Cambridge the boarding aim is;

'To build a happy and safe community where students can develop skills needed for future independent living, within a professional, supportive and nurturing environment.'

The Boarding team is an eclectic mix of individuals all with different interests and experiences but with a common child centered ethos. The team enjoy encorporating their hobbies and interests into running exciting and entertaining clubs for the students to get involved with.



Abbey College Cambridge has three boarding houses each physically different and unique in character but all coming together in working towards the boarding aim, providing the students with the same high standard of pastoral care and support. Each member of the boarding team is attached to a particular house and is line-managed by that Head of House. This ensures that staff are able to build strong relationships with the students in their care and allows each house to run smoothly and with continuity. Abbey College Cambridge is incredibly proud of the it's boarding provision and continually strives for excellence.



JOB DESCRIPTION

Reports to: Vice Principal Pastoral

Location: Abbey College Cambridge

Contract Type: Full Time, Permanent,

Salary: £30,000 - £34,475 per annum

Overview

As a Head of House, your role will be to provide top quality pastoral care for our students by leading a team of House Parents and a House Matron in making the students feel part of our college community and supporting them in their journey towards independent living at university and beyond.

You will also have a day-day responsibility for the boarding house ensuring that students feel that they are in a home from home environment, safe and well cared for. You will ensure very high standards of pastoral care for the wellbeing, welfare, healthy living and healthy boarding environment. Working closely and effectively with the Housemaster(s) you will monitor academic performance, positive student behaviour and attendance and endeavour to ensure that staff, students and parents understand the expectations of Abbey College Cambridge and adhere to them.

The Boarding Team's role is paramount in safeguarding, creating a home, and ensuring that students achieve their full potential in all areas of life.

Main duties and Key Responsibilities:

Staff Management

- Managing the induction of all new staff into your House. Including monitoring their performance against expectations and holding regular probation meetings. It is the responsibility of the Head of House to complete the relevant probation paperwork by the deadlines set.
- Providing highly effective, inspiring leadership and management to all members of staff assigned to your boarding house including:-

- Conducting annual appraisals.
- Holding regular 1:1 meetings with each member of staff.
- Leading and chairing weekly team meetings. Ensuring that information and concerns shared and minutes taken and shared accordingly.
- Identifying the training and development needs of team members
- Overseeing and organising the staff rota including organising holiday cover and sickness in consultation with the Vice Principal Pastoral, HR and other Heads of House as appropriate.
- Ensuring that the boarding house is safe, well maintained and run efficiently in accordance with NMS standard. Monitoring that:-
 - all day to day tasks are completed,
 - accurate records are maintained and stored securely.
 - records of behaviour, discipline, rewards, medical history, medical assistance given, curfew checks and morning wake up calls, are accurate and communicated where appropriate
 - all room inventories and checks are completed as appropriate
 - all maintenance issues are reported and followed up in accordance with the standard procedure
 - all menus, event details, extracurricular programs, local listings, maps, transport, local amenities and services information are displayed and regularly updated.

- Supporting and contributing to the development of new initiatives across both the house and boarding. Taking responsibility for implementing new projects and monitoring their effectiveness. Supporting and contributing to the boarding development plan and the wider school development plan.
- Working closely with other departments, including the operational team and teaching staff.

JOB DESCRIPTION

Pastoral and Academic Development

- Know each student personally and be concerned for their development – academic, social and personal welfare.
- Overseeing an effective and inclusive student induction into the boarding house.
- Coordinating clubs, trips and activities throughout term time and holiday periods and ensuring the engagement of all students in a range of extra-curricular activities.
- Promoting student voice opportunities and ensuring outcomes are shared with students.
- To hold regular house assemblies (at least termly).
- Leading and managing student behaviour including monitoring rewards and sanctions.
- Managing emergency situations and being responsible for the emergency phone on a rota basis.
- Ensuring every child in the boarding house is known by the team.
- To conduct room searches when advised by the Vice Principal Pastoral/DSL.
- To conduct breathalyser tests when directed by the Head of House on call or Vice Principal Pastoral/DSL.
- Attendance at key school events including the Christmas and May balls, celebration assemblies, graduation etc.
- Ensuring effective reporting to and communication with parents, guardians, agents and other stakeholders.

Operational

- To ensure a very high standard of service day to day in the boarding house with regard to catering, cleaning, inventory checks, tours, the organisation of student departures and room inventories.
- To monitor and ensure that the accommodation and communal areas are clean and tidy. Liaising closely with housekeeping and maintenance regarding any cleaning or maintenance issues.
- To oversee the room inspection process ensuring that all students are adhering to the rules of the boarding house and that all the equipment in the

rooms is working (e.g. lights, extractor fans, etc).

- To oversee the reporting and recording of any student welfare issues and the breaching of any welfare policies (e.g. anti-bullying, drugs policy). Report any serious welfare issues to the Designated Safeguarding Lead (DSL) or deputies immediately and without hesitation.
- Dealing with complaints promptly, sensitively and effectively in accordance with school policy.
- Being a member of the Health and Safety Committee.
- Work closely and effectively with the site manager, the accommodation team and housekeeping to ensure that priorities are shared, implemented and coordinated.
- Conduct and log regular (twice termly minimum) fire evacuation drills for all staff and students. Responsible for writing the follow-up report.

Administrative

- Maintaining an up-to-date working knowledge of all relevant policies and procedures within the school and ensuring that the team also have awareness of these.
- To have excellent knowledge of all national guidance including the National Minimum Standards, Keeping Children Safe in Education, the Social Care Common Inspection Framework and Boarding School Association guidance.
- To produce an NMS file with respect to the house annually.
- To ensure that all personal training is kept up to date including Safeguarding Level 3.
- Ensuring that communication from students and staff is responded to professionally and in a timely manner.
- To keep meticulous records of all boarding management and develop risk assessments for trips and for health and safety as required.
- To be accountable for the attendance of students in your house (school aim is 97% attendance).
- To participate in the recruitment of new staff.

PERSON SPECIFICATION

Qualifications and Experience

Essential:

- A-levels or equivalent qualification.
- Experience of working in boarding schools or residential environments.
- Demonstrated experience of work in line with policy and procedure .
- Experience in the use of a PC, particularly the use of MS Word, Excel and Outlook.

Desirable:

- Experience of leading and managing Staff.
- Degree or relevant Boarding qualifications.
- Evidence of mentoring, providing advice and support on a one to one and in groups.
- Experience of working with students of this age group (13-19) in international education and/or in residential contexts.

Knowledge

Essential:

- Strong experience of record keeping and data protection issues.
- Understanding of confidentiality including an awareness of the need for confidentiality in dealing with personal information and of risk of harm circumstances when confidential information must be shared.
- Thorough understanding of Child Protection and safeguarding with the ability to train staff in it.

Desirable:

- Knowledge of local, regional and national leisure, recreational and cultural activities.
- Knowledge of OFSTED and or ISI frameworks.
- Knowledge of Child Protection Legislation.
- Health and Safety/Food Hygiene training.

Management Skills

Essential:

- Ability to manage and motivate staff ensuring a strong and effective team.
- Ability to effectively performance manage staff ensuring the Job Descriptions of those line managed are executed in full with care and support. Ensuring that any performance or disciplinary issues are dealt with promptly and appropriately.
- Experience of training others.

Desirable:

- Successful experience of leading, developing, and appraising a team of staff.
- Undergone management training.
- Evidence of mentoring and providing advice and support to others.

Personal skills and qualities:

- Able to demonstrate empathy for the students whilst maintaining their respect, and ideally to be experienced in dealing with students of this age group in international education and/or in residential contexts.
- Ability to maintain high standards of student behaviour, pastoral care and safeguarding in a residential setting
- Has a commitment to the ethos of Abbey College Cambridge, especially its commitment to internationalism, diversity and inclusion.
- Ability to plan, organise and implement work effectively and demonstrate initiative, with minimum direct supervision while sometimes under pressure.
- Sound judgement when solving problems and when dealing with emergency situations.
- Demonstrates professionalism, integrity and flexibility.

PERSON SPECIFICATION

Communication and Interpersonal Skills

- Ability to present verbal and written information clearly and professionally to a variety of audiences with different first languages and variable English skills.
- Build and maintain effective working relationships with students, colleagues and other stakeholders.
- Manage and ensure clear professional boundaries are established with both colleagues and students.
- Demonstrate the ability to adapt one's approach when working with different groups and an understanding of and sensitivity to the diverse needs of students. Treating everyone fairly and consistently.
- Build trust and has respect for others, shows an awareness of the impact of own behaviour.
- Demonstrates an understanding and sensitivity to the diverse needs of students and treats everyone fairly and consistently.
- Ability to engage with and command respect when working with colleagues at all levels.
- Willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload.

EMPLOYEE BENEFITS



Discounted School Fees

All permanent staff employed by the Abbey DLD Group of Colleges will qualify for a 50% discount on fees if their children attend an Abbey DLD college.

Season Ticket Loans

Season ticket loans are available for all staff (provided they have completed their probationary period) for their annual bus or rail travel to their place of work.

Group Personal Pension Plan

The Abbey DLD Group of Colleges Personal Pension Plan is provided by Scottish Widows. You will be automatically enrolled upon employment provided you meet the eligibility criteria for auto enrolment (age and earnings related). The Group contributes 7 % of your salary, you will contribute a minimum of 1% however the default is 5% as we encourage employees to save for their future.

Eye Care

All employees of the company may apply to have the cost of their eye test up to the value of £30 reimbursed. ADC will also contribute £50 towards a first pair of glasses or change in prescription.

Cycle to Work Scheme

The Company has partnered with Bike2Work to administer the Cycle to Work Scheme. The Scheme operates via a salary sacrifice arrangement with deductions taken from your Gross Salary, so resulting in savings of Tax and NI.

Travel Insurance

If you are travelling overseas on behalf of the company your travel insurance will be covered by Chubb Assistance.

Gym Scheme

Our Gym Scheme allows staff to make savings on Gym membership and other fitness activities. The savings are achieved by applying corporate discounts and paying for the membership costs direct from salary and therefore saving on NI contributions.

Workplace Nursery Scheme

The Company has partnered with EnjoyBenefits to administer the Workplace Nursery Scheme. The Scheme operates via a salary sacrifice arrangement resulting in savings on Tax and NI.

Employee Assistance Programme (EAP)

The Employee Assistance Programme (EAP) is intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing.

Staff sport and social events

There are staff sports clubs such as Yoga and walking clubs, and regular staff social events throughout the year

YOUR APPLICATION

How to Apply

Please submit your application through [TES](#) to apply. Complete the application in full and enclose your CV and a detailed covering letter stating why you think you have the necessary skills to be successful in this position. We are required under [KCSIE](#) to have a completed application for shortlisted candidates.

Interview Process

We will approach one referee before interview for each shortlisted candidate for information to verify particular experience or qualifications, we will also carry out online searches for any unsuitable content by candidates.

Shortlisted candidates will be invited to a one or two stage interview. Two stage interviews consist of a remote interview via Microsoft teams, followed by an in person interview in the college with a practical role based exercise (e.g. delivering a short Lesson for teaching staff, or an admin test for support roles), a Panel interview and a tour of the College. One stage interviews will not have the teams interview.

Safeguarding

The Abbey DLD Group of Colleges is committed to safeguarding and promoting the welfare of children and young people and as an employee of ADC you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared.
- Two written & verbal references from previous employers and a personal reference will be sought. Your referees will be asked about your suitability to work with children and whether you know of any disciplinary offences relating to children or young persons 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.
- Your full employment history will be checked, any significant gaps will require explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening will be carried out.

Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate suitability to work with children.



ABOUT THE ABBEY DLD GROUP OF COLLEGES

The Abbey DLD Group of Colleges (ADLD) consists of three independent sixth form colleges located in Cambridge, London and Manchester, offering a wide range of academic study programmes.

Each of our colleges has their own unique personality, but they are united by a set of common goals. At Abbey DLD we strive to achieve the highest academic standards whilst providing a welcoming, safe, high-quality teaching and boarding experience for students from around the world.

Our aim is to help our students achieve the academic success needed to progress to the UK and the world's top universities, whilst also developing the personal skills and qualities to succeed at university and beyond.

OUR COLLEGES AT A GLANCE



Abbey College Cambridge

- Located in the heart of the world's most prestigious university city.
- Experts in traditional courses and subjects.
- On and off-campus boarding rooms.
- Extensive extra-curricular programme.



DLD College London

- Central London's only purpose built, on-campus boarding school.
- Wide range of course and subject options.
- Specialist preparation for top London and global universities.
- London offers unique and exciting cultural and academic experiences.



Abbey College Manchester

- Small and friendly college community.
- One of the best British cities to live and study.
- Pathway to world-class universities.
- Innovative and flexible courses.