

CANDIDATE INFORMATION BROCHURE



SEDBERGH
SCHOOL

FOUNDED 1525

ASSISTANT
HOUSEMASTER/HOUSEMISTRESS

FULL-TIME, RESIDENTIAL



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 W R Newman BA(Ed) MA, is the Headmaster of Casterton, Sedbergh Prep School.

The Chief Operating Officer (COO), Mr P S Marshall, is responsible to the Headmaster and Governors for the management of all administrative and support staff. The COO 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 (SSDL).



OUR LOCATION

Only 90 minutes driving from almost every major city in the North, Casterton, Sedbergh Prep School is a world away from the temptations and pressures of urban life.



By Air

Casterton is within 90 minutes of the international airports of Manchester, Leeds, Liverpool and Newcastle.

By Rail

There are direct trains from London within 2 hours 40 minutes.

Location

Casterton, Sedbergh Prep School is under 10 miles from the M6, giving fast motorway access to Scotland, the Midlands and the South.

Approaching from the North East

The recommended route is either the A1 and A66 from Scotch Corner or, if living further south, the A65. The A684 through the Dales is beautiful, but very much slower.



Welcome to the fold

An aerial photograph of a village nestled in a lush green valley. The village features a mix of stone and brick buildings, including a large church with a prominent spire. The surrounding landscape is characterized by rolling hills, green fields, and scattered trees. In the background, more hills rise under a clear blue sky.

“A School with a very special atmosphere and sense of family”

THE ROLE

The role of the Assistant Housemaster/Mistress (AHSM) is the provision of outstanding welfare support to the pupils in the House, in support of the Housemaster/Housemistress.

- ✿ Primarily, the role is to provide direct support to pupils and staff in managing all aspects of the health, welfare and pastoral care of pupils adhering to relevant school policies at all times.
- ✿ Secondly, the role is to support Housemasters and Housemistresses 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 the 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 young people, a sense of humour and a genuine concern for the pupils' wellbeing and active involvement in their personal development. They are required to positively encourage the pupils, without discrimination or favoritism in their interests and activities and 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 they will also be required at times to be firm with the pupils, reminding them when necessary, of the need for appropriate manners and courtesy.

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:

Health and wellbeing

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

(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. She/he is encouraged to be involved in a myriad of activities with the pupils. Such care is of paramount importance for all. They are required to ensure that the school's pastoral care and behavioral policies are adhered to at all times and specifically to demonstrate a full knowledge of safeguarding policy and current legislation relating to DFE safeguarding policy as defined in the government Guidance Keeping children Safe in Education.

Administration Support

The AHSM will be required to provide HSMs with administrative support in running the House. This will include the management of pupil commitments through the school week. 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.

(See Appendix for further details).

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

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. In addition, all Assistant Housemasters/Mistresses are expected to support all aspects of the boarding life of the school. This can include making a contribution to extracurricular activities or contributing to the wider administrative function of the school.

Health & Safety

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 HSMs, the senior Assistant HSM and the Senior Deputy Head (Pastoral), who is their line manager. Any major issues relating to finance and their personal contracts of employment should be directed to HR.

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

- 🏠 Nurse Manager for implementing School medical policy;
- 🏠 The Estates Manager for implementing School maintenance policy;
- 🏠 The Facilities Manager for implementing School cleaning policies;
- 🏠 The Catering Manager for implementing the School catering policies.

Further information

1. Accommodation

The AHSM are required to reside in the boarding house during term time. Full board and lodgings during term time will be provided free of charge, other than a small tax charge as a benefit in kind.

2. 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 party giving three months' notice in writing.

Overnight on call during days of work from 7pm to 7am. If the incumbent is called out whilst on call, to take a child to Hospital, time may be taken the following day in lieu of, wherever possible.

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 organize 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:

- ✦ 48 hours off per week, as per the Rota. (Evening pupil prep time is also deemed to be Matrons time away from duties, unless an emergency arises.)

3. 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 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, and 1 day at Half Term up to a total of three working weeks:

- ✦ The AHSM should be back in Houses on Friday nights before term starts and will work until Sunday evenings after term has finished.
- ✦ In the Summer Term, the AHSM will work until the Monday following the end of term.
- ✦ For all half terms, the AHSM should be available to work in the House up until all pupils have departed [routinely up to 24h from the end of term] and be back in the House 24h before half term ends.

4. Transport

The School has a designated car for AHSMs and would expect this to be utilized 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.



PERSON SPECIFICATION

Essential Skills and Experience

- ✦ Experience working with children aged 13-18 years old;
- ✦ A focus on quality;
- ✦ Integrity;
- ✦ The ability to relate to and empathise with children and young people;
- ✦ A sense of authority: firm but fair;
- ✦ Excellent administrative, organisational and ICT abilities;
- ✦ A proactive approach to engaging with young people is essential;
- ✦ Confidence and self control;
- ✦ The ability to work flexibly, problem solve effectively and use initiative;
- ✦ The ability to communicate effectively and professionally;
- ✦ A positive attitude;
- ✦ A willingness to collaborate with others and share expertise.

Desirable Qualifications and Experience

- ✦ Relevant qualifications in medical or welfare related roles would be desirable.
- ✦ A driving license would be desirable.



SAFEGUARDING RESPONSIBILITIES

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Sedbergh School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The role holder will be expected to support this approach in the context of their role and to adhere to and ensure compliance with the School's Safeguarding policies and procedures at all times.

If, in the course of carrying out their duties, they become aware of any actual or potential risk to the safety or welfare of children in the School, the role holder must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

All staff within Sedbergh School must demonstrate the willingness to participate in safeguarding training appropriate to the level of responsibilities of their role. 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.



APPLICATION AND APPOINTMENT PROCESS

If you would like to be a part of our team and make the most of this fantastic opportunity, or for informal enquiries about the role, please contact the HR Department on hadmin@sedberghschool.org.

All applicants must submit a School 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: hadmin@sedberghschool.org and receipt will be acknowledged by email.

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.

Due to the needs of the School and the department, we may interview suitable candidates before the closing date. This job may also close early if a large number of applications are received. You are advised to submit your application as early as possible to avoid missing your chance to apply.

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.

Registered Charity No 1080672

