

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## Housemaster/Housemistress

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior School
Closing Date for Applications	Midday Friday 22nd September 2023
Interviews Week Commencing	As applications are received

### IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)

Framlingham  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Housemaster/Housemistress at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

As such, we require a dynamic and forward-thinking HM to join our team and to be responsible for the welfare of approximately 50 boarding and day boys in Kerrison House, one of the seven boarding houses within our extensive campus. This role in our private school's boarding house involves providing academic support on a reduced timetable and guidance to students in a nurturing and residential setting. The House plays a central role in the life of pupils at the Senior School where each pupil feels that their contribution to that community is both recognised and valued. The start date would ideally be January 2024 but we will consider applications for April 2024 start also.

The HM will teach a reduced timetable. We will offer you extensive ongoing CPD opportunities and a highly supportive working environment as well as a range of other staff benefits.

Previous experience gained within a boarding environment, preferably in a residential role is essential, as is a willingness to make a full contribution to life in this busy boarding school.

**We welcome all applications from independent thinkers, creative minds and inspirational teachers and very much look forward to receiving your application.**

Best wishes,  
Louise North  
**PRINCIPAL, FRAMLINGHAM COLLEGE**

## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

**Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience.**

You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department,  
**Framlingham College, College Road,  
Framlingham, Suffolk. IP13 9EY. You can also**  
email your application to:  
**[recruitment@framlinghamcollege.co.uk](mailto:recruitment@framlinghamcollege.co.uk)**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

# Job Information

## Reports To

Deputy Head (Pastoral)

## Job Location

Framlingham College Senior & Prep School

# Job Description

## JOB PURPOSE

The pastoral role of Housemaster/Mistress is child centric, underpinning the provision of outstanding welfare support for pupils in the House. The Housemaster/mistress will demonstrate an empathy and understanding of our young people, a sense of humour and a genuine concern for the pupils' well-being and will positively encourage them in their interests, activities, and personal development. Each boy and girl should be made to feel that their contribution within both the house and wider school is recognised and valued.

This is a teaching position, and the HM will have a reduced timetable.

## REPORTS TO

The HM reports to the Deputy Head (Pastoral). The HM has functional accountability to the Senior Deputy Head on Disciplinary matters, the Director of People and the DSL (Safeguarding matters).

## MAIN DUTIES

HMs are expected to:

- Understand that the leadership and management of the House is a key responsibility which may sometimes override other commitments. It means being a consistent presence in the House, establishing and maintaining good relationships and regular communication with parents and above all providing guidance, leadership and support to the pupils in the House. The HM must support the vision, ethos and policies of the College and promote high levels of achievement in all areas of College life. The role of the HM is wide and varied and any job description will not be able to detail all eventualities.

## MANAGEMENT RESPONSIBILITIES

HMs are expected to:

- Deploy, train and develop House Tutors, Boarding staff and Matron to make the most effective use of their skills, expertise and experience and to ensure that all House staff have a clear understanding of their roles, duties and responsibilities.
- Direct the House support staff (including domestic staff) in the execution of their duties, in liaison with their line managers and the Director of People.
- Communicate with teaching staff, giving necessary information to all concerned.
- Liaise effectively with SLT and the Heads of year 9, 10, 11 & Deputy Head, Sixth Form.
- Organise and allocate tutor groups.
- Meet regularly with tutors to ensure sharing of information and record keeping.
- Support, train and guide the Head of House and House Prefects.





Continued from previous page

- Establish and maintain a routine for the House.
- Wherever possible have a face-to-face handover with House duty staff at the beginning and end of their duty.

## **PASTORAL RESPONSIBILITIES**

HMs are expected to:

- Develop strong relationships with all parents through regular communication & house events.
- Organise a rota for House duty staff to assist with the running of the House, but understand that the overarching responsibility whether “on duty” or not, falls to the HM.
- Demand high standards of behaviour and manners.
- Ensure a careful transition for each pupil who joins the House.
- Play an active part in new pupils’ Induction to the House and the Senior School.
- Hold regular roll calls/assemblies and give information and guidance to the whole House.
- Attend meetings, services, events and fixtures to support pupils in the House.
- Encourage full commitment from all pupils in co-curricular activities.
- Work with the tutors and Heads of Section to ensure the academic progress of all pupils in the House.
- Take responsibility for the emotional and physical well-being of the pupils in the House.
- Organise weekend activities and other House social or sporting events.
- Keep the Principal and her Deputies informed of confidential or sensitive matters in respect of any pupil in the House.
- Ensure that medical matters are dealt with appropriately, liaising with the Medical Centre, the Sports Department, and the pupil’s parents as appropriate.
- Inform the Senior Deputy Head of pupil breaches of discipline or good conduct and maintain a record of sanctions awarded.
- It is the post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school’s Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the school’s Designated Safeguarding Lead.

## **ADMINISTRATIVE RESPONSIBILITIES**

HMs are expected to:

- Maintain clear and well organised records (roll calls, signing out, incidents etc).
- Carry out fire practices in accordance with the School’s policies and maintain a record of fire practices and fire equipment inspections.
- Oversee the maintenance, security and upkeep of the building (including FF&F and electrical appliances) in liaison with the Deputy Head, Pastoral and Operations Manager.
- Contribute to the preparation of Risk Assessments led by the H&S, Fire & Security Officer.
- HMs are expected to be fully conversant with all relevant legislation (eg. Safeguarding, National Minimum Standards, ISI regulations, Every Child Matters, Children’s Act etc.).
- Maintain and update information on each member of the House through ISAMs, emails, MyConcern and House notes.
- Maintain a registration/attendance/absence record for all pupils in the House.
- Write annual reports and House development plans and budgets to discuss with the Deputy Head, Pastoral.
- Oversee update of House Information in Handbooks and on the College website.

## **CONDITIONS OF SERVICE**

- The job location will predominantly be Framlingham College Senior School.





Continued from previous page

- Salary will be paid at the appropriate point of the Framlingham College Academic Pay Scale with an additional HM Allowance.
- Choice of TPS/DC pension scheme
- The position is subject to a two-year probationary period.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

Qualifications relevant to the post	E
Relevant and recent INSET	E

## PROFESSIONAL COMPETENCIES AND SKILLS

Possessing excellent and effective management skills	E
An inspirational teacher	E
Strong communication with pupils, staff & parents	E
A high level of IT Literacy	E
Ability to inspire, motivate and manage students	E
Ability to inspire the confidence of current and prospective parents	E

## PROFESSIONAL EXPERIENCE

Experience of working within a Boarding House	E
Knowledge and understanding of behaviour management	E
Relevant teaching experience	E
Experience of pastoral leadership	D

## PERSONAL ATTRIBUTES

Enthusiasm and passion for being involved in the life of a busy boarding school and boarding house	E
Caring, nurturing and a positive role model	E
Strong interpersonal and decision-making skills	E
Effective organisational and management skills	E



# Person Specification

E = Essential • D = Desirable

Continued from previous page

Ability to prioritise and manage changing workloads and situations.	E
Understanding of a holistic education and the benefits it brings	E
SAFEGUARDING CHILDREN	
Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	E



## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.