



ROYAL  
HOSPITAL  
SCHOOL



## RECRUITMENT PACK FOR THE ROLE OF **HOUSE PARENTS**

REQUIRED FROM 1 SEPTEMBER 2025

|                                      |  |
|--------------------------------------|--|
| <b>EMPLOYMENT STATUS</b>             | Permanent                                  |
| <b>SALARY</b>                        | £24,050-£25,527 gross per annum per person |
| <b>CLOSING DATE FOR APPLICATIONS</b> | 09:00 on Monday 24 February 2025           |
| <b>INTERVIEW DATE(S)</b>             | Monday 3 and Tuesday 4 March 2025          |



## KEY FACTS

**Type of School:** Co-educational, boarding and day

**Age range:** 11 – 18

**Number of pupils:** Approx. 670

**Percentage of boarders:** Approx. 54%

**Percentage of international students:** Approx. 18%

**Fees per term:** Boarding £12,350 – £15,901 and day £7,010 – £8,154

**Memberships:** HMC (The Heads' Conference)  
BSA (The Boarding Schools' Association)  
ISC (Independent Schools Council)

**ISI result summary:** November 2021 Inspection gave the school the highest rating of 'Excellent' in both categories of the EQI, and the school was fully compliant.

You can read the report here:

[royalhospitalschool.org/about/inspection2021](https://royalhospitalschool.org/about/inspection2021)



# THE ROYAL HOSPITAL SCHOOL



## WELCOME

Thank you for your interest in applying to work at the Royal Hospital School (RHS).

RHS is an independent co-educational boarding and day school for 11 to 18-year-olds, providing an outstanding, full and broad education enriched by a unique naval heritage. Founded in 1712 in Greenwich, London, it moved to its spectacular site, set in 200 acres of Suffolk countryside overlooking the River Stour, in 1933.

Today we place a strong emphasis on providing pupils with the knowledge and skills to prepare them for the future. We seek to understand each young person's strengths, to help them make the right choices at the right time and ensure their education becomes the foundation for their happiness and success.

However, RHS is more than just a school and has an important role in this region providing facilities to a wide range of individuals and organisations. Today the school is operational for almost the entire year, as a school in term time but also as a conference facility and residential centre for international schools. As such the school plays an important role in the economy of this region. We are also a community with some colleagues and their families living onsite and this sense of community is strong and encompasses all staff, pupils and parents, creating a warm and supportive environment.

Our employees can access some of the best facilities in the country and are encouraged to contribute to the life of a busy boarding school. There is an extensive range of additional staff benefits, from free lunch during term time to access to various sports facilities.

Situated on a beautiful site in the Suffolk countryside, yet only 55 minutes from Central London by train, RHS is a very special place to work. We welcome applications from the creative, the passionate and the kind and those from ethnic minorities and under represented groups, who are keen to contribute to our warm and friendly community.

I very much look forward to receiving your application.

Irfan Latif  
Headmaster

## NAVIGATING SUCCESS

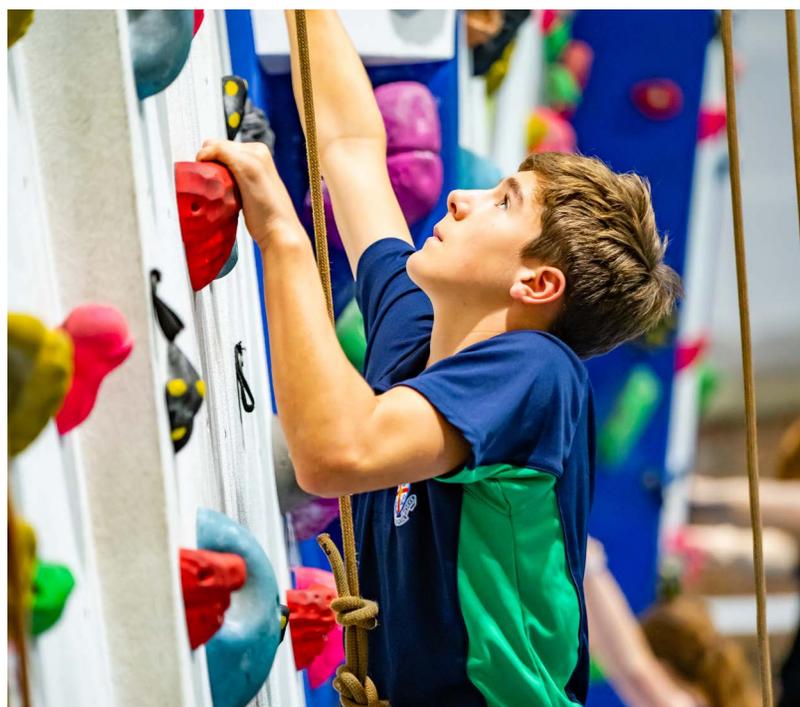
The Royal Hospital School (RHS) was founded in London in 1712 by the Royal Naval Crown charity, Greenwich Hospital, to educate the children of the Hospital's pensioners and prepare them for a life at sea. Many went on to become famous admirals, explorers and pioneers. The school is still owned by Greenwich Hospital, whose sole Trustee is the Secretary of State for Defence on behalf of the Crown. We are immensely proud of our historic, royal and naval links, and discovery, exploration and challenge continue to shape our ethos. The traditional values of loyalty, commitment, courage, respect, service and integrity have underpinned the school's core aims and philosophy from the very beginning. Three hundred years later, they are as relevant to the education provided now as they were then.

Divisions remains one of the school's historic traditions, and pupils parade in a whole school event on a small number of occasions each year, complete with guard of honour and marching band. The sense of teamwork, camaraderie, and being part of something bigger than oneself instils feelings of pride and belonging to the whole school community.

RHS inspires pupils to have the courage to be ambitious for their futures and the commitment to pursue whichever path they choose. We challenge pupils of all academic abilities, steering them to look beyond the moment and beyond the confines of the classroom, and to approach life with an open and receptive mind. It is through thinking creatively and taking the initiative that they discover their influence, strengths and ambitions and establish the skills they need to pursue purposeful and fulfilling lives.

Everyone can achieve the most exceptional things but we are all different. That is why we focus on the individual, getting to know every one of our pupils and finding out what motivates them, enabling us to navigate them through their critical and formative years.

It is this focus on personal challenge and individual guidance that enables pupils to develop into self-reliant, socially responsible adults with enviable open-mindedness and resilience, qualities which are so sought-after by employers and important in life.



## TEACHING AND LEARNING

Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge. The curriculum is broad and balanced, combining the best of academic traditions with the latest subjects and technologies. Our Sixth Form curriculum includes three Level 3 BTECs sitting comfortably alongside 24 different A Levels, allowing pupils to select a learning path that suits their interests and skill set. Our Lower School curriculum includes 'Compass' lessons: a bespoke course unique to RHS that encompasses elements of education that equip pupils for 21st century living: Personal, Social and Health education, digital literacy, critical thinking, study skills and careers.

Digital devices have been embedded in our teaching and learning since 2013 and we are committed to this approach, with every pupil and teacher now using a Microsoft Surface in classrooms and for planning. The school has consistently been recognised as a beacon for education technology having previously been an Apple Regional Training Centre, and being recognised as a member of the EdTech 50 in 2019-20 and 2021-22.

In August 2024, the school achieved an exceptional set of results at A Level and BTEC. 39.1% of grades were A\* or A (or Distinction\* and Distinction), and 59.6% of grades were A\* to B. At GCSE, 97.1% of grades were 9 - 4 with 50.4% of grades at 9 - 7 - the school's best grades on record. Pupil success comes in many forms and post-school options for the leavers of 2024 range from top UK universities to higher degree apprenticeships to direct entry into the armed forces.



## CO-CURRICULAR

Great importance is placed on pupils balancing their academic work with interests and achievements outside the classroom and every child is encouraged to become fully involved in school life, to challenge themselves and to try something new. This involvement helps to produce confident, interesting, well-rounded individuals who will contribute to society in life beyond school.

Sport is a key feature of the RHS co-curricular programme, with pupils gaining success in an increasingly diverse range of sports. As well as high degrees of pupil performance in the main team sports, RHS is renowned for its sailing. All Year 7 pupils learn how to sail and our Sailing Academy attracts sailors from around the world, and consequently the school community contains many pupils who are world and national leaders in their class and age group.

The school is well-known for its musical excellence and music is embedded in the school's wider culture and ethos. Over 400 pupils learn to play at least one instrument and there is an orchestra, 80-strong chapel choir, chamber choir, ceremonial marching band, concert band, big band and numerous ensembles, including many rock and pop groups.

All teaching staff contribute to our co-curricular programme, and as a result pupils can choose from over 80 activities and clubs each week. From our strong CCF and Duke of Edinburgh's Award programmes, to cooking, climbing, music, sport, art and design, STEM and so much more, there really is something for every child (and teacher!).



## FACILITIES

Staff often remark on the enviable location and wonderful facilities available at RHS. The school was purpose-built in 1933 and its progressive design enables us to benefit from fantastic light and spaces, with some of the most inspiring views.

Over the last 90 years, the school has continued to invest in its infrastructure, providing modern, well-equipped classrooms alongside other impressive teaching spaces. Classrooms are all equipped with modern technology and the school recently invested in upgraded Wi-Fi, to ensure seamless digital access for pupils and teachers in and out of lessons.

The investment in larger projects in recent years has focused on aspects that will benefit the most pupils: our indoor sports facilities, including a new climbing wall, refurbished fitness suite and weights room; the library, a beautiful modern study and learning space at the heart of the school; and a new social hub for the entire community.



## WELLBEING



As a school we prioritise the importance of wellbeing in our whole community, including that of pupils, staff and parents, and are committed to promoting and protecting positive emotional wellbeing and mental health. Our aim is to help our pupils build strong foundations that foster good wellbeing for life.

The school is fortunate to have a large and well-resourced Health Centre that operates 24/7. Fully staffed by registered nurses, it also accommodates a daily doctor's surgery, a dental surgery and a wide range of specialist medical services including counselling and physiotherapy.

## ENVIRONMENTAL SUSTAINABILITY



Staff and pupils actively identify and put into practice more environmentally sustainable ways of living and working, supporting and encouraging this both within and outside the school community. We have a proven track record of environmental responsibility and aim to further reduce our carbon footprint and renew our Gold Carbon Charter Award.



# JOB DESCRIPTION

| House Parents (HPS): Blake House              |   |
|---|---|
| Department / reporting to                     | Deputy Head (Pastoral)  |
| Employment status                             | Permanent   |
| Purpose and objectives of role                | <p>The House Parents are responsible to the Headmaster through the Deputy Head (Pastoral); they play a vital role in leading the academic, pastoral, moral and co-curricular development of the young people in their care and preparing them for the world beyond school.</p> <p>House Parents will be wholly committed to the values, ideals and mission of the Royal Hospital School (and to the needs of both boarding and day pupils). They will have empathy with young people and will be able to provide guidance and advice to ensure the happiness and success of the pupils in their care.</p>   |
| Key areas of responsibility, tasks and duties | <p>Oversee all aspects of the academic and pastoral welfare of the pupils in Blake House, which will include an awareness of each pupil's progress and developing maturity.</p> <p>Work closely with the Deputy Head (Pastoral), and other staff to ensure each pupil achieves his/ her full potential.</p>   |
| House Management and Organisation             | <p>Create an environment in which each individual is equally valued and in which each individual has an opportunity to contribute.</p> <p>Be aware of, and to respond to, the specific needs of individual pupils, acknowledging those pupils with a protected characteristic as defined by the Equalities Act 2010</p> <p>Ensure that the individual circumstances, needs, strengths and weaknesses of each pupil is identified and shared as appropriate so that opportunities, talents and potential are developed and maximized;</p> <p>Establish systems and routines which ensure the smooth and consistent running of the house.</p> <p>Maintain the pupils' standards of appearance, behaviour and conduct, in line with school policies.</p> <p>Regularly review and update documentation relating to the House (e.g. House handbook, house development plan, website entry).</p> <p>Oversee the fabric and contents of the House in liaison with the support staff.</p> <p>Keep records, maintain confidentiality of information, (in line with the school's Safeguarding and Child Protection Policy) and manage House accounts.</p> <p>Lead and manage the House team, consisting of resident and non-resident staff, and taking responsibility for overnight supervision.</p> <p>Hold regular House team meetings in order to disseminate information relating to the progress of pupils and their welfare.</p> <p>Organise social functions/activities for pupils within the House, with the assistance of the House team, where appropriate.</p> |

# JOB DESCRIPTION

|   |   |
|---|---|
|   | <p>Ensure pupils' medical requirements are properly catered for, supported by the Health Centre staff.</p>  |
| <p>Safeguarding and Health and Safety</p> | <p>Ensure, as far as reasonably possible, the safety and security of all pupils at all times when they are in the school's charge;</p> <p>To be aware of the implications of and ensure adherence to the Children Act 1989/2004 and the National Minimum Standards for Boarding Schools regarding welfare and pastoral care in the Boarding House;</p> <p>To know the identity of the School's Designated Safeguarding Lead and Deputies;</p> <p>Be proactively alert to indicators of potential safeguarding issues and report these immediately in accordance with the School procedure into the Child Protection On-Line Management System (CPOMS);</p> <p>Be fully familiar of the School's Safeguarding and Child Protection Policy and follow its requirements;</p> <p>Attend training relating to the safeguarding of children and young adults;</p> <p>Engage in and promote safe practice and professional conduct to safeguard children to mitigate against the potential for misunderstandings or situations being misconstrued;</p> <p>Create safe and secure environments for pupils in the house</p> <p>Ensure compliance with the relevant Health and Safety regulations, Child Protection requirements and National Minimum Standards for Boarding.</p> <p>Ensure that all fire regulations are rigorously met, and regular fire drills are carried out accordingly;</p> <p>Ensure daily registration, and attendance is monitored in accordance with school policies In addition be able to account for pupils for whom there is additional responsibility over leave and holiday periods. when on leave.</p> <p>Identify persistent or problematic absence and respond accordingly.</p> |
| <p>Academic Attainment and Tracking</p>   | <p>Take an active Interest in the pupils academic progress and assist teachers in ensuring pupils reach their academic potential.</p> <p>To ensure the house has spaces and times that actively promote effective and uninterrupted study;</p> <p>Support all pupils ensuring they establish effective and healthy working practices;</p> <p>Identify persistent or problematic absence.</p>  |

# JOB DESCRIPTION

|                             |  |
|-----------------------------|--|
| <p>Parent Communication</p> | <p>Be one of the principal points of contact for parents, and ensuring that channels of communication between House, tutor, and parent are clear and pro-active.</p> <p>Keep parents and guardians informed about the progress and welfare of their children.</p> <p>To seek from boarders and their families, the pupils travel arrangements for the beginning and end of every term including flight details where applicable and ensure this information is recorded. Liaise with Finance Team and any other individuals as necessary.</p> <p>Write reports for the pupils in the House, in accordance with the published schedule.</p>   |
| <p>Admissions</p>           | <p>Promote the School and assist in the recruitment of new pupils, in liaison with the Admissions department.</p> <p>To be responsible for the induction of new pupils and to assist the Second Master with the new pupil induction programme in September.</p>  |
| <p>Other</p>                | <p>Create a house ethos of academic endeavour by leading assemblies which, alongside routine business, celebrate pupils' success and support wider themes of relevance to the year group or wider school.</p> <p>Support the Director of Academic Systems in creating teaching forms for Year 8 based on information gathered during Year 7.</p> <p>In conjunction with the Registrar and Deputy Head (Pastoral), Allocate and communicate the allocation of pupils to Year 8 houses.</p> <p>Liaise with the Deputy Head (Pastoral) to facilitate transfer of relevant information and records.</p> <p>Contribute to the Year 7 and 8 Saturday programme.</p> <p>To work effectively with the House Team, organising a fair duty Rota, to share best practice and to ensure that proper channels of communication are maintained at all times.</p> <p>Attend regular meetings and INSET sessions as appropriate.</p> <p>Undertake any other tasks reasonably assigned by the Headmaster.</p> |
| <p>Benefit</p>              | <p>In addition to the benefits on the penultimate page of this pack, this role is offered with free substantial family accommodation with heating and water included.</p>  |

# PERSON SPECIFICATION

The person specification highlights the skills, experience and qualifications that are required for this role. If you feel that although you do not meet all of these requirements you would still perform well in the role, we encourage your application.

## CHARACTERISTICS

| House Parents (HPS): Blake House  |  |
|-----------------------------------|--|
| Deputy Head (Pastoral)            | Deputy Head (Pastoral)   |
| General details:                  | <p>The Royal Hospital School is a boarding school with a commitment to providing a broad range of activities and opportunities to its pupils.</p> <p>House Parents are responsible to the Headmaster through the Deputy Head (Pastoral); they play a vital role in leading the academic, pastoral, moral and co-curricular development of the young people in their care and preparing them for the world beyond school.</p> <p>The successful candidate will be wholly committed to the values, ideals and mission of the Royal Hospital School (and to the needs of both boarding and day pupils).</p> <p>They will have empathy with young people and will be able to provide guidance and advice to ensure the happiness and success of the pupils in their care.</p>  |
| Characteristics of House Parents: | Candidates applying to the Royal Hospital School are asked to provide within their personal statement an explanation of how and where they have experience against the following characteristics:  |
| Essential:                        | <ol style="list-style-type: none"> <li>1. <b>Communication</b><br/>'Is the ability to communicate appropriate, concise and accurate written and verbal information in a timely and influential manner'.</li> <li>2. <b>Controlling quality and standards</b><br/>'Is the desire to ensure accuracy and quality of work delivered. Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job. Accurately checking processes and tasks; maintaining watchfulness over a period of time'.</li> <li>3. <b>Developing and coaching others</b><br/>'Is the ability to assist others (pupils, peers, team members, and pupils) in reaching their full potential through feedback, coaching, development, mentoring and training.'</li> <li>4. <b>Planning and organising</b><br/>'Is the ability to develop clear, efficient and logical approaches to work and to use time effectively to achieve outcomes'.</li> <li>5. <b>People management</b><br/>'Is the ability to deliver good quality outcomes through the efforts of others'.</li> <li>6. <b>Problem solving and initiative</b><br/>'Is the ability to pre-empt problems and to analyse and interpret situations and data from a variety of viewpoints. It is the ability to find creative, workable solutions without waiting to be told. To make swift decisions and judgements even in the face of ambiguity or criticism and asserting one's influence over events to achieve the goals of RHS'.</li> <li>7. <b>Resilience</b><br/>'Is the ability to maintain control and performance during pressurised situations; and to bounce back quickly and effectively from setbacks'.</li> </ol> |

# PERSON SPECIFICATION

|           |   |
|-----------|---|
| Desirable | <ol style="list-style-type: none"><li data-bbox="517 360 1394 555">1. <b>Leadership</b><br/>'Is the willingness and ability to lead, guide and motivate others towards a common goal influencing organisational values, people, and systems and processes. It is the ability to exercise meaningful influence on others who voluntarily accept it, leaving behind a collective impact'.</li><li data-bbox="517 555 1414 683">2. <b>Strategic thinking</b><br/>'Is the ability to look ahead beyond the constraints or the current situation and establish a course of action that accomplishes a long-term goal or vision.'</li></ol> |
|-----------|---|

# THE BENEFITS



## PENSION

A matched defined contribution pension scheme is available for support staff to join, with the School contributing up to 7.5%.



## SCHOOL FEES REMISSION

Generous fee remission, subject to the normal admissions criteria (pro rata for part-time staff).



## DEATH IN SERVICE

The school has a Death in Service benefit of 3 x basic salary.



## HEALTH PROVISION

Opportunity to join BUPA scheme through the school. There is an NHS dentist on site. You will also have access to an Employee Assistance confidential helpline.



## USE OF FITNESS FACILITIES

Fitness suite, swimming pool, 9 hole golf course, tennis courts and other sports facilities. Opportunity to engage in staff sports activities including weekly 5-a-side football, staff cricket team and staff climbing sessions. Why not make the most of our beautiful setting and go for a lunchtime walk?



## MEALS

A complimentary 3-course lunch is provided during term times.



## COMMUNITY

You are joining a ready-made community where people are more than just colleagues. From the RHS staff bar, *The Clubhouse* (Opening in 2025), to events arranged by to events arranged by Common Room members such as yoga, wreath making, wine tasting, quiz nights, safari suppers, and more (additional costs may apply) - this is a wonderful community to be a part of. Subsidised on-site accommodation may be available (subject to availability and the nature of your role).



## CYCLE TO WORK

Access to the Cycle to Work scheme.

Full details and terms & conditions are available on request.

# HOW TO APPLY

## APPLICATION PROCEDURE

Please follow the link on our website to complete a job application form and submit a covering letter (no more than two sides of A4), including details of two referees.

Applicants should provide within their personal statement an explanation of how and where they have experience in the areas and skills listed in the person specification.

If you have any queries regarding this role, or require any assistance with the application process, please contact the HR Manager on [recruitment@royalhospitalschool.org](mailto:recruitment@royalhospitalschool.org) or 01473 326200.

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

**“ The school realises its aim to enable pupils to grow into the person they wish to become, fulfilling their potential and leaving very well prepared for life. ”**

ISI SCHOOLS  
INSPECTORATE (ISI) 2021

*NOTE: Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.*

