



REQUIRED FROM SEPTEMBER 2020

Resident Housemaster/mistress (Stradbroke House)

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior School
Application Closing Date	Midday Wednesday 5 th February 2020
Interviews Week Commencing	Monday 10 th and 24 th February 2020

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.

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Framlingham
COLLEGE





Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Resident Housemaster/mistress (HM) at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the 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 60 boarding and day boys in Stradbroke House, one of the seven boarding houses within our extensive campus. This is an exciting time to join the College and 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 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 is essential, as is a willingness to make a full contribution to life in this busy boarding school.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

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

Best wishes,

Louise North
Principal of Framlingham College and Head of the Senior School

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. Applications will only be accepted from candidates completing an application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason. CVs may be submitted **in addition** to the application form in order to supply additional background information. Applications should be received no later than **Midday Wednesday 5th**

February 2020. Interviews will be held weeks commencing Monday 10th and 24th February 2020. You will receive an exact date if you are shortlisted for interview. As a busy school, it is not possible for us to offer visits to candidates prior to application. A full tour is included as part of the interview process.

Please send your completed application form to:
**The HR Department, Framlingham College,
College Road, Framlingham, Suffolk. IP13 9EY.**

You can also email your application to:
hr@framlinghamcollege.co.uk. All information within your application will be treated confidentially.

References

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

Employee Benefits

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

- Competitive rates of pay;
- We offer a generous fee remission for permanent teaching staff. Further details are given at interview.
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into the Teachers' Pension Scheme including free financial advice from an 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 Fram Leisure, 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 Fram Leisure.

Job Information

Reports To

Deputy Head (Pastoral) plus functional accountability to:

- Senior Deputy Head
- Finance Director
- Designated Safeguarding Lead

Job Location

Framlingham College Senior School

Pension

Teachers' Pension Scheme

Job Description

JOB PURPOSE

The House plays a central role in the life of pupils at the College. Each pupil is part of a House community which provides support and encouragement. In turn, each boy and girl should feel that their contribution to that community is both recognised and valued. The Housemaster/Housemistress (HM) is responsible for the pupils in their House whilst they are a member of the Senior School. The HM will teach 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 Finance Director 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 staff 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 Matron and domestic staff) in the execution of their duties, in liaison with their line Manager and

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the Head of HR.

- Communicate with teaching staff, giving necessary information to all concerned.
- Work with the Head of Sixth Form in preparing the Upper Sixth pupils' UCAS applications, advising on choices, Personal Statements and writing their references.
- Liaise effectively with SLT and the Heads of Section (Head of Year 7 - 9, Head of Year 10 & 11, Head of 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.
- 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:

- Lead a House that has a warm, positive atmosphere.
- 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.

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 Director of Operations.
- Contribute to the preparation of Risk Assessments led by the Support Services Manager.



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- 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

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 tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
Qualifications relevant to the post	✓	
Relevant and recent INSET	✓	

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Possessing excellent and effective classroom management skills	✓	
An inspirational teacher	✓	
A high level of IT Literacy	✓	
Relevant and recent INSET	✓	
Ability to inspire, motivate and manage students	✓	
Ability to inspire the confidence of current and prospective parents	✓	

PROFESSIONAL EXPERIENCE

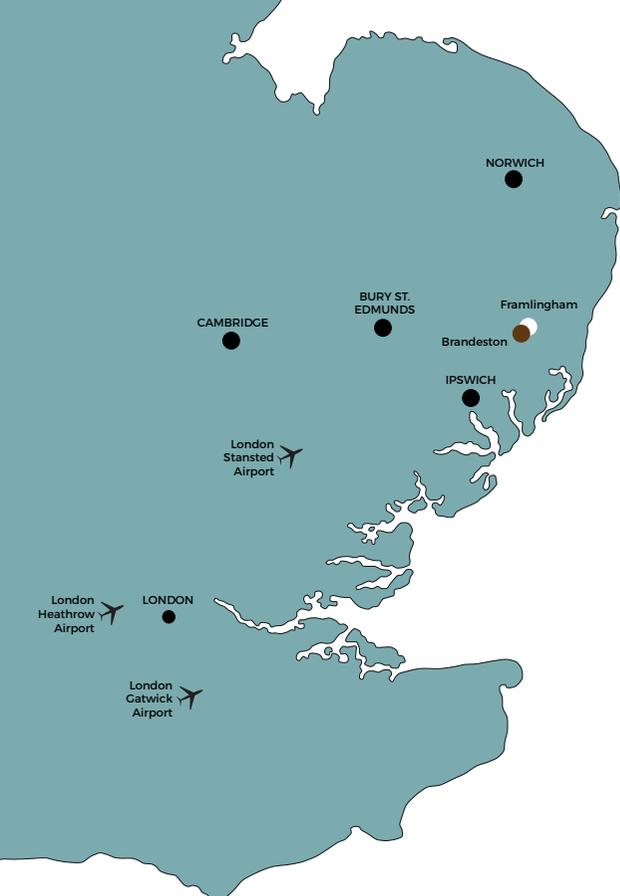
	E	D
Experience of working within a Boarding School and/or Boarding House	✓	
Knowledge and understanding of behaviour management	✓	
Relevant teaching experience	✓	
Experience of pastoral leadership		✓

PERSONAL ATTRIBUTES

	E	D
Enthusiasm and passion for being involved in the life of a busy boarding school and boarding house	✓	
Caring, nurturing and a positive role model	✓	
Strong interpersonal and decision-making skills	✓	
Effective organisational and management skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Understanding of a holistic education and the benefits it brings	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues	✓	
Knowledge of safeguarding children legislation and good practice	✓	



Our Location

The Framlingham College Senior School campus sits at the heart of the beautiful, vibrant and historic market town of Framlingham, in Suffolk.

The town, which pre-dates its mention in the Domesday Book of 1086, is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while our own 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.

Framlingham College Prep School, for children aged 3 - 13, is in the nearby village of Brandeston, approximately five miles from the Senior School.

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 equip our young people with the habits and knowledge they need to thrive in their future adult world.