

## **Commitment to Safeguarding**

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

Badminton School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and are required to adhere to the School's Safeguarding Policy and related procedures. 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 of children in the School, he or she must report any concerns to the Designated Safeguarding Lead or other appropriate person as set out in the Policy.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

## **The School**

Badminton is a leading independent school for girls. Founded in 1858, the school occupies an attractive 15 acre campus in the north-west of Bristol and admits girls from age 3 - 18. There are approximately 330 girls in the Senior School, which can accommodate up to 200 boarders. In the Junior School there are 130 girls, the majority of whom are day pupils.

As a Boarding School, Badminton operates a busy campus seven days a week and all support services and departments therefore work on all seven days to provide a full support service to pupils and staff. Campus facilities are extensive, enhanced hugely by the completion in 2018 of our new state of the art Sports Centre. During the School holidays, the campus is used for a wide range of educational and commercial activities and this results in an all year round operation.

## **The School's Vision and Values:**

"Badminton provides the best preparation for girls living and working in a global society"

### **Values:**

- To provide an education which nurtures intellectual curiosity and which is challenging and fun, balancing academic excellence with fulfilment of individual potential in the arts, sport and extra-curricular activities.
- To provide pastoral care which teaches respect and tolerance for the whole community and requires each girl to take responsibility for herself and others. To create opportunities for every girl to make a contribution to the well-being of the School and genuine mutual support.
- The international mind-set of the School aims to create an awareness of the needs and concerns of society at local, national and global levels.
- Badmintonians leave the School as curious, confident and courteous individuals who will thrive in a competitive, global society.
- Badminton respects the past and looks to the future, ensuring good stewardship of the Badminton name, the campus and the School's world-class reputation.

## Boarding

Boarders and day girls are well integrated at Badminton and the Year Group is the primary focus for pastoral care, and for monitoring academic and personal progress; each Year Group is managed by a Pastoral Head who is a member of the academic teaching staff and the relevant Housemistress, who have a weekly timetabled meeting.

The Head of Boarding, under the direction of the Deputy Head Pastoral, is responsible for boarding throughout the School, ensuring that all Boarders live in well-presented and comfortable Houses which offer a stimulating environment. She leads the team of resident staff.

All resident staff at Badminton are responsible to the Deputy Head Pastoral for the social development and care of girls within their Year Groups and ultimately to the Head

Boarders at Badminton are accommodated in three Houses on the campus. The School Health Centre is located within the School campus and is equipped with a surgery and relevant medical facilities and staffed by three SRN Sisters.

**Bartlett House** is home for girls in Years 5, 6, 7 and 8. It has its own common room and is situated within School House. Rooms accommodate on average four girls. In line with our policy of encouraging girls to become increasingly independent, Year 8 are permitted some unsupervised access to the local village at weekends. Younger Boarders are always escorted when they leave the School grounds.

**Sanderson House** accommodates Boarders in Years 9, 10, and 11. There are two vertical Houses contained within the building, "Berkeley" and "Lynmouth". The modern design of the building, with its good environmental credentials and far-reaching views, offers a comfortable environment for 94 girls, and six members of staff. The Head of Boarding, Housemistresses, Deputy Housemistress and Resident Tutors are resident in the House.

**The Sixth Form Centre** offers double or single study bedrooms for Boarders and study rooms for Day girls who share fully in the common room, kitchens and other facilities. The ethos of the Sixth Form Centre is that of an undergraduate hall of residence in which girls are prepared academically for top universities and to make a confident transition to student life. There is a strong pastoral team working with the girls consisting of The Head of Sixth Form, Coordinator of Higher Education and Professional Guidance, Housemistress, Deputy Housemistresses and Resident Tutors.

All Boarders have access to computer rooms, a well-resourced School Library, Creative Arts Centre, Music School, indoor swimming pool, Careers Library and all sports facilities in addition to a wide choice of clubs and activities. The School utilises the opportunities of boarding in a lively, university city. Older Boarders may join local sports clubs, e.g. Redland Hockey Club, squash and badminton clubs and some have attended kick-boxing classes; girls who are keen on dance can attend a local dance School for ballet and modern dance classes; others may belong to orchestras and drama groups in the city. The Duke of Edinburgh Award is popular at Badminton and Boarders undertake a wide range of community service and voluntary work.

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**Aim:**

The Deputy Housemistress will support all aspects of the House and give assistance to the Housemistress in the professional leadership and management of their House to meet the aims of Badminton School. She will undertake specific duties delegated by the Housemistress to support and assist her to ensure the welfare and safety of the pupils and the smooth running of the Boarding House. She will have the confidence and experience to work independently, taking responsibility for the House in the absence of the Housemistress, but also be part of the Boarding Team. She will be committed to the whole School community and its development and to the ethos of the House, as well as that of the whole School.

The primary role of the Deputy Housemistress is to get to know the girls and build a relationship of trust with them. She will be expected to be ready to give support and advice whilst taking a leading role in disciplinary matters when required to do so. In addition, she will be responsible for the smooth running of the domestic side of the House. This vacancy is a non-teaching position and the Deputy Housemistress is expected to make an additional contribution to life in a busy Boarding School. The specific details of these additional duties will be decided based on the skills and experience of the successful candidate but may include tasks such as: assisting with the work of an academic department, supporting the work of the Co-ordinator of Higher Education and Professional Guidance or working within another Boarding House.

**Accountability:**

The Deputy Housemistress is responsible to the Housemistress. She will work in close consultation with her Housemistress and liaise with other members of a House team. The Deputy Housemistress will keep the Housemistress and Head of Boarding informed of any matters felt necessary. All House Staff are responsible to the Head of Boarding and Deputy Head (Pastoral) on matters of welfare and discipline and ultimately to the Headmistress.

**General Responsibilities:**

- To participate in appropriate meetings with colleagues and parents;
- To participate in appraisal arrangements;
- To support major School occasions;
- To attend all relevant Inset days and any relevant external courses recommended by the Head of Boarding or Deputy Head Pastoral;

**Specific Responsibilities:**

- To be resident within their allocated accommodation at all times during term time (excluding off duty time as agreed) and to supervise pupils in House during evenings and weekends;
- To take responsibility for the House and deputise in absence of the Housemistress;
- To maintain high standards of prompt arrival for House responsibilities and appropriate professional appearance;
- To develop proper, purposeful and professional relationships with pupils built on mutual respect;
- To be aware that the welfare, safety and well-being of pupils is, at all times, paramount;
- To maintain the discipline and appearance of pupils, and foster a secure and caring atmosphere within the House;
- To be present and support Boarders at events e.g. Concerts, competitions and sports fixtures;
- To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as required, so that individual needs, opportunities, talents and potential are developed and maximised;

- To use every opportunity to cultivate contact and communication with parents, to ensure that they are fully informed about their daughter's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know;
- To assist with the compiling of reports to parents as laid out in the School's reporting schedule. This report should highlight areas of achievement, growth and development that are not otherwise covered in other reports (this will include areas of personal growth, leadership, responsibility, relationships, contribution to the community, self-reliance, initiative, sports and music);
- To implement all necessary documentation in line with ISI and National Minimum Standards for Boarding;
- To contribute to half-termly reports for the Head of Boarding and the Head;
- To attend weekly House meetings and assist with minute taking;
- To ensure that when on duty the presence of Boarders is checked individually and personally at times required and to report any unauthorised absence;
- To share meal times with the boarders and other members of staff as frequently as possible in the dining room and to establish routines to ensure a healthy diet for each girl and happy civilised meal times, where good manners are promoted;
- To participate in the induction of new staff into the House;
- To work with the Resident Tutors to ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily;
- To ensure that pupils treat the belongings of others and the fabric and furnishings of the House with respect;
- To work with the other House teams at times to ensure the smooth and happy transition of boarders between Houses;
- To maintain good communications with all staff across the Houses, liaising carefully with the particular Housemistress and the Head of Boarding;
- To plan and lead taster weekends for prospective pupils;
- To contribute to a sensitive and thorough induction programme for all new boarders; at whatever point in the year they join;
- To be fully involved in the provision of a stimulating and enriching programme of activities for boarders.
- To welcome day girls into the Boarding House and integrate them wherever possible in all aspects of boarding life;
- To liaise with the nurses in the Health Centre, the School Doctor and parents, in a spirit of partnership, so that pupils' health and welfare requirements are properly catered for;
- To liaise with the Health Centre and Housemistress over the administration of medicines;
- To be 'on call' at agreed times during the week when you may be asked to undertake an emergency medical escort or to take calls in the Health Centre;
- To develop in pupils a collective responsibility to be aware of the difficulties or problems of others and to offer such support and help for each other as is appropriate;
- To maintain a healthy routine of life for each Boarder and to make sure that standards of cleanliness and personal hygiene are taught and carried out;
- To ensure that all Boarders have sufficient rest and that bedtime routines are maintained;
- To participate in morning and evening routines in House;
- To ensure that daily dorm checks are carried out and that any damages or breakages, that may have occurred, have been reported;
- To follow procedures detailed in the Staff Handbook and ensure that you are well acquainted with the policies signposted within;
- To report accidents and health and safety issues as required by School Policy and to assist with House based risk assessments which are reviewed annually;
- To participate in the rota at the beginnings and ends of exets and half term holidays to ensure that boarders are supervised;
- To participate in arrangements to escort boarders to and from school: from airports at the beginning and end of term; and to and from London by coach at exets and half terms;
- To supervise prep and assist with evening and weekend activities;
- To collect and collate travel information from girls and their families and liaise with the UKVI coordinator for girls holding Tier 4 visas;

- To work with the Housemistress at the end of every session (including half term) to ensure that the House is safe and secure and left in good order for effective cleaning to take place;
- To participate positively in the preparation and implementation of the House Development Plan.
- To be actively involved in leading and supporting the organisation of Boarding House travel, activities and trips.

#### **Further Areas**

- To undertake training on a regular basis and obtain and maintain appropriate qualifications as required;
- To actively promote the recruitment of pupils to the House by ensuring tours by prospective parents are well handled and always followed up;
- To perform any other key tasks which the Head or Head of Boarding may reasonably assign.

**This is not an exhaustive list of tasks. Further details of the responsibilities and duties of staff may be found in the Staff Handbook.**

**This job description is subject to regular discussion and review.**

#### **Time off duty:**

During the week, each member of House Staff will be entitled to the equivalent of up to 48 hours, which includes a night when you may be away from School and away from the House. Off duty time is timetabled by the Head of Boarding.

The timetabling of time off will be subject to the constraints of other staff's teaching or School commitments.

At weekends, time off will be according to the rota agreed each week with the Housemistresses and Head of Boarding.

Staff will be expected to be in post for at least one week before the start of any new academic year and for several days before the start of term. Staff will be expected to remain behind in School at the end of term to ensure that their Houses are closed down appropriately.

There will be no set period of 48 hours off in the first or last week of any term but Housemistresses will endeavour to find a period of up to 24 hours "down time" for each of their staff on a rota. In addition, where a half term starts mid-week staff who might usually have a period of 48 hours off will only have 24 hours so that they are in post to help with travel arrangements and shutting down the House.

#### **Training and other out of term time activities:**

As an Independent School, our holidays are generous and, subject to the requirements above at the start and end of terms, you will not normally be required to work during School holidays. However, you will occasionally be expected to attend training or inset relevant to your role, during School holiday periods. This is to minimise disruption to our operation and to our ability to care for pupils during term times and to enable us to organise training for all Boarding Staff.

#### **Accommodation:**

For the proper performance of the duties of the post, accommodation will be provided in an attractive one-bedroomed flat within School.

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***Personal qualities***

Applicants will:

- have enthusiasm and energy as well as stamina and determination enabling them to withstand the challenges of working in a busy boarding environment;
- have a genuine interest in pastoral care and be prepared to undertake further training for CPD;
- be efficient with good organisational and administrative skills; including time management;
- strong inter-personal skills and an ability to communicate effectively with colleagues, parents and pupils
- have an ability to understand teenagers and work constructively with them whilst maintaining clear standards of behaviour;
- have an ability to foster a positive House spirit;
- have a responsible attitude to work;
- be willing to contribute to the wider School;
- be flexible in their approach and have a great sense of humour.

***Education and Qualifications***

It is expected that the post holder will be educated at least to A-Level or equivalent. Previous experience of working in a pastoral role in a Boarding School or similar environment is highly desirable. This need not have been in a single-sex environment, however a commitment to the provision of single-sex education is expected.

In addition to the above, the successful applicant will be expected:

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.

Candidates should complete and return the Application Form and letters of application addressed to the HR Manager, to reach the School by **9.00am on Friday 26<sup>th</sup> April 2019 and interviews will be held the following week.** Suitable candidates may be interviewed before the closing date and the School reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

All sections must be completed, including the names and addresses of two referees, one of whom should be your current employer (if applicable) and a full education and employment history.

All applicants will be asked the reason for leaving previous roles if this is not explained on the application form. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Please submit your application by email or on single-sided sheets of **A4** paper held together with a single paper clip (no staples) since multiple copies will be made. **We do not accept/review curriculum vitae so please do not enclose this.**

**It is School policy that we write for employment references during the selection procedure and we may approach any previous employers for information to verify particular experience or qualifications, before interview.**

We would be grateful if you could complete the monitoring form and return this along with your application. Please address your envelope **for the attention of the Human Resources Department** or email it to: [HR@badmintonschool.co.uk](mailto:HR@badmintonschool.co.uk).

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

The School strives to contact all unsuccessful applicants to let them know that their application has not been successful. It is the School's policy not to provide individual feedback to candidates on why an application has not been successful

The School underwent an ISI Regulatory Compliance Inspection in April 2018; the full report is available via a link from our website [www.badmintonschool.co.uk](http://www.badmintonschool.co.uk) or from the ISI website [www.isi.net](http://www.isi.net). We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Thank you once again for your interest and we look forward to receiving your application.

**Salary**

Badminton operates its own pay scale.

**Offer of the Post**

This post is offered as a full time permanent position.

The offer of a post will be made subject to satisfactory written references, health declaration and enhanced DBS check.

We welcome female applicants only as this is a girls' boarding school. This is a genuine occupational requirement in accordance with schedule 9, part 1 of the Equality Act.

Further information about Badminton School can be found on the school website:

[www.badminton-school.co.uk](http://www.badminton-school.co.uk)

Thank you once again for your interest and we look forward to receiving your application.

March 2019