



Tudor Hall is an independent boarding and day school of approximately 330 girls, of whom 75% are full boarders. Situated in beautiful parkland surroundings approximately one mile outside Banbury, the school has been well resourced over recent years. Departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school occurs at 11+ and 13+ with a few girls entering at 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom, as is evident by the excellent examination results – over the last three years (2014–16) the girls have achieved 80.1% A\*–B grades at A Level and 66.9% A\*/A grades at GCSE with 100% achieving 5A\*–C including English, Mathematics and Science.

All staff are involved in the boarding life of the school, supporting life in the boarding house and co-curricular activities. The school has an Anglican foundation and all staff are expected to support the Christian ethos.

The school 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 & Barring Service.

### **DEPUTY BOARDING HOUSEMISTRESS (LVI) JOB DESCRIPTION**

House staff provide all girls in their care with the best possible experience of boarding education by ensuring a caring, supportive and nurturing environment. They form the backbone of the pastoral system of the school. The Housemistress and Deputy have the safety, care, discipline, and well-being of the girls as their primary role. The Deputy Housemistress has sole care of the girls when the Housemistress is off duty. The girls are organised into boarding Houses dependent on their age and in Years 7 to 12 each House has a Housemistress and a Deputy. House sizes vary from approximately 20 to 25 in Years 7 and 8 to 40 in Years 9 to 11. Two Sixth Form Houses exist for Years 12 and 13. There is a Health Centre and a resident nursing Sister is on duty at all times. The post is residential and a one bedroom flat is available.

House staff are directly responsible to the Deputy Head (Pastoral) and ultimately responsible to the Headmistress.

#### **Personal Qualities Required**

All House staff are expected to:

- be a positive, professional role model inspiring pupils to achieve the highest standards;
- be a good team player with a flexible and positive approach;
- have good interpersonal and communication skills;
- demonstrate an ability to manage discipline in a calm, fair and uniform manner;
- have enthusiasm and interest in the education and welfare of young people;
- be in sympathy with the Christian ethos of the school;
- have a strong work ethic;
- be committed to the full boarding ethos of the school;
- be able to support and extend the co-curricular life of the school;
- be an ambassador for Tudor Hall at all times.

## **The specific responsibilities of a Deputy Housemistress include, but are not limited to:**

### **Pastoral**

- working in conjunction with the Housemistress to:
  - know each child as an individual;
  - provide a child-centred and effective role model for all pastoral staff;
  - establish excellent rapport with the girls in their care which is based on trust, respect and knowing them as individuals;
  - provide regular opportunities for the girls to discuss any areas of concern in confidence;
  - monitor the welfare of all girls in their care and manage their well-being, alerting relevant staff as necessary;
  - meet regularly with the relevant tutors to discuss the pupils in their care;
  - support girls through their academic programme;
  - encourage girls to develop and sustain their interests academically and across a balanced programme of co-curricular activities;
  - attend regular meetings with the boarding team to discuss the girls in their care and the development of boarding;
  - contribute to termly reports to inform parents of their daughter's personal development, as required;
  - ensure a full and varied programme of activities in the House;
- keeping abreast of all relevant boarding issues and attending Inset as required;
- being involved in the programme of activities occurring at weekends;
- ensuring appropriate standards of behaviour are maintained in line with school policy;
- overseeing arrangements for the beginning and end of term;
- being involved in all aspects of the care of boarders including meal supervision, medical appointments and the like;
- allowing the girls to develop their sense of collective and personal responsibility in the school;
- liaising closely with the medical team;
- taking responsibility for their house, ensuring it is attractive, well-maintained and tidy;
- encouraging close cooperation between boarders and day pupils;
- building strong relationships with the parents of the girls in their care.

### **Safeguarding**

- responsibility for Safeguarding and Child Protection in the boarding house environment, including:
  - being conversant with the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House;
  - ensuring all girls in their care are aware of the school's Safeguarding, Anti-bullying and Drugs Policies and implementing such policies should the need arise;
  - ensuring the safety and security of all girls in the House at all times;
  - ensuring appropriate procedures are in place for exeats;
  - ensuring appropriate procedures are in place for signing in and out;
  - supervising regular fire practices and maintaining records as required;
  - ensuring that all aspects of the House conform to current Health and Safety regulations, informing the Bursar of any possible issues.

### **Administrative**

- liaising with academic staff and senior management on a regular basis;
- evaluating procedures and House Handbooks regularly and modifying as needed in discussion with SMT and in line with the National Minimum Standards for Boarding Schools;
- implementing appropriate administrative and record-keeping systems to ensure pupil records are kept up to date and that all relevant documentation is sent to and returned by parents;
- undertaking any other task reasonably requested by the Headmistress.

**Other**

- supporting the co-curriculum through their personal interests;
- attending all functions and meetings as are appropriate to the role including whole school events, Inset, Parents' Meetings and events, Staff Meetings and Pastoral Meetings;
- undertaking specific jobs and responsibilities as agreed with the Housemistress;
- these duties may be in addition to duties associated with teaching allocation.

All staff share the responsibility for safeguarding and promoting the welfare of the children and must adhere to, and comply with, the school's Safeguarding Policy.

## **Terms & Conditions as per Employment Contract**

- Post:** Deputy Boarding Housemistress (LVI)
- Hours:** During school terms the employee shall work all school hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmistress for the proper performance of her duties.
- Salary:** Subject to experience, paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1<sup>st</sup> September each year, next salary review 1<sup>st</sup> September 2018.
- Probation Period:** One year
- Holidays:** The employee shall be entitled to take as holiday all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may well be working days.
- Pension:** A stakeholder pension is available after three months service but if the post includes teaching responsibilities your service with the School is pensionable under the Teachers' Pension Scheme, to which you and the School shall both make the appropriate contributions based on your pensionable salary.
- Retirement:** The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
- Sick Pay:** In the absence from duty owing to illness, salary will be paid for the following periods:
- In the first three months of service – 7 days
  - In the first year of service, after three months – 4 weeks
  - After the first complete year of service – 8 weeks
- After the first complete year of service, long term sickness following operations or serious illness will receive full pay up to 16 weeks, half pay may continue for a further 8 weeks but will be dependent upon an assessment and advice from the school medical officer.
- If the post includes teaching responsibilities the employee's benefits during periods of authorised absence through illness or injury are the same as teachers in the maintained sector.
- Notice:** During the first year of employment the employee's appointment may be terminated by either party giving the other eight weeks' notice in writing expiring at any time. In the second and subsequent years of employment the employee's appointment may be terminated by either party giving to the other not less than one full term's notice in writing.
- Benefits:** Free meals when available, 60% day fee pupil discount, 60% Carrdus School discount (pro rata for part-time staff).

**Application Process:**

Please send a covering letter addressed to the Headmistress Miss Wendy Griffiths summarising your suitability for the post along with the completed application form.

**Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible and not later than Monday 12<sup>th</sup> February, 2018.**

**Interview date: Thursday 15<sup>th</sup> February, 2018.**

Applications to be sent to:

By post: Jennifer Lewis at Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR

By email: [jlewis@tudorhallschool.com](mailto:jlewis@tudorhallschool.com)