



ST MARY'S CALNE

## Deputy Housemistress/master

Full-time, January 2022

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 360 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are looking to appoint a skilled practitioner with experience in a residential setting who has the capacity to motivate and guide both staff and pupils, working and living in the boarding house. This is an exciting and challenging role within the framework of an outstanding and highly motivated pastoral team.

St Mary's is fully committed to the provision of a full boarding school education. Boarding arrangements are structured horizontally with pupils living in their own year groups. The quality of the care and support pupils receive from the House Staff is of critical importance to the school's success and was judged outstanding at our most recent ISI inspection.

**St Mary's is committed to safeguarding and promoting the welfare of pupils.**

**Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.**

**We are an equal opportunities employer and committed to ensuring all applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.**



**Headmistress: Dr Felicia Kirk,  
BA (University of Maryland), MA and PhD (Brown University)**



# THE SCHOOL: ITS ETHOS AND AIMS

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.



Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.



## BENEFITS OF WORKING AT ST MARY'S CALNE

St Mary's Calne offers an academically enriching working environment within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

Excellent and tailored continuing professional development within the department and across the school.

Highly motivated girls with lessons taught in small groups.

Competitive salary and membership of the Teacher Pension Scheme.

Discounted membership of the St Mary's Calne Sports Club.

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time.

Free on-site parking.



St Mary's Calne is an HMC member School. HMC schools are world-leading independent schools. To find out more about what it's like to teach at an HMC school, visit: [www.hmcteachingcareers.org.uk](http://www.hmcteachingcareers.org.uk)

# THE ROLE OF THE DEPUTY HOUSEMISTRESS/MASTER

The resident Deputy Housemistress/master provides a good role model for the girls in their charge. S/he will be flexible, energetic, possess a good sense of humour, have the ability to be calm, firm and cheerful in dealing with adolescents and will be confident in their ability not only to be an adaptable and supportive member of a team but also to work independently. The Deputy HsM is responsible to the Headmistress, via the Deputy Head Pastoral and their Housemistress, for the smooth running of their House and the performance of their duties.

The primary role of the Deputy HsM is to support the Housemistress at all times in the smooth running of the House. In the absence of the Housemistress (there will be an agreed period of time when the Housemistress is off duty each week), the Deputy will be in operational charge of running the House.

## MAIN DUTIES AND RESPONSIBILITIES

Undertaken in conjunction with the Housemistress and Day House staff.

### Pastoral Care

- To maintain a secure and happy environment for the girls in their care and to promote a good working relationship with pupils' parents/guardians.
- To complete in House registration and supervise morning and evening activities.
- To always ensure the safety and wellbeing of girls.
- To ensure that Duty Rotas performed by the girls in their care are adhered to.
- To assist in the organisation of extra-curricular activities in the evenings and weekends and to accompany extra-curricular trips as requested.
- To take responsibility for the girls' day to day healthcare and to liaise with the Health Centre informing them of any causes for concern.
- Various duties associated with travel including manning the duty travel mobile phone, escorting coaches to Chippenham on a rota basis.
- To supervise the girls' supper one evening per week.
- To escort and help supervise girls in other Houses, as directed by the Deputy Head Pastoral.



### Administrative

- To assist in collating information about the girls' Weekend, Exeat, Half Term or Beginning/End of Term travel plans, liaising with parents as necessary.
- To ensure a thorough handover to the Housemistress, Day House staff or member of staff taking over duty.
- To maintain House documentation and CPOMS logs and actions.
- To attend House Staff Meetings and any additional House Meetings as required.
- To attend school events as required and outlined by the Headmistress and Deputy Head Pastoral.
- To attend Chapel daily at 8.30am.

### Domestic

- To liaise with domestic staff.
- To assist with the collection and collation and distribution of the laundry.
- To report and record all routine and emergency maintenance work required within the House to the Estate Bursar.
- To assist in the clearing and tidying of the House at the end of each term.





## Working Hours

A Deputy HsM's work is not of a nature which lends itself to the rigid definition of hours. However, certain principles do apply.

- House Staff must expect to be in school for at least 48 hours before and after the beginning and end of terms; all should be back on duty at least half an hour before the earliest time girls may return on the evening of return from Exeats and Half Terms.
- While on duty, s/he must at all times be immediately accessible, whether in the House or elsewhere in the school.
- The Deputy HsM can expect to have dedicated time off each week, as follows:
  - ◊ Two consecutive nights and one day in the middle of the week, running from 5.30pm on one day until 8.00am of the third day (e.g. Wednesday 5.30pm until Friday 8.00am) although this is flexible during the first and last weeks of term.
  - ◊ There is also a degree of flexibility built into the rotas to enable staff to have short breaks during the evening and at weekends by agreement with the other staff on duty and overseen by the Housemistress provided that any duties (eg supper duty) and weekend activities are properly staffed.

In the Autumn Term, no one will take time off in the first and last weeks of term. In the Spring/Summer Terms, at the start of term, those with Tuesday as a day off will work, and those with Thursday will have the day off, while at the end of term those with Tuesday as a day off will have the day off and those with Thursday will work.

In addition to the above Pastoral responsibilities, for Teaching Deputies the following is also applicable.



# EXPECTATIONS OF ACADEMIC TEACHING STAFF

Most importantly, we are looking for an enthusiastic, energetic and well-qualified teacher who will inspire his/her pupils and who can engage sympathetically with young people. He/she will: make an active contribution to the department; stretch pupils of all abilities to achieve their potential; encourage pupils to learn by making the subject taught both interesting and accessible; be innovative and dynamic in order to ensure the effective delivery of the curriculum. Our pupils' success in acquiring new abilities, skills and understanding depends crucially upon the quality of teaching which we are able to offer.



St Mary's School has an innovative approach, incorporating Connected Teaching and Learning. This is based around the seven attributes of a St Mary's learner which seeks to encourage the girls to be: Proactive Learners; Inquisitive Learners; Creative Thinkers; Confident Learners; Collaborative Learners; Robust Learners and Reflective Learners. These attributes are interwoven into all areas of school life. Members of the teaching staff are expected to embrace this culture of being at the forefront of girls' education through, amongst other things, attending regular CPD sessions and demonstrating an openness to new ideas.

All members of staff are expected to commit to the boarding ethos of the school which includes supporting the extra-curricular life, as well as taking on the role of a House tutor within a boarding House on one evening a week. This provides a key interface between the specific academic work of the classroom and the broader life of the boarding community.

In particular at St Mary's, we pride ourselves on our focus on the needs of individual girls. This is underpinned by the tutorial system in which all members of the academic staff play a full part, looking after a number of Tutees in different year groups; these tend to be drawn from the particular House in which each member of staff tutors.



## TEACHING STAFF ROUTINE DUTIES AND COMMITMENTS

St Mary's School holds all teaching staff to the highest standards in accordance with DfE guidance on teacher standards:

'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'



In addition, a full-time member of teaching staff can expect the following.

- To teach 20 lessons per week; staff are expected to be in school for 28 out of a total 33 lessons so they are available for cover and other duties) this allows staff to have a morning and afternoon off). Part-time staff members are expected to be in school for the same proportion of non-contact time as teaching time.
- To be on the premises to check pigeonholes and daily information boards before the start of school.
- To check email at several points during the day.
- To set and mark work in accordance with Departmental guidance.
- To invigilate, set and mark internal exam papers.
- To prepare girls for public examinations as appropriate.
- To write reports and grade sheets in accordance with the guidance issued by the Deputy Head Academic.
- To be a Tutor to a number of girls up to a maximum of eight (though this does not apply to a Deputy HsM).
- To take a share in cover and other duties.
- The equivalent of one day off per week, made up of either one full day or two half days (e.g. one Saturday morning and an afternoon). However, staff should be in school on the first and last day of term, even if this falls on their allocated day off.
- To be a House Tutor with an evening duty once a week (though this does not apply to a Deputy HsM).
- Evening, weekend and other duties allocated by the Senior Deputy Head or Deputy Head Pastoral.
- To be in school for the part weeks at the beginnings and ends of terms as CPD frequently takes place at this time.
- To be a member of a Company and attend Company events.
- Cover for absent colleagues as required.
- A salary will be paid at the appropriate point on the St Mary's Pay Scale. For all new members of staff, the first six months of employment is a trial period for both parties. The normal one term's notice to terminate the contract is not applicable until after that period.



All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including update training.

**Deputy HsMs teach 15 hours a week in recognition of their workload in House, but they are still a full-time member of staff in all other respects.**



# PERSON SPECIFICATION

## Qualification, knowledge, skills and experience

- An empathetic, enthusiastic and well-presented person, capable of inspiring confidence in pupils, parents and staff.
- Ability to: work flexibly to fulfil the requirements of the post; prioritise; work calmly under pressure and respond positively to changing demands.
- Excellent interpersonal and communication skills with very good written and spoken English.
- Excellent organisational and time management skills; competency in the use of ICT for administration and teaching purposes.
- An understanding of the expectations, ethos and aims of a full boarding school.
- Committed to the safeguarding and wellbeing of children and young people.

## Desirable requirements

- Experience in a similar residential role or pastoral equivalent.
- A BSA qualification.
- A First Aid qualification.
- A clean driving licence and ability to drive a minibuss.
- The ability to teach (any subject considered) or to offer experience in other areas of the school.



# FURTHER DETAILS AND HOW TO APPLY

Further information about the school may be viewed on the website: [www.stmaryscalne.org](http://www.stmaryscalne.org)

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a school application form which can be downloaded from the website or can be sent on request. Please contact:

Mrs Karen Turner  
St Mary's School  
Calne  
Wiltshire SN11 0DF

Email: [teacher.recruitment@stmaryscalne.org](mailto:teacher.recruitment@stmaryscalne.org)

Tel: 01249 857 338

A fully completed application form, together with a covering letter explaining what you would bring to the role, should be sent by email to: [teacher.recruitment@stmaryscalne.org](mailto:teacher.recruitment@stmaryscalne.org)

**Email is very much our preferred method of receiving applications** and receipt of an application will be acknowledged as soon as possible.

**Closing date for applications: 9am, Friday 3rd December 2021**

**Proposed interview date: Friday 10th December 2021**

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are on the following page.



## EXTRACT FROM ST MARY'S CALNE CHILD PROTECTION POLICY

**St Mary's Calne fully recognises its responsibilities for Child Protection.**

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2021. Our policy takes full regard to Working Together to Safeguard Children 2018 (WT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2015).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

### **What is safeguarding?**

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

### **Staff:**

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

### **What is child protection?**

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

October 2021



St Mary's School, Calne, Wiltshire SN11 0DF

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