



Recruitment Information Pack

Housemaster

Location - Holt, North Norfolk, UK

Gresham's 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 and Barring Service.

Message from Douglas Robb, Headmaster

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,

A handwritten signature in black ink, reading 'Douglas Robb', followed by a long horizontal line.

WOODLANDS – BOYS' BOARDING HOUSE

Woodlands is one of the oldest and best-loved boarding Houses at the Senior School and is home to 68 boys aged between 13 and 18, day and boarding.



The House has a variety of accommodation for boys, ranging from 6-bed dormitories for boarders in Years 9 and 10 to single bedsits for Years 11-13, a large central Common Room, kitchen, and games room. It is an exciting time for Woodlands since it is currently undergoing an extensive refurbishment, which will be complete by January 2020. It has a large walled garden, which includes two grass tennis courts, a small football pitch, and space for socialising.



JOB DESCRIPTION AND PERSON SPECIFICATION

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills and will be used in the shortlisting process and to form the basis for questions asked at interview.

JOB DESCRIPTION: HOUSEMASTER (Woodlands)

Responsible to: Deputy Head (Pastoral)

Candidate Information:

The House is the most important unit at Gresham's, and it follows that the Housemaster and Housemistress (HSM) body is critical to the success of the School. We are lucky to have an outstanding team, whose dedication to the welfare and happiness of our pupils is exemplary. As Housemaster of Woodlands, you will be *in loco parentis* and have overall responsibility for the boys in your care. You will be the chief source of support and guidance in their academic and personal development.

Our HSMs work hard to get to know and understand every individual in their care so that they may guide each towards whatever success and happiness look like for them. They develop trusting relationships with the pupils, enabling them to talk honestly about their feelings, fears and aspirations so that problems can be dealt with sensitively, effectively and quickly.

A strong rapport with young people and well-developed emotional intelligence are therefore essential. Our HSMs aim to foster an atmosphere in the House which is 'home from home', and in which a positive culture of kindness, hard work and participation in wider School and House life can thrive. To help this, they also develop healthy and mutually-supportive relationships with parents and guardians through regular contact.

Each HSM is supported by a strong staff team that includes an Assistant HSM, Matron and a team of Tutors, which they must manage sensitively to promote the mental and physical health and wellbeing of the pupils in the House. They are in daily contact with the Director of Pastoral Care (also the Head of Boarding) and the Deputy Head (Pastoral).

All our HSMs take an active part in the recruitment of pupils to the School by maintaining positive links with prep schools, including Gresham's Prep, and by entertaining prospective pupils and their parents.

The Housemaster will also teach an academic subject. Any subject relevant to our curriculum will be considered. Applicants who are short-listed for the post will be expected to teach a lesson as part of the interview process. After appointment, we will arrange opportunities for you to meet and get to know the pupils, their parents and the House staff, and will encourage you to visit Gresham's during the academic year prior to joining us. In the August before starting in the post, you will have a comprehensive induction with other new colleagues.

The Housemaster role comes with a large family house, attached to the pupils' accommodation, and a private garden. With the beautiful beaches and big skies of North Norfolk only minutes away, it is an idyllic place to live, work, and raise a family.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
A good Degree	✓	
Qualified Teacher Status (QTS)	✓	
Post-graduate educational degree or equivalent		✓
Pastoral / pupil-welfare-based qualifications / training		✓
Skills and Experience	Essential	Desirable
Track record of excellent teaching at senior-school level, including expert classroom management, a strong rapport with pupils, and very good record of exam results	✓	
Pastoral experience of boarding (probably in a similar school)	✓	
Experience in Boarding House management (at least one year at Assistant level)		✓
Strong IT skills	✓	
Personal Qualities	Essential	Desirable
Well-developed pastoral instincts	✓	
Dynamic, with charisma and warmth	✓	
High personal and professional standards	✓	
The confidence, honesty, warmth and integrity to deal effectively with pupils, parents and colleagues	✓	
Personable, supportive with the ability to motivate and work well within a team	✓	
Patience and a sense of humour	✓	
Excellent communication skills in person and in public; in various contexts and media	✓	
Stamina, emotional intelligence and resilience	✓	
Ability to work at pace	✓	



Personal Details

Eligibility to work: For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months (Data protection policy available on our website: www.greshams.com).

Disclosure and Barring Service: Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Passport and/or UK driving licence (including a photo-card);**
- **A UK birth certificate**
- **UK firearms licence**
- **EU photo identity card**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- Completion of Educare Child Protection Training.

Safeguarding

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, to follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

Warning

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

HOW TO APPLY

Housemaster - Woodlands

If you would like to apply for the position of Housemaster, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, however this must not be submitted in place of the application form;
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Submission of applications - All application forms should be returned to, applications@greshams.com or by post to:

HR Department
Gresham's School
Old School House
Church Street
NR25 6BB

Please submit your application by the closing date of 25th January 2019 (12 noon). If your application is submitted after this time, we will not be able to accept it. Interviews will be held on 4th & 5th February 2019.

Start Date: September 2019

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies we provide feedback only to those applicants who are interviewed.



*THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:
TEACHER TO PUPIL, PUPIL TO TEACHER AS WELL AS PUPIL TO PUPIL AND TO THE WIDER COMMUNITY.*



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