

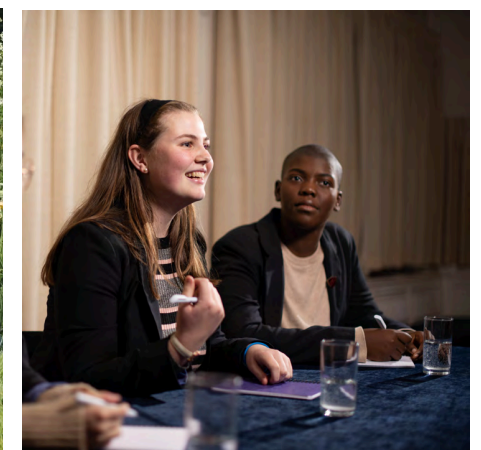
HOUSEMISTRESS/MASTER



Information for Candidates

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Introduction from Ruth Sullivan, Head

Working at Sherborne Girls is an exciting opportunity. As a full boarding school we are able to offer a varied and creative academic curriculum supported by a full co-curricular programme. We place a great deal of importance on appointing the right staff, and we look for those who are able to make a genuine difference to the lives of our pupils. We are fortunate to be able to attract a high calibre of staff to our wonderful school. We really value the contribution made by all our teachers and support staff and in turn we offer a full programme of continuous professional development tailored to individual needs.

We are privileged to work in the attractive market town of Sherborne, which includes a beautiful Abbey, is steeped in heritage and has good connections by road and rail. We work closely with the other schools in Sherborne, particularly Sherborne (boys) School, to make this a unique educational experience.



Most of all we are proud of our girls, who leave us as at the end of their time at Sherborne as adaptable, courageous, compassionate and curious young women.

If you would like to be part of this thriving community then we would love to hear from you.

[Ruth Sullivan, Head](#)

Sherborne Girls

The School

Sherborne Girls is an independent, full-boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.

Neighbouring Schools

There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne School. A Level courses are available for our Sixth Form of over 180 girls.

Boarding

The boarders live in seven purpose-built houses: one for Years 7 and 8, five mixed-aged houses for Years 9 to 12, and an Upper Sixth House. Each house has a pastoral team comprised of a teaching Housemistress or Housemaster, resident and non-resident tutors and matrons. Girls eat all meals in their houses and the Personal Tutor system is house-based

Academic Achievement

We are proud of our academic achievements and strive to give all our students the best opportunities for them to develop their unique potential. The curriculum is enriched by appropriate use of technology. We are a Microsoft Showcase Incubator school and all staff are provided with a pen-enabled Microsoft device for teaching. We offer an extensive co-curricular programme, a range of study days and external trips. However, our aims are broader than just to achieve excellent examination results, and although our pupils make progress significantly above expectation, we also want them to develop independence and other life-skills, talents and interests, along with respect for one another.



Development

Over the last ten years, we have invested boldly in our facilities as part of our previous strategic plan 'growing for the future'. We have opened a new Science Centre, a new Boarding House for Years 7 and 8, and the refurbishment of most academic spaces within the School. The recent opening of our new performing arts centre, The Merritt Centre, has given the school enviable facilities for music and the arts; this is coupled with an exciting renovation of the drama department to create new studio and rehearsal spaces. Boarding accommodation is being upgraded.

School Aims

- Full boarding School – To deliver the highest standard of boarding provision through exceptional facilities, resources, care and experiences.
- Aspiration & Ambition – To engender a culture of excellence in all aspects of school life and with all members of the community.
- Women of the Future – To nurture and inspire a vibrant community of fulfilled, inquisitive, confident women who are thoroughly prepared for higher education and their future lives, with the desire to make a difference.
- Community – To continue to grow both collaboration and communication with the wider community.
- Women in Leadership – To provide value through high quality, sustainable resources with effective and responsible governance, leadership and management.



The Role

As the boarding house is central to all aspects of School life the HM has a crucial role to play in the smooth running of the School. The HM is a senior member of staff whose key role is ensuring the academic and pastoral progress of the pupils in their care.

Aldhelmsted East has purpose-built accommodation for up to 90 pupils, including in-house dining. The age-range of the pupils in the house is from Year 9 (Lower 5th), to Year 12 (Lower 6th). The house is well appointed for study and recreational areas with each pupil in Year 10 (Middle 5th) and upwards having their own work station in their room. There is also a library, a common room and a drawing room which is central to house life.

This is a challenging and rewarding job with much scope for individual initiative within a strong and supportive team.

Responsible to and for:

HMs are responsible to the Head via the Deputy Head (Pastoral) and have a responsibility to uphold and support decisions made by members of the Senior Leadership Team (SLT).

The HM line-manages the Day Matrons, the Assistant HM, the Resident and Non-resident Pastoral Assistants, and liaises with Chartwells to oversee the catering in the boarding house. The HM is responsible for all academic tutors who are associated with The House.

Main Duties and Responsibilities

Leadership

- Lead the house team in the delivery of excellent pastoral care, leading by example and maintaining the highest standards and ensuring that the pupils' wellbeing and happiness is at the core of all actions taken and all decisions made;
- Create a nurturing and caring environment in which each pupil feels happy, safe and welcome;
- Ensure that each pupil is known and understood by the pastoral staff and all tutors associated with the boarding house;
- Be a role-model for the pupils in your care;
- Promote the School's values and vision within the house to pupils, staff and parents;
- Maintain high standards of behaviour and appearance;
- Establish a visible presence at whole School events, such as morning prayers, hymn practices and all Sunday Services, including Abbey services;
- lead the house staff and tutor team to ensure that each pupil within the house is supported both academically and pastorally and given the individual stretch and challenge they need to develop their full potential;
- Lead house staff to guide the pupils towards a position of self-reliance and confidence in their abilities and create an ethos in which they are encouraged to work to the best of their ability;
- Attend meals with the pupils when on duty, setting the tone, leading prayers and daily briefings;
- Work closely with the admissions team in supporting tour mornings and parental enquiries.
- Welcome all new members of the community (staff and pupils) and see that they are properly inducted into the house and the School, including those who arrive at non-traditional starting points;
- Uphold the ethos of the School and take a role in the shared responsibility for all students during the School term;
- Set up and encourage the opportunity for pupil voice to be heard and represented among each year-group within the house;
- Take on a full-School leadership role, as allocated and tailored to suit the skills of the HM.

Safeguarding and Pastoral Care

As an HM you are required to:

- Safeguard all pupils, especially those within your care in the boarding house. Ensure the physical safety, health, welfare, emotional wellbeing and development of the pupils at all times, report all concerns as necessary as detailed in the School's wellbeing and safeguarding policies;
- Get to know each pupil individually, being a constant reassuring presence in the boarding house;
- Take overall responsibility for personal development of all pupils in the boarding house;
- Oversee the academic progress of each pupil;
- Create a nurturing and caring environment. The house should first and foremost be a home for the pupils, a place where they feel safe and are able to study and relax at the appropriate times;
- living closely with others is normally a positive and supportive experience but can also be stressful, cause tension and sometimes friction. The HM and her/his house staff should be sensitive to the needs of the quiet, unassuming pupils, as well as those who make their feelings known;
- Form a well-ordered, structured environment in which the pupils can thrive and learn to work and cooperate with each other;
- Establish a firm, fair and friendly atmosphere in house by building good relationships with all the pupils and encouraging the best in them;
- Interact regularly with Head of Year, Tutors and teaching staff, and help pupils learn how to balance their workload and co-curricular commitments;
- With the support of the house staff, and other member of the pastoral team (including nurses, chaplain and senior leadership) oversee the welfare, conduct and appearance of pupils in your care;
- Oversee discipline in the boarding house, investigating and reporting incidents as necessary. Communicate disciplinary concerns with the Deputy Head (Pastoral) and DSL as required, ensuring that pupils are able to raise concerns about behaviour in a supportive and confidential manner and that all issues are followed up and dealt with in a fair and proportionate manner;
- take active steps to monitor and review behaviour in the boarding house and allow pupils the opportunity to feedback anonymously to maintain a happy, supportive and positive environment;
- Write house reports for each pupil, giving parents both positive feedback and constructive criticism; proof-read the tutor reports for each pupil;
- Have regular house meetings to keep the pupils informed and to give them the opportunity to discuss areas of concern;
- Support pupils in all areas of their School life, including co-curricular activities such as concert performances, dramatic productions and sports matches whenever possible;
- Ensure that visitors to the house are welcomed and carefully monitored, and that the bedroom accommodation, including corridors, is private to the pupils and to the members of the house staff only (and to parents at the appropriate times).

Management

- Line-manage the team of personal tutors associated to the boarding house and contribute to their annual developmental review;
- Line-manage and assess the performance of the matron(s) in accordance with the School's developmental review policy and contribute to the review of all resident and non-resident house tutors;
- Take responsibility for the day-to-day running of the house and organise a fair rota for house staff in-line with their respective job descriptions;
- Appoint and guide the Head of House and House Prefects towards creating a happy, positive and friendly environment as well as helping them develop their leadership skills;
- Ensure all house administration is smooth and efficient, including the creation and maintenance of accurate pupil records, staff rotas, house logs, etc;
- Ensure that pupil medication is correctly stored, handled and administered;
- Ensure that all health and safety regulations are rigorously met, and regular fire drills are carried out;
- Ensure that the travelling arrangements for each pupil is known and resolve any difficulties as they arise. Ensure that the whereabouts of international pupils is known and recorded for exeats and other holidays as applicable;
- Ensure that the fabric of the boarding house is maintained and report requirements accordingly;
- Manage the house budgets in accordance with School policy;
- Be fully aware of the expectations and implications of the National Minimum Standards for Boarding (NMS), keeping abreast of updates and developments.

Communication

- Be the principal channel of communication between the School, pupils and parents on all matters relating to the pupils in your charge, including health, academic concerns, discipline, moral and social development;
- Communicate regularly with parents responding to their communication and involving them in the boarding lives and education of their child;
- Host occasional receptions for parents in house, such as Commemoration lunch, parent drinks and Confirmation breakfast and drinks parties from time to time;
- Make parents and visitors welcome, and provide regular information for parents about their children, alerting them whenever a significant problem appears;
- Host informal meetings/meals with groups of pupils as appropriate, to discuss house matters or to encourage bonding and to maintain morale;
- Discuss academic progress with parents as necessary;
- Ensure communications between staff and pupils in house are excellent and reasons for policy clearly explained;
- Oversee the writing of a termly house newsletter.

Meetings

HMs are expected to attend regular meetings, including:

- Weekly HM Meetings
- Full staff meetings (Mondays)
- Friday staff briefings
- Care Team meetings*
- Staff INSET
- Regular meetings with the Deputy Head (Pastoral)
- Other meetings as required

**The care team is comprised of the School Doctors, Counsellors, DSL and Deputy Head (Pastoral). The team meet with individual HMs half-termly to discuss individual pupils as necessary.*

HMs are expected to convene the following meetings:

- Daily house meetings with the pupils in their boarding house
- Boarding staff house meetings
- Personal tutor meetings
- Individual meetings with pupils to discuss academic progress, ambition, concerns and areas of development
- Meetings with parents and/or guardians of pupils as and when it is necessary

Teaching and Learning

An HM will be required to teach approximately a 50% timetable. As with all teachers employed at the School, we are seeking to appoint an outstanding teaching practitioner, meeting all the requirements of teachers employed by the School including an ability to:

- Plan, prepare and teach a timetable across all age-ranges as directed by the Head of Department;
- Be aware of the diverse needs within any given class and to differentiate lessons and resources accordingly;
- Understand and implement the aims and objectives of the department, and to contribute to its vibrant and creative atmosphere;
- Maintain and develop, with any other teachers of the subject, schemes of work within the requirements of the examination boards;
- Monitor developments in curriculum requirements on a national scale and respond accordingly;
- Maintain sound discipline inside and outside the classroom, within the School's agreed procedure;
- Ensure that the pupils' work is regularly assessed, that marks are recorded and that reports are written at appropriate times;
- Attend parents' meetings and reply to parents' enquiries;
- Ensure that pupils are suitably prepared for entry to the appropriate public examinations, and to implement and review the curriculum to ensure that it meets the needs of the students;
- Develop and manage up-to-date teaching and learning resources, including library and digital resources and advise the Head of Department on course materials;
- Monitor and maintain high standards in the classroom environment through displays, including pupils' work; ensure that the department classrooms present a stimulating environment;
- Assist with the setting, marking and, where necessary, co-ordination of internal examinations in the department;
- Be aware of, support, and implement all School policies, including assessment and reporting, rewards and conduct, and those in place to maintain safe working practice.



Person Specification

Sherborne Girls is seeking to appoint a person who in interview, and by virtue of their qualifications and experience, will demonstrate a range of qualities, skills and experience as outlined broadly below:

	Essential	Desirable
Qualifications and Experience	• Be academically strong; hold a degree with high honours • Experience and enjoyment of working in a boarding environment • Evidence of continuing professional development, particularly in pastoral matters • Experience of teaching at the appropriate level	• Post Graduate Certificate in Education • Qualified Teacher Status • Experience of working within an all-girls educational environment
Knowledge and Abilities	• High standards of written and oral communication; an excellent public speaker • IT literate and confident in the use of a School management system • Ability to create an inspirational, homely and appropriately challenging living and learning environment	
Personal Attributes	• Passionate about education and working with young people • Moral courage to do what is right, not always what is easy • Commitment to the values and culture of the School and to the full-boarding ethos • Resilience, patience and an enthusiasm for the anti-social hours of the role • Committed to continued personal professional development • Commitment to high expectations and outstanding educational standards • Organised, proactive and calm under pressure • Open-minded, imaginative and persuasive • Ambition to secure the highest standards; a desire to be at the forefront of Girls' education • Willing to contribute to the Sherborne Girls co-curricular provision	

Terms and Conditions

Salary Expectation

The School operates a scale which is in excess of the National Scale in the maintained sector. The salary will reflect the responsibility of this position.

Pre-employment checks and probationary period

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks.

Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern. A panel may explore any concerns passed to them as part of our due diligence process.

Further Information

Duties listed are not exhaustive; all members of staff are expected to undertake duties reasonably requested by the Head.

All members of staff are expected to contribute towards the co-curricular provision of the School.

Any teaching subject offered in the SG curriculum will be considered.

Working Hours

The role of an HM is a richly rewarding and challenging undertaking. Applicants should show resilience and stamina and embrace the lifestyle of living among young people. HMs are responsible for the running of the boarding house at all times during term time (including evenings and weekends). There is flexibility of formal duty hours and a full day off from teaching is granted during the working week. HMs are required to be contactable when public examination results are released in August.

Accommodation

For the proper fulfillment of the role, the HM is required to be resident when pupils are in school. Attractive family accommodation is provided year-round; all amenities and meals are provided during term time for the better performance of duties.

Application Process

To apply please follow the instructions on the school website and use the quick apply button on TES.

The closing date for applications is **9am on Wednesday 25 January 2023**

All applications will be acknowledged by email

- Interviews will be held in the week commencing **30 January 2023**
- The successful applicant will commence in post from September 2023

Safeguarding

Sherborne Girls School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and DBS and barred lists checks. The school expects all staff and volunteers to share this commitment. Sherborne Girls School is an equal opportunities employer.

Our Vision, Mission and Values

Vision

To be the leading full boarding girls' school for all-round personal development and academic fulfillment, and to create a community of empowered learners who will be an influence for good in a challenging world.

Mission

To provide a broad and enriching, full boarding education that develops the unique talents of every girl within a supportive community to send out into the world girls of character, commitment and compassion who are able to think clearly and creatively, choose wisely and have the courage to make a difference.

Benefits

- Possibility of fee remission
- Membership of an appropriate Pension Scheme
- Free lunches are provided during term-time
- Free parking is available on the school campus
- Discounted membership of the Oxley Sports Centre
- Use of a Microsoft pen-enabled device for teaching and school administration
- Membership of the School's employee support programme

Values

Curious Sherborne girls will be intellectually enquiring and imaginative; they will seek challenge and inspiration in the pursuit of excellence.

Courageous Sherborne girls will be bold and adventurous; they will have the courage to take risks, the resilience to overcome adversity and the inner confidence to lead others.

Compassionate Sherborne girls will be principled, considerate and kind; they will have a sense of responsibility to make a positive contribution to the communities in which they live and work.

Adaptable Sherborne girls will be resilient and flexible; they will be able to adapt to the demands of the modern day and to respect and celebrate the differences of others.

Spiritual Sherborne girls understand Christian values, they value reflection and well-being in themselves and others.





Working in Sherborne

Sherborne is, without doubt, one of the most beautiful towns in England. With its abundance of medieval buildings, superb Abbey, world famous schools, picturesque Almshouse and two castles, Sherborne has much to offer. Ideally located on the Dorset and Somerset border it has excellent transport links enabling the town to flourish.

Sherborne is a popular centre of activity for locals and visitors alike. It is known for its cultural events and festivals as well as its attractive high street. Sherborne is surrounded by the beautiful Dorset countryside of Thomas Hardy's Wessex and is close to the spectacular Jurassic coastline.



