



Cranbrook
School

HEAD OF GIRLS' BOARDING HOUSE
(BLUBERY)

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www.cranbrookschool.co.uk

School Information

Cranbrook School is a mixed state grammar school with 866 day and boarding pupils aged 11-18 years. For its first 400 years the school was known as Queen Elizabeth's Grammar School with strong roots in the small town of Cranbrook. Day pupils come from within 10 kilometres (6.2 miles) of the school, following a test to judge their suitability for an academic education. Boy and girl boarders are admitted from a wide area, having sat the same test. Although it is a selective school, Cranbrook admits a wider ability range than many other grammar schools. It provides a challenging curriculum for the academic high flyers whilst at the same time catering to the requirements of those of more relatively modest abilities. The value added scores that are achieved each year bear testimony to the success of the provision.

Pupils join at the age of 11 or 13, and in Year 10 they start their two-year GCSE courses in nine or ten subjects. Most students then qualify for the Sixth Form, this being supplemented by a healthy intake into Year 12 from other schools. All Sixth Formers follow a two-year GCE course, leading to A2 exams in Year 13. This summer the GCSE pass rate was 97%, with 48% at Levels 7-9 pass. At A Level the pass rate was 98%, with 38.6% at A*/A.

For a state school the facilities are very impressive. Within the seventy acres of school grounds are found the six boarding houses, the Queen's Hall Theatre (used for assemblies, school productions, visiting theatre companies and concerts), a well-stocked library and lecture theatre. Sports facilities include a large sports hall, dance studio, gymnasium, weights room, heated outdoor swimming pool, squash courts and extensive playing fields and facilities for the boys' and girls' games - hockey, rugby, cricket, netball, tennis and athletics – as well as an astro-turf pitch. The school also possesses a purpose-built Performing Arts Centre which houses a drama studio and music practice rooms, and a Sixth Form Centre which was recently refurbished to very high standards and features a large and sound-proofed study area as well as informal seating and a kitchen facilities. The school boasts an Observatory and Science Centre named after Dr Piers Sellers OBE, a former student and NASA astronaut.

As a school, Cranbrook is very keen to educate the whole person and to this end it runs a wide programme of extra-curricular activities, including the voluntary CCF (combined cadet force) and Duke of Edinburgh Award Scheme, as well as a broad range of sports, music and drama, both during the week and at the weekend. We have a long tradition of overseas trips and in recent years groups have travelled to South America, Portugal, Nepal, Southern India and The Battlefields of Flanders and. These visits have been for sports tours, cultural exchanges, adventurous activities and to work on projects.

Cranbrook is an active school which will appeal to those prepared to give generously of their time and to take academic work very seriously. The school seeks to appoint staff who will involve themselves fully in the life of the school and applicants are invited to indicate areas where they would be able to make a contribution.

Cranbrook School welcome's NQTs and has a number of experienced mentors on our staff, all NQTs and their mentors are offered additional training through Kent Teach to help ensure a positive experience during their NQT year.

An interesting blend of the maintained and independent traditions, Cranbrook is a place with deep roots in the past but with its eyes clearly focused on the future. Our School Self Evaluation process includes a focus on ways to improve staff and student performance. A series of groups, led by different members of staff, investigate and report back on specific areas of interest. Our most recent Ofsted inspection (2015), and Ofsted boarding provision inspection (2018) both rated us as 'Outstanding'.

Much of Cranbrook's success results from the involvement of its committed Governing Body. The Governors take a genuine interest in the School, attend many of its functions, are involved in the regular reviews of departments and houses and work closely with the Leadership Group on new initiatives.

Cranbrook is very proud of its outstanding boarding status underpinned by its vibrant boarding community fully involved in the co-curricular activities within the school. This includes a programme of activities for the boarders remaining on site at weekends. Cranbrook has approximately 240 boarders shared across six houses each with its own ethos and identity and a marked sense of house pride. The facilities for our boarders are excellent, with the in house catering often highlighted for particular praise. As a school we have a long tradition of providing a full fixture programme on weekends and a variety of trips and activities on Sundays for which a number of staff give up their time. The boarding life of the School offers both staff and students many new and enriching experiences and makes this a most interesting and congenial place to work.

The town lies in the Weald of Kent, about fifteen miles from Maidstone, Ashford, Hastings and Tunbridge Wells, and London is just an hour away by train from nearby Staplehurst. General information about the school can also be found on its website at www.cranbrookschool.co.uk.

HEAD OF HOUSE – GENERIC JOB DESCRIPTION
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This applies to Heads of both Day and Boarding Houses:

- Responsible for heading a team of tutors and pupils in establishing and maintaining the social, cultural and sporting ethos of the house.
- Responsible for ensuring registration and tutorial procedures satisfy school requirements for attendance and pastoral care.
- Responsible for directing tutors in delivering a tutorial programme.
- Responsible for organisation (or delegation) of the day-to-day procedures (registration and tutorial); the week-to-week (house assembly and pupil monitoring); other events e.g. dinners, social, committee, house plays and house shout, sport, Lenten Appeal effort, etc. All these to be organised as the Head of House sees appropriate to the function and culture of the house.
- To support as appropriate school functions which include pupils from the house. To encourage house tutors to do the same.
- To hold regular meetings with staff in the house to gather views and direct their activity.
- To ensure the student voice and views are gathered and expressed in assembly, tutorial and house council meetings and liaise with the Head of Pupil Development in this.
- To ensure parents are well communicated with and that tutors provide regular and full information/feedback to their tutees and parents.
- To attend Pastoral Committee meetings to assist in both the day-to-day running of the school and its strategic planning as it relates to pastoral matters.
- To liaise closely with Senior Tutors and Assistant Heads over whole year group issues relating to academic monitoring and pastoral issues.
- Responsibility for setting and enforcing standards of dress, uniform, behaviour, punctuality, courtesy and respect for the house and ensure these are monitored daily.
- To assist the Deputy Head with a pastoral plan for the school on a biannual basis
- To liaise with the Deputy Head over House Reviews.
- Responsibility for the control of house monies.

HEAD OF BOARDING HOUSE – JOB DESCRIPTION

The head of a boarding house will fulfil the duties as detailed in the Head of House job specification which is applicable for both day and boarding houses. In addition the head of a boarding house will have the following responsibilities:

General

The oversight of the after school welfare of pupils is paramount. The head of house acts in loco parentis and is responsible for the academic, physical and social wellbeing of all the students in the House. With the team of tutors and House MAC, the Head of House should ensure a safe friendly home with appropriate rules to affect a conducive academic working atmosphere and general high standards.

To undertake the statutory responsibilities of the role which include:

MANAGEMENT OF HOUSE AND TEAM

- Working closely with the Director of Boarding to ensure the School delivers a high quality of personal pastoral care and to alert them of individual concerns regarding boarders and boarding staff
- Ensuring that OFSTED/NMS standards and recommendations are met
- Taking a full part in the School's Performance Development Review system and ensure all required paperwork and evidence is centrally recorded and evidenced
- Implementing the School's Child Protection Policy within the Boarding Environment. Maintaining confidentiality as appropriate and confiding such matters only to the Director of Boarding, the Headmaster and CPO
- Leading, managing and supporting the boarding team, offering easy accessibility when on duty, enabling them to carry out their roles effectively and efficiently, and with the appropriate levels of autonomy
- To be responsible for the training and performance of staff in line with NMS and the management of the academic tutor team in accordance with the day house role
- Make recommendations to the Director of Boarding and Bursar regarding good maintenance of the School's boarding accommodation and environment as necessary and as part of house review
- Securing effective liaison and good relations with support departments and staff
- Ensuring that the boarding staff team, students and parents understand the aims and objectives of boarding at Cranbrook and the principles on which community life in the House are based. This includes the preparation of a Boarding House handbook and a staff handbook for the House
- Supporting the School's code of conduct, ensuring its implementation by the Boarding staff team and fostering its acceptance by students, using encouragement and reward and a clearly understood and fair system of appropriate sanctions
- Maintaining records of all sanctions and informing the Director of Boarding immediately of all serious disciplinary issues including bullying, substance misuse or sexual misconduct
- Ensuring regular and detailed communication between the Boarding staff and the Form Tutors, with particular regard to the students' academic profile and development, and communicating factors which may impair a student's progress or affect their conduct as appropriate
- Keeping personal records, including records of students' progress, welfare, health, emotional problems, achievements and misconduct, and any information relevant to the students in their care as appropriate
- Motivating and managing the Boarding staff team, so that all are empowered to carry out their tasks effectively, according to their particular role and responsibilities. This calls for appropriate consultation and delegation, fostering good relations and open communication

- Ensuring that all members of the House staff team are familiar with all the School's policies and procedures, including child protection, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas
- Providing for the Director of Boarding an annual House Review, including management and pastoral targets for the following year and other such information as required;
- Contributing to the School Development Plan
- To be responsible for the House Amenity Fund, Voluntary Fund and Hospitality budget, these are to be managed in accordance with the finance policy

DAILY RUNNING OF THE HOUSE

- Nurturing and managing a fair and consistent approach to and system of discipline, sanctions and rewards within the boarding environment
- Being fully accessible to parents and students at the start of term and holidays and to welcome, greet and reassure them on their return and on rotation be available for the early return of students from abroad and the start of each term and half term
- Being fully versed in and compliant with all the School's Child Protection Procedures ensuring that the individual circumstances, strengths and the needs of each student are identified and known, in order for individual opportunities and talents to be developed and maximised and for the full potential of each student to be realised. To include encouraging each student to develop self-discipline and a sense of responsibility throughout the School community and developing in the students a collective responsibility for all members of the community
- Creating a tolerant and positive living and working environment, with full awareness of the implications of the National Minimum Standards for Boarding Schools
- Ensuring that the boarding house staff team efficiently manages the day-to-day routines of normal boarding and school life, including the cleanliness and tidiness of the students and the boarding houses
- Ensuring adequate supervision of the students when they are in the direct care of the Boarding staff
- Promoting and maintaining standards of discipline and behaviour, manners and dress of the students in the house and sharing this responsibility across the School
- Ensuring that all documentation required by the School is completed and maintained rigorously and taking appropriate action on all such information. This includes records of incidents and sanctions, weekend arrangements, signing out, fire tests, relevant parental contact etc.
- To support students in the house with SEN needs and work with the schools SEN team

ADDITIONAL DUTIES

- To be available in house to meet students returning from late trips
- Writing reports and occasional individual reports for the Director of boarding Headmaster or parents on request
- Maintaining open communication and fostering good relations with all parents and guardians
- Attending all staff meetings and briefings, weekly Heads of house meetings, pastoral meetings and appropriate Parents' Meetings and official School functions
- To support and participate in a full and varied programme of extra-curricular activities for boarders at weekends
- Liaising with the Medical Centre over medical matters, maintain in house medical records and to be ultimately responsible for students who require a visit to A&E, after school procedure has been followed
- Taking part, as required, in the School's admissions procedures
- Performing any other key tasks that the Director of Boarding may reasonably assign.

The Application and Appointment Arrangements

We look forward to receiving your application completed as fully as possible and returned to the Headmaster's PA by e-mail or post. Please do not send an additional CV.

Your statement, on a separate sheet/page, should focus on your experience of the boarding environment. Please include a short piece on your teaching or other experience, as relevant.

Mrs B Santer
PA to Headmaster
Cranbrook School
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office@cranbrook.kent.sch.uk

The closing date for applications is Monday 24 February.

Interviews are likely to be held in the week commencing Monday 2 March.

Cranbrook School is committed to safeguarding and promoting the welfare of children and young people.

Appointments are subject to satisfactory references and an enhanced CRB check.

Cranbrook School is an Equal Opportunities Employer.

Website: www.cranbrookschool.co.uk