



Rye St Antony
O X F O R D



Assistant Housemistress, The Cottage
September 2019

The School

Knowing and nurturing our pupils as individuals has always been the mission of Rye St Antony, recognising their unique talents, individual strengths and extraordinary potential.

Excellent teaching and exemplary pastoral care, supported by superb facilities and a wide range of opportunities, allow our pupils to thrive academically and personally. We want them to love learning and to be curious and creative. From the youngest Nursery children to the impressive young women of our Sixth Form, Rye pupils learn to think, to question, to express themselves, to value what is truly important, and to use their education to go out into the world to make a difference.

In the Prep School pupils learn numeracy, literacy, science, the humanities, computing, music, drama, sport and languages. Our small class sizes enable teachers to meet the individual needs of every pupil and we offer a broad and diverse curriculum. Our standards at Key Stage Two in reading are well above the national average and pupils' attainment increases by three to four grades above the national curriculum levels for every year group.



In Senior School, pupils study the core curriculum subjects of English, Mathematics and the Sciences, and French, Spanish and Latin are offered to all. Religion, Philosophy and the Humanities are also taught within the main curriculum. Pupils excel at drama, art and design, sport, music and food and nutrition – all important components of the curriculum, and subjects for which there are ample opportunities for further exploration within our enrichment programme. Girls can choose from 18 GCSE and A Levels as they progress through the school. On average, they will go on to take 10

GCSEs and three A Level subjects alongside an Extended Project Qualification (EPQ) or Leiths Introductory Certificate in Food and Wine.

Enrichment is an important component of life at Rye, providing a perfect balance with academic learning. Our extensive and imaginative range of enrichment activities are created to fit girls' interests whilst helping them to accept challenges and grow in confidence and self-awareness.

Classes in Sixth Form are small and intimate – similar in style to university tutorials and pupils are expected to question, challenge and argue, as well as think independently. In keeping with Rye St Antony's whole school philosophy, all pupils are treated as individuals and offered as much support as needed. Resources include excellent IT facilities, study centres, the school library and organised visits to conferences, study centres and exhibitions relevant to each course. Most girls begin Sixth Form with GCSE Grade C or above in their chosen subjects with the majority being A or A*.

The school is based in twelve acres of beautiful woodland and is only one mile from the centre of Oxford with all the attractions, theatres, galleries and museums that the city has to offer. It was founded in 1930 by Elizabeth Rendall and Ivy King who were inspired to start a Catholic school in Oxford during a visit to the Sussex town of Rye and its Church of St Antony. The school began in Hamilton Road, soon moving to Woodstock Road and then in 1939 to Headington when Langley Lodge was acquired. The Croft and The Cottage were purchased in 1945, and a steady programme of building and refurbishment has followed. Our latest additions include a new entrance and reception area, the Henwood technology building and a wonderful new Reception classroom with an adjacent outdoor classroom.

The school is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers are expected to share this commitment. All applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

Please see the website (www.ryestantony.co.uk) for further information.

The Post

The School wishes to appoint a teaching Assistant Housemistress to work in the senior boarding house (The Cottage) with Years 11 to 13. Applications from those who are able to contribute to the life of the School other than through teaching will also be considered.

Key responsibilities:

Ensure that the boarding experience at Rye St Antony:

- Fully promotes the Catholic ethos of the school, allowing our pupils to grow academically, personally, morally and spiritually.
- Delivers excellent pastoral care and opportunities for the growth and personal development of each girl
- Provides academic support and opportunity for each individual – promoting commitment, independent thinking and learning, and intellectual development for each individual.
- Fully promotes the safeguarding and welfare of all girls within the boarding community

Ethos

- Promote the values of the School and its Catholic foundation: promoting respect for the dignity and value each individual and the importance of the moral and spiritual aspects of life.
- Model consideration, empathy, diligence and responsibility.
- Work with the Headmistress, Head of Boarding, Religious Life Coordinator and SLT to ensure pupils and staff benefit from the founding principles of the School.

Pastoral care and personal development of pupils

- Support the provision of excellent, personal pastoral care for girls within the house and ensure a safe, happy and healthy environment.
- Encourage a culture of learning, creativity and develop a family community within the house and wider boarding community.
- Understand and implement all aspects of safeguarding and promote initiatives and systems which support all aspects of wellbeing.
- Meet regularly, and liaise as necessary, with the Head of Boarding, Housestaff, School Nurse and other colleagues to ensure appropriate sharing of information and continuity of care across the school, both for individuals and with regard to the wider pastoral care provision.
- Keep appropriate records of pastoral and behavioural issues and ensure these are reported fully to the Head of Boarding, Deputy Head and Head, as appropriate.
- Promote high standards of behaviour, commitment and personal presentation. Work with the Head of Boarding to ensure these high expectations of behaviour, engagement and dress are consistently met.

- Assist with the Boarding Induction programme. Work with pupils, parents and staff on transition into boarding. Assist with arrangements for the support of pupils arriving at non-traditional entry points.
- Assist in the planning and implementation of the extra-curricular programme, weekend trips and activities and social opportunities.
- Liaise effectively with the School Nurse regarding medical matters and maintain accurate records as required, assisting with matters concerning girls' health as directed by the School Nurse and in accordance with the School's procedures.
- Assist with the production and implementation of welfare plans, in conjunction with the Head of Boarding, School Nurse, Housestaff and tutors.
- Ensure the house complies with the National Minimum Standards for Boarding Schools and other regulatory frameworks.
- Support pupils in the house by attendance at performances, sporting events etc as appropriate.
- Build strong relationships with parents, keeping them informed of progress, challenges and developments through regular communication.

Academic

- Maintain an overview of the progress of pupils in the house, liaising with staff and tutors and feeding back to parents and guardians as necessary.
- Teach approximately half a timetable; all subjects will be considered.
- Be an excellent and inspirational teacher, committed to raising academic standards and improving the quality of teaching and learning within your subject.
- Assist with report writing, per the reporting schedule, for pupils in the house.
- Assist with supporting pupils at Parent's Meetings in the absence of parents or guardians.
- Maintain a good working atmosphere in the house, especially during study periods and prep.
- Maintain good discipline and a positive spirit in the house praising and rewarding good behaviour.

General

- Deputise for the Senior Housemistress during her time off or in her absence.
- Assist with leading the house boarding team to ensure effective support for both pupils and staff and to ensure the smooth day to day running of the house. This will include supervising meals, activities, prep, bed times and housekeeping responsibilities.
- Ensure that policies and procedures are put into practice in all areas of boarding.
- Support with the induction, training, supervision and mentoring of new members of the Housestaff team.

- Attend all meetings for Housemistresses, staff meetings and briefings, all relevant Parents' Meetings, and other meetings with staff and parents as required.
- Maintain effective communication with parents and guardians.
- Attend boarding and other relevant INSET as required and take responsibility for personal professional development within the School's programme.
- Observe health and safety procedures and work safely at all times.
- Liaise with the Headmistress and Registrar on pupil recruitment into the house, helping with boarding visits as required.
- Support the marketing work of the School, particularly helping with Open Mornings and similar events, including the co-ordination of pupil participation in these events.
- Maintain records as appropriate including weekend and holiday travel arrangements, passport collection, medical issues and sanctions.
- Assisting with the annual review and update of the Boarders' Induction Handbook, the Induction Handbook for Housestaff, the Boarding Development Plan and the Boarding Self-Assessment and Inspection Material.
- Liaise with the Catering department with regard to weekend numbers, house supplies and dietary requirements, Housekeeping with regard to any cleaning needs and Maintenance for any repairs required to the furnishings or fabric of the building.
- To be on duty in line with Housestaff rotas, including prior to the start of a new term and immediately after the end of term. Where 'off duty' periods coincide with the beginning or end of term, to be expected to adjust these in consultation with the Head of Boarding so that the house is properly staffed at these times.
- Assistant Housemistresses are required to work five and a half days a week with one and a half days off consecutively. They are entitled to have two full weekends off work each term, the dates to be agreed with the Head of Boarding. At each half-term Assistant Housemistresses are entitled to take time off from the evening of the first Friday of half-term (once all the boarders have left the house) until the afternoon on the second Sunday, boarders returning to the boarding house during the late afternoon.

It should be noted that the above list of duties is not necessarily an exhaustive statement of the responsibilities of the post. It is intended to give an overall view of the position and should be taken as guidance only. The post holder may be required to undertake any other reasonable task requested by the Headmistress which fall within their capabilities and which are in accordance with the usual practice of an Independent School. It should also be noted that the role will involve participation in the wider life of the School beyond the usual timings of the school day.

Person Specification

Essential

- Understanding of and support for the Catholic ethos of the School
- Excellent academic qualifications
- Understanding of and commitment to single sex education in Senior School
- Strong interpersonal skills
- Diplomatic and patient
- Well organised, efficient and able to manage competing priorities
- Collaborative, reliable and resilient
- Highly effective communication skills, in person and in writing
- Integrity and discretion
- Inspiring confidence in others
- Flexible and adaptable
- Enthusiastic with a sense of humour
- Approachable

Desirable

- Teaching qualification or equivalent experience
- First Aid qualified (training will be given if not)
- Ability and willingness to drive a minibus (training will be given)
- Previous boarding experience

Pay and benefits

A one-bedroomed flat within the boarding house is provided throughout the year.

Salary for a teaching Housemistress will be on the Rye Scale, according to experience.

All teachers are invited to join the Teachers' Pension Scheme.

At specified times, staff may use the school's Fitness Suite, and during Trinity Term staff may use the swimming pool at the advertised times. All meals are provided in the dining room during term time, and refreshments are provided in the Staff Room at morning break and teatime. There is car parking on site, and the School is easily accessible by bus.

How to apply

Applications (application form, accompanying letter and full curriculum vitae with contact details for two referees) should be addressed to the Headmistress, Mrs Sarah Ryan, and sent by email to the Human Resources Manager, Ms Ellen Phelips (ephelips@ryestantony.co.uk; 01865 229227) or a hard copy can be posted to her at Rye St Antony, Pullen's Lane, Oxford OX3 0BY.

For an application form, please contact Ellen Phelps (ephelips@ryestantony.co.uk) or visit the Staff Vacancies page on the school website. Applications will be accepted only from candidates who have completed the application form in full.

The closing date for applications is 4.00 pm on Tuesday 19 March 2019, and interviews will be held on Tuesday 26 March 2019.

Safeguarding

Candidates must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Candidates must not have been disqualified from working with children, and must not be named on the Children's Barred List or be subject to any sanctions imposed by a regulatory body. Details of any convictions, cautions or bind-overs subject to disclosure must be passed to the Headmistress before interview in a sealed envelope marked 'confidential'. An overseas criminal record check may also be required.