



# CHEL TENHAM COLLEGE

*Housemaster/Housemistress (HsM)  
Hazelwell House  
Cheltenham College*



If you would like to discuss the role informally, please contact the HR Department on 01242 265670 or by email at [recruitment@cheltenhamcollege.org](mailto:recruitment@cheltenhamcollege.org).

The closing date for applications is: **10am prompt on Monday, 28 January, 2019.**

***College is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.***

## Message from the Head of Cheltenham College, Nicola Huggett



I am delighted that you are considering a role here at Cheltenham College. I hope that you find this information helpful and we would welcome your application.

The College lies in the heart of one of the country's most beautiful Regency spa towns, only a few short miles from the rural delights of the Cotswolds. This means that as a place to live and work, you truly have the best of both worlds; a cosmopolitan centre with wonderful restaurants, shops and of course, four major cultural festivals a year, in addition to easy access to walks, country pubs and the great outdoors. Having recently moved to Cheltenham myself, with my husband and four children, I can assure you that there is something for everyone here.

Cheltenham College is a thriving community, with over 1000 pupils from the Prep and Senior Schools combined, cared for by over 500 support and academic staff. We have high class facilities for academic development, boarding, sport, music and drama, as well as a truly awe-inspiring chapel. However, whilst we may seem a large organisation, we operate very much as a close community with a family feel. I know that as a new member of staff you will find that our focus lies very much in developing you as an individual. Just as we expect you to go the extra mile for your pupils, we will engage with your own professional and personal development from the start. We will ensure that you enjoy and feel valued in your new role as quickly as possible.

We recognise the time and thought that goes into an application and we will certainly give this our serious consideration. If you have any further questions, the HR department via [recruitment@cheltenhamcollege.org](mailto:recruitment@cheltenhamcollege.org) will be happy to help.

With best wishes

*Nicola Huggett.*



*Established in 1866 by its first Housemaster Mr Green, Hazelwell boys are named 'Greenites' after the founder of this Boarding House. Visitors to the House always comment on the warm and homely atmosphere. This feeling is created by the energy of the boys within the House and amplified by the fabulous Victorian family home within which Hazelwell resides.*



Our Houses are at the heart of College. Run by a resident Housemaster or Housemistress, with their family, and supported by matrons and resident tutors, each one offers a genuine home from home.

*Hazelwell is proud of its sense of community and the boys are encouraged to respect and support each other across the year groups, helped by the wide programme of activities and trips.*



With the help of the house system, the College pastoral net is wide and deep, with every pupil known personally and cared for individually.

## PERSON SPECIFICATION

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree standard	✓	
Qualified Teacher Status (QTS)	✓	
Pastoral / pupil-welfare based qualifications and/or training		✓
<b>Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Track record of exceptional teaching at senior-school level, including effective classroom management.	✓	
Experience of boarding and pastoral care	✓	
Experience in Boarding House management (at least one year at Resident/Assistant level)		✓
Effective IT and management skills	✓	
<b>Personal Qualities (in no particular order of importance)</b>	<b>Essential</b>	<b>Desirable</b>
Sets high aspirations for all in their charge (staff and pupils)	✓	
An understanding of the importance of Safeguarding	✓	
Well-developed pastoral instincts, is emotionally intelligent and exerts good judgement.	✓	
A strong but fair disciplinarian who can combine warmth, empathy and humility alongside the ability to deliver a difficult message when necessary.	✓	
Champions equality and inclusion, building confidence, trust and respect.	✓	
A high degree of personal integrity and a role-model for young people.	✓	
Calm under pressure and an effective multi-tasker.	✓	
The ability to market the House and College to Prep schools, pupils and prospective parents and an understanding of the importance of strong Prep and prospective parental relations.	✓	
A high level of personal organisation and a proactive approach to problem solving	✓	
A team player with the ability to build and lead an effective unit	✓	
Strong interpersonal skills along with outstanding verbal and written communication skills.	✓	
The ability to work under pressure whilst maintaining perspective.	✓	
Patience and a good sense of humour.	✓	
A willingness to contribute towards the co-curricular life of College.	✓	

## **JOB DESCRIPTION HOUSEMASTER/HOUSEMISTRESS (HsM) – Hazelwell House**

Houses lie at the very heart of Cheltenham College and are critical to our ethos. We are extremely proud of our reputation for being a leading school in the sector for exceptional pastoral care and we have an outstanding, cohesive team who put pupils' welfare and happiness at the forefront of their work. HsMs form a close team; supporting one another and sharing knowledge, challenging themselves to continually improve and, whilst adopting the College ethos, they strive for excellence, not only in themselves, but also in the pupils in their care. The role of the HsM is very wide and varied, no two days are ever the same, and no job description would be able to encompass all the duties that this role entails and therefore should act as guidance only.

### **The Appointment**

The appointee is directly responsible to the Head via the Deputy Head (Pastoral) for the general welfare of the pupils in his/her care, as well as the efficient organisation and administration of the House. He/she is part of the middle management of the College and works closely with members of the Senior Leadership Team and the Senior HsM. He/she is supported by two resident tutors (one of whom may be an Assistant HsM), and two 'day' matrons. Spacious family accommodation that is linked to the boarding House is provided.

The HsM is the critical source of support and guidance for their charges' personal and academic development:

This, in some way, is achieved by:

- Supporting the vision, ethos and policies of the College and promoting the highest standards in all areas of school life.
- Ensuring good communication with parents such that they are well informed about the College's policies, the curriculum, the pupils' attainments and advising them accordingly. Equally this entails ensuring the College is appropriately informed about parents' circumstances.
- Maintaining and developing contact with 'feeder' schools and prospective parents in liaison with the Marketing Department and Admissions, and entertaining Heads and senior staff as appropriate.

The HsM should ensure the following occurs:

### **Pupils, Parents, Staff and Feeder Schools**

- Get to know individual pupils and their parents and be available to both at any reasonable time, including organising one social event for parents per term.
- Keep comprehensive, accurate pupil records and provide reports and references as required.
- Monitor the academic progress of pupils, in liaison with tutors and relevant Heads of Year.
- Appoint and manage a team of House prefects.
- Deploy, train and develop House staff and tutors to make the most effective use of their skills, expertise and experience and to ensure that all House staff and tutors have a clear understanding of their roles, duties and responsibilities.
- Monitor tutors and their effectiveness, including checking tutor reports.
- Liaise with the Health Centre and our Student Support Services to ensure pupils' needs are properly met.
- Manage House matrons, and conduct a bi-annual PPD review.
- Maintain College discipline and ensure pupils adhere to College expectations and regulations.
- Conduct tours for, and maintain contact with, prospective parents and their children as required.
- Forge and nurture links with feeder schools and be available to attend recruitment exhibitions as required.
- Oversee all domestic staff in the house.
- Actively promote the School's anti-bullying and well-being policy.
- Uphold the highest standards of the Staff Code of Conduct.

## **Organisation and Administration**

- Record all significant conversations, phone calls, incidents etc. and cascade to relevant parties.
- Maintain a structured, well-disciplined and supportive environment where both pupils and staff feel valued and secure.
- Maintain and publicise appropriate House routines and structures.
- Be familiar with, and ensure all other House staff are familiar with, all relevant College policies, procedures and protocols and with the National Minimum Standards for Boarding and Children Act (1989), and any relevant regulatory guidance.
- Ensure there is a House handbook for staff and pupils.
- Keep the Senior Deputy Head and Deputy Head (Pastoral) informed about any confidential or sensitive matters where appropriate.
- Manage and oversee the work of Lower College and attached Upper College tutors and encourage their professional development.
- Manage and oversee the work of the Assistant HsMs/RTs/House Matrons.
- Oversee the day-to-day work of domestic staff.
- Attend Housemaster/Housemistress meetings.
- Liaise with members of the SLT as appropriate and the Bursarial/Estates team with regard to Health & Safety, House finances, maintenance and other matters.
- Carry out fire practices as required.
- Carry out Risk Assessments as directed by the Health and Safety Officer.
- Keep a written record of all offences and punishments.
- Ensure all necessary records are kept up to date, and available for inspection when required.
- Manage and account for House funds.
- Have a working knowledge of any relevant medical and pastoral policies.
- Be available prior to and at the ends of terms, at the Head's discretion, to facilitate the smooth running of the House.
- Write annual reports and House development plans and budgets to discuss with the SDH or DHP.
- Oversee, in conjunction with other HsMs, a programme of suitable weekend activities.
- Organise and disseminate an events' calendar for the House and parents
- Liaise with the Estates Bursar in maintaining and enhancing the fabric of the House and in matters relating to House Handymen.

## **Expectations**

HsMs are expected to be on duty three weekday nights and do the principle number of weekends in line with resident staff duties. Chapel is central to College life reflecting its Christian foundation. On weekdays all members of Common Room are expected to attend the brief morning service and attendance on Sundays, when on duty, is expected of HsMs.

**AVC**

**January 2019**