

HOUSEMISTRESS / HOUSEMASTER  
STEVENS (Boarding)  
CANDIDATE INFORMATION



# OUR PURPOSE AND VALUES

We provide exceptional, contemporary co-education with a global outlook and offer experiences to learn in a caring and inspiring boarding and day community.

Our four core values of Care, Courage, Contribution and Connection represent qualities that we wish to inspire and instil in our pupils and are also values that we want our staff to embody, so that we lead by example.

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## CARE

We care for the pupils, and we also show care for ourselves and our colleagues. We take great pride and care in our work.

## COURAGE

We are honest, we act with integrity, and always have the best interests of the pupils at heart.

## CONTRIBUTION

We do our job to the best of our ability, and if a job needs doing, we will volunteer to get it done.

## CONNECTION

We work collaboratively with one another and in partnership with parents and guardians.



# OUR STRATEGIC OBJECTIVES

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## Educational Excellence

To deliver an innovative, ambitious and challenging education fit for the 21st Century by fostering a love of learning through a broad, balanced and connected curriculum underpinned by our core values.

## Exceptional Care

To place outstanding pastoral care at the heart of all we do, ensuring that Oakham School is a caring and courageous community and a great place to live, learn and work.

## Partnership and Philanthropy

To contribute and bring benefit to our wider community by sharing our ideas, experience and facilities. To increase our bursary provision so that more children can enjoy and benefit from an Oakham education.

## Collaborative Communication

To communicate internally and externally in an open, authentic and dynamic manner that seeks to make meaningful and long-lasting connections.

## Financial Sustainability

To secure our ability to invest in the development of our staff, the total curriculum and campus to the benefit of our pupils and the wider community and ensure that we deliver our strategic objectives and exceptional education.



# WELCOME TO OAKHAM

Thank you for considering this role of  
Housemaster/Housemistress of  
Stevens (boarding) at Oakham School.

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This is an exciting opportunity, at an important time for the School, to play a key role in building on Oakham's reputation as one of the country's leading independent schools.

If you have any questions, or would like an informal discussion, please do get in touch with us via Mrs Claire Betts on 01572 758804.

We look forward to receiving your application.

Henry Price  
Headmaster



When people ask us

‘Why choose Oakham?’

our answer is quite simply ‘Experience’.

We offer multiple opportunities for our pupils to experience inside and outside the classroom.

We possess a wealth of experience in educating and caring for young people.

We want our pupils' overall Oakham School experience to be joyous informative and memorable.

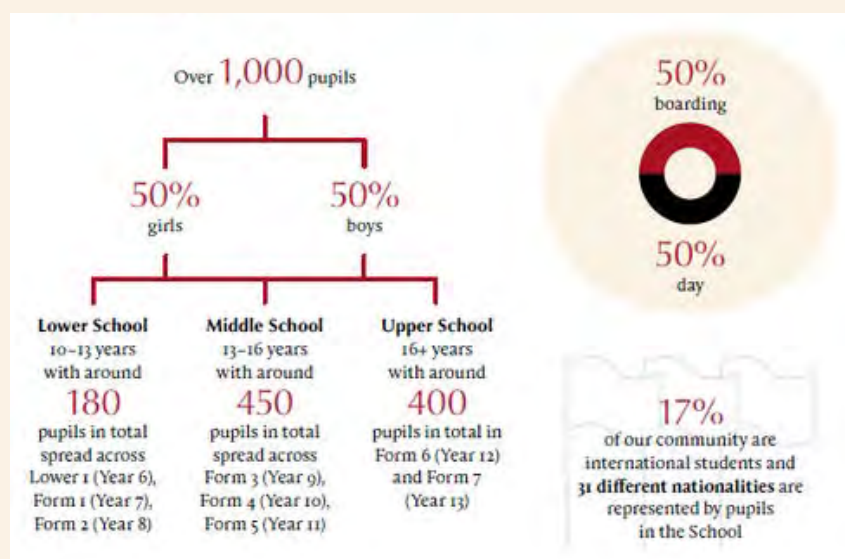


Our vibrant, fully co-educational boarding and day community of over 1,000 pupils and 500 staff live and work together in our beautiful 70-acre school campus, which is part of the historic market town of Oakham, in the heart of rural England.



# AN OAKHAM EDUCATION

One of the things that people frequently comment on when they visit Oakham School is how well-rounded our pupils are.



In order to help our pupils develop into grounded and responsible adults, well equipped for whatever life holds beyond our campus, Oakham teachers care for all aspects of their education:

## Academic

- Outstanding subject faculties and specialist academic facilities
- Pupils in Forms 1–3 (Years 7–9) follow the acclaimed IB MYP curriculum
- 26 different subjects at GCSE
- Two distinct pathways at 16+: IB Diploma Programme or A-levels and BTECs
- View our most recent exam results

<b>2,400</b> square-metre Library	<b>360</b> members of teaching staff	<b>150</b> classrooms, studios and laboratories	<b>200-SEAT</b> university-style lecture theatre

## Pastoral

- Every pupil at Oakham – full boarders, weekly boarders and day – belongs to a House
- There are 16 Houses, each led by a Housemaster or Housemistress and supported by a team of Tutors, Prefects and a Matron
- Each pupil has their own Tutor who guides them academically
- State-of-the-art Medical and Pastoral Centre

## Co-Curricular

- Over 125 activities each week, including DofE, CCF, Voluntary Action, Community Projects
- Sport is part of the weekly timetable
- Flourishing Creative and Performing Arts Departments



# HM of Stevens (boarding)

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## OVERVIEW

### Reporting

Boarding Housemasters/Housemistresses (HM) are responsible to the Headmaster through the Deputy Head (Pastoral) and Senior HM for duties relating to the work of the school and for the specific pastoral welfare and academic monitoring of pupils assigned to them.

Whilst HMs are assisted by Tutors, they bear the ultimate responsibility for the House and must be prepared to provide cover for all duties pertaining to the safe running of the boarding house.

### Job purpose

## GENERAL

The first responsibility of the HM is to maintain the highest standards of Safeguarding and Child Protection for the pupils in their House and promote pupil welfare as the core purpose of their role.

A Boarding House allows a section of the pupil body to be managed in such a way to provide support for each individual in terms of pastoral wellbeing, social development and academic progression. The HM will ensure that pupils in their House are **known well** by them and their team. It is expected that this pastoral team become the experts on the pupils in their House. It is the HM's responsibility to ensure that this is the case.

The purpose of a School Boarding House is to provide a framework in which pupils may develop socially, physically, academically and spiritually and, in so doing, each child may be reasonably expected to make as full a contribution to the welfare and wellbeing to his or her House and to the School.



# HM of Stevens (boarding)

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## The HM will:

- be fully aware of the content of School's Safeguarding and Child Protection Policy and related Safeguarding Policies and procedures; be actively interested in national trends in safeguarding and pupil welfare, including pupil wellbeing, resilience and mental health; to participate in annual CPD to enhance their knowledge and understanding of safeguarding and pastoral issues affecting children and adolescents;
- monitor the pastoral welfare and behaviour of all pupils in their House and to ensure that problems are flagged and communicated early to (as appropriate) the Senior HM, Head of Section, Deputy Head (Pastoral), Senior Deputy Head and parents and guardians;
- promote the ethos of the School and the House by maintaining good discipline and respect for people and property; encouraging pupils to contribute to the School and the House and celebrating their achievements;
- provide and maintain such a framework appropriate to the age range of pupils assisted, where appropriate, by the House Matron, the tutors and the domestic staff;
- manage a team consisting of Tutors and House Matron, and ensure that the House team execute their roles effectively in supporting the HM, the pupils and their pupils' parents.
- act towards pupils as a reasonable parent would act, i.e. following the principle of 'in loco parentis';
- ensure that the House is a fit and safe place to live in and the necessary care and attention is received in order to safeguard and promote pupils' welfare and that of all attached to the House;
- support pupils, as far as is reasonably possible, in their various activities within the School by attendance at co-curricular events;
- assist a pupil's tutor in monitoring the academic progress of pupils in their House and ensure that underperformance is flagged and communicated (as appropriate) to the Head of Section, Deputy Head (Academic), Heads of Department, parents, and that strategies to address underperformance are coordinated;
- maintain good administration of school systems and procedures to ensure the smooth running of the House;
- provide opportunities for the recreation and relaxation of pupils;
- be aware of pupils' other social and leisure activities;
- demonstrate a commitment to the School's Equal Opportunities Policy;
- any other reasonable duties as required by the Senior HM, Deputy Head (Pastoral) or Headmaster.

# HM of Stevens (boarding)

## SPECIFIC

- be fully aware of the School's requirements of Health and Safety procedures with regard to activities, fire precautions and drills and similar procedures. This will necessitate close liaison with the Senior HM, the Health and Safety Officer, Medical Centre Staff, the Catering Manager and Catering Staff, the Estates Manager and Estates Staff, the COO, Deputy Head (Pastoral) and Senior Deputy Head.
- ensure adequate adult supervision of the members of the boarding House, through the provision of rotas;
- maintain a high standard of record keeping in accordance with school policy and with particular regard to safeguarding, pastoral concerns, disciplinary sanctions, health and safety procedures and complaints;
- take responsibility for the induction to their House of new tutors;
- hold regular meetings with House Tutors (formally and informally)
- ensure Tutors are following the tutorial programme and holding regular tutorials with their tutees.
- oversee tutor reports and take responsibility for checking these reports at each report cycle; correcting mistakes and ensuring quality;
- communicate with a child's parents or guardians regarding social, health and academic records and report writing. To also respond to parents' requests, emails, letters, phone calls;
- select House Prefects and ensure that Prefects play an active and meaningful role in house life, not least in supporting the pupil voice;
- oversee pocket money and ensure that an account of all transactions relating to this is kept:
- oversee the House budget and maintain adequate accounts and records;
- support pupils' attendance at all Chapel Services and to encourage Boarding Tutors, Matrons and any other Boarding staff to lend their support;



# HM of Stevens (boarding)

- to check with the relevant support staff, arrangements for guardians of overseas pupils to ensure the safety of these pupils during half-termly and major vacations;
- oversee the arrangements for pupils' travel to and from school other than under parents' or guardians' supervision;
- ensure that pupils have suitable travel and holiday arrangements;
- store securely important documents such as passports, air tickets etc for pupils;
- work closely and proactively with the Deputy Head (Pastoral) to ensure the National Minimum Standards for Boarding Schools (NMS) are adhered to at all times;
- take responsibility for the induction of new pupils into their House and the School: at normal transition points: beginning of Form 3, beginning of Form 6; or at any time during the school year
- work closely with the Registrar and support their office by touring prospective parents, guardians and pupils around the boarding house when required;

## To assist with

- the effective development and management, including induction, of Boarding Tutors and Matrons and in the fulfilment of their duties;
- the recruitment of House Tutors;
- the recruitment, when the occasion arises, of a Matron and to assist the Deputy Head (Pastoral) in such an appointment;
- the marketing of the School, to include visits to feeder schools and the entertainment of visiting Headmasters/mistresses.

# HM of Stevens (boarding)

## THE PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Excellent subject knowledge.</li><li>• Up to date and working knowledge of appropriate teaching resources and examination specifications.</li><li>• Clear understanding of the importance of effective safeguarding.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of Co-education.</li><li>• Knowledge of International parents and pupils.</li><li>• Understanding of the nuances of pastoral care in relation to boys and girls.</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent communication, presentation and influencing skills with the presence to engage and empower staff and pupils.</li><li>• The ability to create a positive and motivating learning experience for pupils.</li><li>• Excellent planning and organisation skills, with the ability to identify, prioritise and respond to issues with flexible and effective solutions.</li><li>• Excellent ICT skills to enhance and support teaching and learning.</li><li>• The ability to prioritise own time, work under pressure and to deadlines.</li><li>• The ability to actively contribute to the department's development.</li><li>• A flexible and innovative approach to developments in teaching and learning.</li></ul>	
<b>Attributes</b>	<ul style="list-style-type: none"><li>• Build and maintain effective relationships with staff, students and parents.</li><li>• Holding and promoting a positive attitude.</li><li>• Promote a caring community ethos of the School and its teamwork approach.</li><li>• An inspirational, committed and highly effective classroom practitioner who is dedicated to achieving the best pupil outcomes.</li><li>• Collaborate and network with other professional within and beyond the School.</li></ul>	<ul style="list-style-type: none"><li>• Commitment to Co-education</li><li>• A desire for progression</li></ul>

# HM of Stevens (boarding)

<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous experience of pastoral care in a school environment.</li><li>• Experience of teaching to examination requirements.</li><li>• Experience of intervention processes to raise achievement.</li></ul>	<ul style="list-style-type: none"><li>• Experience of Co-education</li><li>• Experience of International parents and pupils</li><li>• Experience of the rhythm and expectations of a busy boarding school</li><li>• Experience of working with admissions in pupil recruitment</li><li>• Being part of a wider team of colleagues</li><li>• Evidence of involvement in co-curricular activities</li><li>• Evidence of CPD in the pastoral sphere</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Degree or equivalent.</li><li>• Qualified Teacher status.</li><li>• Evidence of continuing professional development, maintaining currency of own teaching practice.</li></ul>	



Working at Oakham School

# BENEFITS OF WORKING AT OAKHAM SCHOOL

## Remuneration and Career Progression

Oakham operates its own competitive salary structure, which is above the national scale.

There are also many opportunities for staff to take on positions of responsibility which carry additional allowances.

## School Dining

We pride ourselves on the exceptional quality and variety of the food we offer.

Staff can enjoy free lunches in the Barraclough Dining Hall during term time.

Any staff required on school business before 7.30am or beyond 6.00pm may also have breakfast and supper.

## Sports Facilities

Staff are able to make free use of the school gym, swimming pool and squash courts during specially designated staff times.

## Pension Scheme

Flexible Retirement Plan with Aviva Pensions Trust for Independent Schools (APTIS). Linked Death in Service Benefit is 4 x salary. Salary Sacrifice is available.

## ADDITIONAL BENEFITS

- Sick Pay
- Staff Fee Remission for children in the school in accordance with the staff fee remission policy
- An opportunity to join a healthcare Cash Plan Scheme, with an option to include family members
- Personal Accident Insurance
- Childcare Vouchers and Cycle to Work Schemes
- Free car parking on school campus

Oakham School offers a beautiful working environment just a few minutes' walk from the historic town centre and amenities.

Oakham itself is a thriving market town with a population of around 11,000.

Rutland is the UK's smallest county and is a beautiful part of the country – a hidden jewel set within rolling countryside. Rutland Water with its many tourist attractions is on our doorstep and the surrounding villages are full of quintessential English charm.

# HM of Stevens House (boarding)

## RECRUITMENT INFORMATION

### Salary and Professional Development

Oakham operates its own competitive salary structure, and the school is keen to recruit and retain high quality staff. There is a generous professional development budget, and staff are encouraged to undertake research and training that will both develop them and enhance the school's educational provision.

### Early Career Teachers

The school is fully accredited to participate in the ISTip ECT Induction Programme in order to provide qualified teacher status (QTS) at the conclusion of a newly qualified teacher's second year at Oakham.

### Applicants without formal teaching qualifications or experience

Applicants without formal teaching qualifications or experience will be considered for this position. Oakham School has a long record of training and developing teachers and many highly successful teachers started with no formal teaching qualifications.

### Child Protection

The 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 the Disclosure and Barring Service. If you are shortlisted for the position, you will be required to complete a self-declaration form in relation to any criminal record or information that would make you unsuitable to work with children.

All members of staff are expected to have proper regard for the School's safeguarding policy and procedures, including up-to-date training.

Oakham School fully recognises its responsibilities for Child Protection. We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture. We follow the child protection procedures set out by Leicestershire and Rutland Safeguarding Children Partnership – Multi-Agency Safeguarding Arrangements. We understand the need to engage with any local safeguarding children partnerships and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2021. Our policy is written in line with guidance given in *Keeping Children Safe in Education* (September 2021) (KCSIE), including Annex B for school leaders and those working

directly with Children, *Prevent Duty* (April 2021), *Working Together to Safeguard Children* (2018) (WT), *What to do if you're worried a child is being abused* (2015), *Sexual violence and sexual harassment between children in schools and colleges* (September 2021) and the local safeguarding children partnership (LSCP). At Oakham School, we have a 'Nominated Trustee' to take leadership responsibility for the school's safeguarding arrangements.

### What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils. Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

### Staff

Staff are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned and should always act in the best interest of the child.

### What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

## Making an application

To apply, please complete the online application form. Please also attach a CV and covering letter, addressed to the Headmaster, outlining your suitability for the role.

### The closing date for applications is 9am Thursday 29 February.

The application form is available on the Oakham School website under 'Job Opportunities'.

### Enquiries:

**Tel:** 01572 758804

**Email:** [recruitment@oakham.rutland.sch.uk](mailto:recruitment@oakham.rutland.sch.uk) or contact Claire Betts, HR Manager, [ccb@oakham.rutland.sch.uk](mailto:ccb@oakham.rutland.sch.uk).

*Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Enhanced Disclosure with the Disclosure & Barring Service. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at Oakham School.*

CARE  
COURAGE  
CONTRIBUTION  
CONNECTION

