



REPTON
PREP

HOUSEPARENT
CANDIDATE INFORMATION

September 2024



INTRODUCTION

Repton Prep was established in September 2020 following the merger of Repton School and Foremarke Hall. The fifty-acre site combines a traditional manor house with modern teaching and co-curricular facilities that have been expanded and invested in over the past few years. It lies within easy reach of major cities of the East Midlands, the Peak District National Park, and has good transport links across the heart of England and beyond.

The Prep School offers a high-quality boarding and day education to more than four hundred girls and boys from the age of 3 to 13 on a beautiful rural and self-contained campus, less than three miles from Repton. It therefore enjoys all the benefits of a stand-alone Prep School while also providing the advantages of being the first leg of a 'through school' educational journey for boys and girls aged 3 to 18.

Repton and Repton Prep share the hallmarks of academic rigour, first-class pastoral care, sporting excellence, individual opportunity, personal development and a commitment to a full boarding ethos. The two schools also form part of the growing national and international family of Repton schools, the development of a global community which is key to Repton's future vision. Repton currently has four schools in the UK (Repton, Repton Prep, St Wystan's and Vinehall) and has schools in Dubai (2), Abu Dhabi (2), China and Malaysia, with plans to open three more schools over the next few years.



The background image is a vibrant photograph of two young girls sitting in a field of bluebells. They are wearing dark blue school uniforms with a checkered collar. The field is filled with numerous small, purple-blue flowers. In the background, there are several large, mature trees with thick trunks and lush green foliage, suggesting a park or school grounds setting. The lighting is bright and natural, indicating a sunny day.

THE ROLE

The role of Houseparent in our Boys' Boarding House of 'Francis' is a truly exciting opportunity for a candidate with the vision, experience and energy to shape a forward-thinking approach to the delivery of boys' boarding and pastoral care at Repton Prep School.

The Houseparent will be a prominent, visible presence around the Prep School and will forge strong relationships with pupils, parents, staff and the wider community. The ability to articulate the vision of Repton Prep and the centrality of its pastoral care and boarding provision, will be an integral part of the role.

Across all aspects of life at Repton Prep, we aim to equip our pupils with the knowledge and skills that they will need to thrive as global citizens. We want to create a kind, inclusive, open-minded culture in which the contribution of every individual is valued, and the role of Houseparent will be important in achieving our vision; the Houseparent will also have a teaching timetable during the day.

The role is required from September 2024 and applicants must have experience of teaching and duties in a boarding school, leading and managing people. A willingness to make a full contribution to life in this busy boarding school is essential.



A PERSONAL NOTE FROM VICKY HARDING

Repton Prep School provides an excellent all-round education, boasting a range of inspirational facilities and a huge amount of space for pupils to grow both intellectually and emotionally during their educational journey. It is able to offer a broad curriculum underpinned by a strong set of values, and these elements, alongside a focus on pastoral support and wellbeing, ensures academic achievement and pupil development.

I firmly believe that education needs to constantly look forwards, reflecting and evolving, in order to meet the needs, personalities and interests of the pupils in an ever-changing and dynamic world. Our valued Houseparents support us in shaping the vision and future for the school in the years ahead, at an exciting time in the development of the Prep School and the Repton Family of Schools.

This role provides the opportunity to work as part of a dynamic team whose goal is to deliver an ambitious and exciting future for the benefit of the entire Repton community.

Mrs Vicky Harding
Head, Repton Prep



THE SCHOOLS



REPTON

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7th century Anglo-Saxon Benedictine abbey and latterly a 12th Augustinian priory.

The school incorporates many of the original buildings from the estate, but today Repton is a world class, modern, flourishing community with a clear sense of purpose and momentum. As a pre-eminent co-educational boarding and day school, Repton provides an exceptional broad-based education, blending heritage with the pursuit of excellence in a 21st century context, offering world class facilities as well as high quality teaching and pastoral care.

The school has around 630 pupils, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to grow and flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).

Academic standards are high and creative activities, including music, art, drama and design, flourish. The School has a national profile in girls' and boys' sport, in particular in hockey, football, cricket and swimming. Pupils thrive both in and out of the classroom and they develop the skills, qualities and values that will lead to a successful life.

Whilst Repton is undoubtedly modern in terms of practice and outlook, the traditional values of encouraging pupils to aim high whilst showing respect for all are still of utmost importance. The school continues its strong educational vision, recognising the importance of being able to offer a Repton education to potential pupils from all backgrounds by providing scholarships and bursaries in a wide range of subjects.

The school's considerable strengths were recognised in the 2020 ISI Inspection which found Repton to be 'Excellent' in each of the areas examined. The inspectors judged that Repton pupils 'achieve highly and make excellent progress across the wide range of academic and extra-curricular opportunities available to them.'





REPTON PREP

Repton Prep School was originally founded in 1940, first in The Cross and then in Latham, two of Repton School's boarding houses, to cater for local demand arising from the schooling and boarding needs caused by the Second World War. It opened initially with only eight boys but grew quickly and, following the War, there was a need to rehouse the Prep School. Fortunately, Foremarke Hall, a Georgian-Palladian country manor house located on a site of around 50 acres, some two miles from Repton, became available, and the school moved to Foremarke in 1947 with over a hundred boarders.

In 1967, the school was able to purchase the freehold of Foremarke Hall which meant new buildings could be erected, day pupils could be accepted, and the school could become co-educational. In 2000, Repton Preparatory School was renamed Foremarke Hall the Repton Preparatory School, and that name remained until 2020.

The school has excellent facilities that have undergone renewal or refurbishment in recent years with new additions worth more than £8

million. As well as the main Hall, there are new and dedicated teaching buildings for both Pre-Prep and Prep: a new music school; a spacious sports hall; a newly refurbished swimming pool; a school library; and a fully equipped theatre for the performing arts that seats over 180 people.

There is also a brand new, award winning dining hall and an impressive design technology centre complete with four electric racing cars for pupils to race at Goodwood and Rockingham. In the last five years, 60% of the classrooms have been rebuilt or upgraded.

The Prep School is proud to have been recognised for its success in Academic Excellence, Music, Drama, and Sport; it is blessed with its own woods, where the forest school programme is run, and the impressive lake is used for team building days and summer activities including sailing.

Pupils throughout the school take full advantage of all the facilities at Repton Prep and Repton Senior, including sports facilities, visiting the Science Priory and Chapel.

The Pre-Prep has an adventure trail with tunnels and mounds to explore, and a sensory garden and facilities in its own dedicated building that include a courtyard, a secure play area, a new adventure trail, a spacious multi-purpose hall, a dedicated library and a computer suite.

Repton Prep has had regular ISI inspections. The most recent Compliance Report was in 2019 with other inspections taking place in 2017. The school's inspection reports can be viewed [here](#).





REPTON FAMILY OF SCHOOLS

Repton was a leader amongst British schools in the international market with the establishment of Repton School Dubai in 2007. From this has sprung the Repton Family of Schools, the development of a global community which is key to Repton's future vision. Currently, Repton has schools in Dubai (2), Abu Dhabi (2), China, Malaysia and Egypt with plans to open a further three more over the next few years.

The additional income generated by the overseas schools provides a level of financial support that will enable Repton to select pupils simply on merit and without regard to their parents' financial means. The Deputy Head Pastoral & Boarding will assist in shaping the growth of Repton International as a leading educational brand.

In the UK, Repton School also oversees St Wystan's School which is now wholly owned by the school and is located close by. Like Repton Prep, it became part of the Repton family of schools in September 2020. In 2022, Vinehall also joined the Repton family.





ETHOS AND VALUES

Repton and Repton Prep share a strong ethos grounded in Christian values but welcome children of all faiths and none. Their stated mission is “to provide academic challenge and stimulate a love of learning, offer a broad and balanced range of activities with equity of opportunity for all, develop character, values and morals in order to foster a safe and happy community”. The schools strive to ensure that their pupils leave ‘Grounded’, ‘Rounded’, ‘Unbounded’ and this is supported by a number of Aims which are:

- **Respect:** founded on a deep regard for common humanity in each other.
- **Wholeness of the person:** in moral, intellectual, social and physical endeavours.
- **Truth:** the goal of a life-long process of learning.
- **Excellence:** as an aspiration for all, in every pursuit, both individual and collaborative.





SCHOOL STRUCTURE AND ADMISSIONS

Repton Prep is divided into two main sections – Pre- Prep which is Nursery (from age 3) to Year 2. The Prep comprises Years 3 to 8. Admission to the younger years of the Prep School is relatively non-selective. For entry into Year 3 to Year 6, children take informal tests in Maths, English and Verbal Reasoning as part of taster days in their year group that also give them an insight and experience of a Repton education. The school will also request copies of recent reports from a child's current school. For entry into Year 7, children take more formal 11+ tests and, for children seeking to board, they will also spend a night at the school.



ACADEMIC AND LEARNING -
THE CURRICULUM



PRE - PREP

The Pre-Prep is housed in a purpose-built building for Nursery, Reception, Year 1 and Year 2.

Nursery and Reception follow the EYFS curriculum. A typical day comprises of activities as varied as assembly, swimming, forest schools, PE, Music and French, and circle/story times.

There is also some specialist teaching - DT, Drama, Music, Games and Swimming - in the Pre-Prep, which gives our young learners access to a wide range of subjects and helps with transition into the Prep.

While the working day formally ends at 4pm, children can stay on for a range of activities and clubs or supervised prep until 6pm.





PREP

For children in Years 3 and 4, lessons each day include Maths, English, Science, Humanities, French, Music, PE and Games, as well as a range of co-curricular activities and other subjects, delivered by subject specialists as well as the Form Teacher

Pupils in Years 5-8 move across the site independently accessing well-resourced classrooms equipped for modern teaching. Facilities include science labs, computer suites, a language lab, the school theatre, the music school, the art room, and a design and technology workshop. There is also a well-stocked library and extensive sports facilities. These pupils have a form tutor who monitors academic work and general development, provides support and guidance, and communicates closely with parents.

Reflecting the boarding school ethos of Repton Prep, teaching takes place Monday to Friday and on Saturday mornings (the latter for Years 5-8, with optional activities for Years 3 and 4). The curriculum is informed by National and ISEB syllabuses and has been developed in consultation with Repton. Year 8 pupils will sit the Repton prep Leaver's Certificate (including Scholarships) set by Repton. Preparation for Common Entrance in Year 8 is available for pupils wishing to move on to other senior schools that require it. Specialist subject teaching starts for children from Year 5. Forms are streamed by general ability, allowing each child to work within a group of children of a similar level. In addition, children are grouped in sets by ability for key subjects such as Maths, English, Science and French. These sets are reviewed on a regular basis.

When pupils leave Repton Prep at the end of Year 8, around 90% will go on to Repton School. However, some will move to a variety of other senior schools, which include Harrow, Eton and Cheltenham Ladies College.



CO-CURRICULUM



SPORT

The school has excellent indoor and outdoor sports facilities. These include a full-size floodlit sand based astroturf pitch; a six-lane, 25m indoor heated swimming pool; a sports Hall with three indoor cricket nets and a climbing wall; hard netball courts; six cricket pitches; outdoor cricket bays; nine football pitches and a rugby pitch; a grass running track and a lake for sailing and canoeing.

Boys play football, hockey and cricket, and the girls play hockey, football, netball and cricket. The school excels in team sports and fields teams in many year groups. Repton Prep is especially strong in hockey, both for boys and girls. In addition to the main team sports, there are many other options including sailing, fencing, athletics and triathlon.

As well as benefitting from their own sports facilities, pupils at Repton Prep have access to the superb facilities at Repton School.





MUSIC AND DRAMA

The school has an excellent and well-equipped new music school. Many children learn a musical instrument, with around 220 lessons taking place at the school each week, and there are a variety of orchestras, chamber choirs and musical groups covering various genres. The school's Chamber Choir performs in front of a 5,000 strong audience at the annual National Arboretum Remembrance Service.

In Drama, the school has its own theatre and there are large scale annual productions that include Shakespeare plays. There is a well-established LAMDA programme for pupils from Year 3 upwards, and there are visits from the Young Film Academy and the Young Shakespeare Theatre Company.





CLUBS AND SOCIETIES

A very wide range of 'after school' activities are on offer. These have included: Choir and Senior Choir; Sailing; Gardening; Chess; Chemistry Club; Debating; Cricket; Rounders; Street Dance; Athletics; Cards and Paper Craft; Tennis; Free Swim; French Club; Outdoor Cooking; ICT; Fencing; Jewellery; Karate and Taekwondo; Golf; Play Rehearsals; Eco-Warriors; Quizzes; Horse Riding; Low Ropes Course; Girls' Football; Warhammer; Engineering; and Textiles.

The size and location of the school site facilitates the organisation of 'Adventure' programmes. Specialist providers lay on courses at the start of every Autumn Term and there are also Outward Bound trips for Years 5-8 to promote team building across the year groups.



PASTORAL AND BOARDING



PASTORAL PROVISION

The school has robust systems of pastoral care and support in place that are child-centred and focused on providing a proactive approach to pre-empt problems and support individual pupils. Personalised pastoral care is given by the Form Teacher, with small form groups allowing individual attention that is augmented by the interweaving of scientific and data driven measures.

There is a Pastoral Support Group, which meets regularly to consider pupil wellbeing. In addition, the Deputy Head Pastoral & Boarding, DSL Team and the Head are also fully involved with all aspects of the children's daily lives.

There is a zero-tolerance approach to bullying and a rigorous and carefully constructed anti-bullying policy.

PSHE (Personal, Social, Health Education) lessons are designed to teach children about their societal responsibilities and to treat one

another as individuals, each with their own distinct talents and personalities.

The school places considerable emphasis on transition to new year groups, key stages or campus through carefully devised programmes that ensure pupils move to their next stage of development fully prepared and with confidence.

The school aims for positive relationships between staff and pupils and a strong partnership with parents, with high standards of conduct promoted more by encouragement and celebration of success than by use of sanctions. This is further enhanced by the school's House system. There are four houses: Tedder, Alexander, Mountbatten and Wavell, all named after great British military figures.

Children take part in a range of house competitions including: house hockey, football, cricket, netball, and rounders, general knowledge quizzes, and tugs of war.





BOARDING

The school is both a boarding and day school. Options for boarding include Full, Weekly, and Flexi boarding. There are three boarding houses, and each house contains several year group “bedders” as well as small dormitories, with resident staff always at hand. Around forty pupils board from Year 2 upwards. Boarders benefit from high standards of pastoral care with around a dozen dedicated boarding staff. There is a Health and Wellbeing Centre on site and strict safeguarding procedures are adhered to. The school is keen to expand its boarding provision, as part of the future strategic development of Repton Prep.

The school seeks to integrate Day pupils fully into the wider opportunities that boarding school life offers through the week, and at weekends.

The school has an onsite Health & Wellbeing centre, employing qualified medical staff.



INFORMATION FOR CANDIDATES



TERMS AND CONDITIONS

A highly competitive remuneration package is available for the right candidate and a range of benefits including:

- An attractive discount on day fees for the Prep (excl. Pre-Prep) and Senior School for the Houseparent's children.
- Private Medical Insurance is provided (a taxable benefit) with an option to purchase cover for partner and family.
- The school is part of the Government's Teachers' Pension Scheme.

Terms of the appointment include:

- The appointment is subject to a term's notice.
- The postholder will be offered accommodation provided by the school which will be agreed as part of the appointment process.



ROLES AND RESPONSIBILITIES *This list is not exhaustive, but the following encompass the broad areas of responsibility of a Houseparent.*

Houseparent Responsibilities:

- To implement all school policies including those pertaining to Safeguarding and Child Protection, Behaviour and KCSIE 2023.
- To use every opportunity to cultivate proactive contact and communication with parents, to ensure that they are fully informed about their child's progress and welfare; ensure that family circumstances are brought to the attention of those that need to know.
- Be an effective listener and develop trusting and supportive relationships with those in your care.
- Ensure effective communication between members of the House staff team and work collaboratively for the benefit of the pupils.
- With the support of key staff, carry out any required risk assessment in the house.
- Understand and apply the NMS and go beyond these standards to ensure that all pupils have an excellent and safe, supporting experience in your care.
- Attend regular Houseparent team meetings to ensure consistency and coherence across all the boarding houses.
- Maintain student records, including records of behaviour, sanctions, rewards and medical history.
- Work according to the boarding house rota, including a combination of days, weekends and nights as required.
- Hold regular House meetings for pupils to discuss house matters and to allow them to express their own ideas and concerns, developing the School's commitment to pupil voice.
- To assist with prospective parent and pupil visits and to interview pupils prior to their arrival.
- To act as a 'parent-like' advocate for boarders with teachers.
- To ensure that new boarding pupils follow the induction programme.
- To be responsible for the appointment of a boarding guardian to new pupils, alongside the Admissions Manager.
- Keeping accurate fire and weekend lists and records.
- Drawing up appropriate House rotas, ensuring that these harmonise with other houses and with school policy.
- Attend boarders' breakfast daily unless off duty, and to be an informal presence on most evenings.
- To contribute to the boarders' activity programme.
- In liaison with the domestic and maintenance teams, make sure that the house is prepared for the return of boarders each term.
- Where necessary, provide medical assistance for minor illnesses and First Aid.
- Maintain accurate medical records for pupil and liaise with the School Nurse and local medical services, as required.
- Ensure and oversee the effective and efficient running of services, including laundry, cleaning and catering.
- To liaise with the maintenance department to ensure the upkeep of the house.
- To liaise with the school housekeeping staff to ensure that pupils' clothes and personal belongings are used appropriately and are housed securely and tidily.
- To maintain clear and relevant communication with day/teaching staff to ensure a consistent support for each boarder, both academically and pastorally.
- To liaise closely with the Head of Boarding and other Houseparents, to regularly review procedures and practices, ensuring the needs of the boarders are at the forefront of all decision making.
- To ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect.
- Communicating with parents and guardians to coordinate travel arrangements at the start and end of each term, ensuring that everything is well organised, and that parents, guardians and pupils are aware of the arrangements.
- Ensure the lock up arrangements are in place each evening.
- To provide a house 'annual report' for the school magazine: Preptonian.
- To keep the House Handbook and other related documents updated on an annual basis.
- To perform any other key tasks which the Head, Head of Boarding or Senior Management Team may reasonably assign.



ROLES AND RESPONSIBILITIES (continued)

Teaching:

- Familiarity with the requirements on the National Curriculum and the ability to go beyond these.
- Plan well-structured lessons and have the ability to share expertise with colleagues and inspire.
- To teach a timetable of lessons as directed by the Deputy Head Academic.
- Deliver outstanding lessons that are well-planned to accommodate the needs of all learners in the classroom.
- To keep records and logs of pupil achievements, including mark books and assessment results.
- To report on pupil progress and outcomes via our reporting cycle, which includes written reports and parent-teacher meetings.
- To report on pupil progress and outcomes in staff meetings, drawing on any academic data and evidence as needed.
- To ensure that you are abreast of all Learning Enhancement needs of pupils in your classes, through liaison with our Head of Learning Enhancement and using information shared with all staff.
-

Teaching (continued):

- To offer activities as part of our engaging and enriching Activities Programme.
- To carry out other reasonable duties as requested, including attending School events such as Open Mornings.
- To attend assemblies and staff meetings and lead assemblies as required according to the pastoral plan and assemblies schedule, as part of a whole school approach.
- To represent the needs of boarders in staff meetings.
- To know individual pupils well, including their academic and pastoral needs.
- Offer other activities and lead trips as necessary as part of contributing to the day-to-day provision in a busy boarding prep school.



KEY QUALITIES

Successful candidates are likely to be able to demonstrate the following key qualities:

- Proven and highly successful experience in boarding, possessing the flair and energy to take on this important role;
- Have an excellent working knowledge of the National Minimum Standards for Boarding and regulations and guidelines relating to boarding;
- A strong communicator and good listener, with evidence of excellent organisational skills;
- Experienced in using IT in the classroom and for administration and manipulating data;
- Good honours degree and relevant teaching qualification;
- Demonstrable experience in high quality teaching;
- Strategic thinking essential with strong implementation skills;
- A collegiate and collaborative team-player capable when necessary of decisive management;
- Best practice as a confident and impressive teacher / communicator, in the classroom and beyond, who will command the interest and imagination of staff, pupils and parents;
- Kindness and absolute integrity, always putting the needs of the pupils first;
- Have the skills to be part of an inclusive and diverse school community, valuing and promoting inclusion;
- A sound understanding of Safeguarding and Child Protection issues;
- Experience of working in a boarding or residential setting.

THE APPLICATION PROCESS



APPLICATION PROCESS

Applications should be made electronically to Repton School.

To submit your application, please upload your documents according to the instructions on the Repton School website www.repton.org.uk. You should complete the online application form and also submit a covering letter, addressed to Mrs Vicky Harding, Head, which should include what attracts you to the position and how you feel your experience, skills and personal qualities qualify you to take on the role.

If you have any questions about submitting your application, please contact HR on hr@repton.org.uk

In accordance with the Children Act

Any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidates' suitability to working in a post involving children.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform: • Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. Information for Candidates: Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

The deadline for receipt of applications is 10.00am on Friday 19th April 2024, although early applications are encouraged.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact the HR department, hr@repton.org.uk
- Selected candidates will be invited for longlist interviews online in the week commencing 22nd April 2024.
- References will be taken up prior to interview unless you have advised us otherwise.

Health

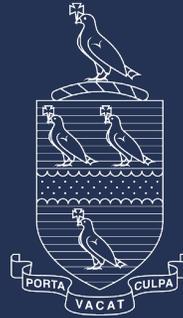
The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found here: [Repton Prep Safeguarding and Child Protection Policy](#)



REPTON

PREP