

Graduate Boarding Tutor
The Hammond



Thank you for your interest in this key role as The Hammond continues to build upon its powerful and prestigious history. The Hammond has experienced significant growth over the past few years, leading to the creation of a new resident Graduate Boarding Tutor role designed to ensure the school and students thrive and continue to take their place as leaders in the performing arts industry. This is an exciting time to join The Hammond as it further develops the plethora of courses offered to students from GCSE and A Level studies, expert training as part of the Trinity Diploma, specialised Theatre Arts training, to the rigour of our Musical Theatre Performance degree in collaboration with the University of Chester. Alongside our small class sizes, excellent results and the outstanding range of opportunities on offer, we feel that our greatest strength lies in our friendly, supportive and nurturing ethos, encouraged by excellent staff and student relations and a highly supportive parent body.



The Hammond is the North West's leading provider of performing arts education and the UK's oldest vocational dance school. Hammond students are encouraged and trained to be curious, independent, resilient young people who develop leadership skills, potential and talent to compete at the highest level. The Hammond offers a full and exciting curriculum alongside outstanding vocational training for students aged 11 – 19; beyond this The Hammond offers a Bachelor of Arts degree course in Musical Theatre Performance to prepare students for the musical theatre industry at a professional level. The Hammond is a boarding and day school that prides itself on strong pastoral care; nurturing, guiding and inspiring every student to be the best possible version of themselves.

Here at The Hammond, we are passionate about providing the best possible vocational training in dance, drama, acting and music, alongside an enriching academic curriculum. We offer a stimulating and challenging creative environment in which we actively encourage young people to adopt lifelong learning skills that will enable them to flourish and thrive in their chosen discipline. We recognise and value achievement; Hammond alumni can be seen performing and teaching in the West End, Broadway, national tours, and teaching in schools across the globe.

Housed in the historic Hoole Bank House and surrounded by beautifully landscaped grounds, our campus comprises several performing arts centres with a 420-seat industry-standard theatre and 18 state-of-the-art dance and music studios, including a professional recording suite. Situated on the outskirts of Chester, The Hammond is located within an hour of Manchester and Liverpool international airports and is two hours from London by train.

At The Hammond, young people are fully supported to explore and reach their potential, whilst recognising the importance of cooperation, acceptance and friendship.

I hope the information provided gives you a sense of what to expect at The Hammond and encourages you to want to be part of our vibrant community.

Jennifer Roscoe MA (Oxon)

Principal

JOB ROLE: GRADUATE BOARDING TUTOR**ACCOUNTABILITY To:** The Head of Boarding**RESPONSIBLE FOR:** N/A**JOB PURPOSE**

As resident Graduate Boarding Tutor you will be a presence in boarding helping to lead the supervision, safety and welfare of all boarding students. You will work with the Head of Boarding or Assistant Head of Boarding to manage efficiently the organisation and resources of the Boarding department, providing for the safety, good discipline and pastoral well-being of all boarding pupils conducive to learning and growth.

MAIN AREAS OF RESPONSIBILITY

- To be resident within the House at all times during term time (excluding off duty time) and to assist in the general welfare and personal development of all the boarders.
- To advise and update the Head of Boarding or Assistant Head of Boarding on all matters relating to the pupils in your care.
- To create a 'home away from home' experience for all boarders.
- To get to know each of the boarders as individuals.
- To be responsible for laundry duties, ensuring all pupils have clean and appropriate uniform available every day and home wear is washed and ready for evenings and weekends.
- To assist with preparation of evening snacks duties and weekend meals, ensuring variety of offerings and ensuring pupils assist with preparation and clearing up.
- To be on call to support any situation that may arise within the boarding houses, at any time.
- To be a positive member of the wider School Community, always promoting the highest professional standards.

Welfare of Boarders

- To assist in establishing a boarding house which supports the aims and ethos of the School.
- Provide an environment in which all boarders, will flourish spiritually, emotionally and intellectually.
- Ensure all weekend activities are run smoothly and safely for the enjoyment of the pupils.
- Ensure a boarding environment in which all pupils are given the sound foundation for a healthy lifestyle.
- Provide a welcoming atmosphere for parents and boarders, particularly at the start and end of each term, and throughout the term as the need arises.
- To establish routines to ensure that healthy eating is promoted for each, and where good manners are expected. To ensure that all boarders have sufficient rest, and that bedtime routines appropriate to the age group are established and maintained.
- To update the Head of Boarding and Assistant Head of Boarding concerning the general health and lifestyle of the boarders, and to keep closely in touch with the pastoral team in case of individual concerns.

- To assist with checking the presence of boarders individually and personally as when directed too.
- To ensure that the individual circumstances, needs, strength and weaknesses of each pupil are identified and updated to the Head of Boarding or Assistant Head of Boarding.

Developing Boarding

- To support and drive forwards the Head of Boarding's vision for boarding.
- Ensure that the boarding provision answers the needs of all boarding pupils so that outcomes both curricular and co-curricular are excellent.

Administration

- Supporting to ensure high quality and sensitive communication between parents and all boarding staff.
- Be aware of the procedures for leave (Boarding Staff Handbook) and enforce them.
- Support with dealing with all correspondence relating to pupils' personal files in the central filing system.
- To be expert in school management systems, including iSams, CPOMS, and other data management tools.

Care of the Boarding Area

- Ensure pupils keep their study bedrooms and the leisure areas tidy.
- General supervision of the facilities in the boarding house (e.g. kitchen area, common areas).
- To make provision for pupils' clothes and personal belongings to be stored safely and tidily: to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house with respect: to fulfil the requirements of the school's health and safety policy.

Pastoral Care and Welfare

- Attend staff meetings, staff briefings and year group meetings to ensure good and frequent communication with day staff.
- Liaise with the School Nurse regarding all medical needs and update accordingly.
- Securely store medication as required.
- To support pupils, at a time and place which is conducive to good communication, concerning any emotional, (academic), social or behavioural problems they may have; if appropriate to inform the Head of Boarding, Principal or the DSL if any referral to outside agencies is required; to fulfil the requirements of the school's policy on child protection.

Behaviour

- To support the Head of Boarding or Assistant Head of Boarding deal with poor behaviour problems in a firm but caring manner, and to liaise with the Vice Principal (Director of Student Support) in any matter of serious concern and alerting relevant staff to any disciplinary matter.
- Enforce school policies related to good discipline at all times.
- Ensure pupils adhere to school policy on bedtimes and mealtimes.

Security and H&S

- Be familiar with fire alarm procedures and how to evacuate the boarding houses.
- Ensure visitors are introduced to you and they are only on site at appropriate times and in appropriate places.

- Ensure that visitors are not allowed in bedrooms with the exception of the beginning of and end of term for packing and unpacking purposes and then, at your discretion and under your full supervision.
- You must familiarise yourself with the School's Health and Safety policy and to ensure that all Health and Safety guidelines and rules are followed and that the students are also made aware of and comply with them.

TERMS OF SERVICE

Salary: £16.5k to £18k pa plus accommodation while employed and from the start date.

Hours: Working days will be split into mornings, afternoons and evenings and there will be at least four hours off duty each working day. There will be two full day and night off per week during the week. Weekends will vary depending on School activities but will always include one full weekend off per half term (Exeat). The Graduate Boarding Tutor will be required to work until all residential duties have been completed on exeat and half-term Fridays, and to prepare for the new academic school year. Due to the nature of the work, it is difficult to be precise about working hours, as a very flexible approach is needed to meet the needs of the pupils. These tasks may need to be performed before term starts and after it has ended.

Meals and Refreshments: We provide freshly prepared, nutritious meals in the Oasis our dining room during term time (when the kitchen is operational). Refreshments are also available throughout the day in the boarding house. Meals and refreshments are free of charge all term time.

Residential accommodation: The Resident Graduate Boarding Tutor is a residential post and you will be required to live in the accommodation provided every day/night through term time. You will have access to this property throughout the tenure of the contract, including school holidays. The accommodation will include a bedroom with en-suite facilities, use of a kitchen/dinner room. It is provided with basic furniture and furnishings only. All services and utilities are provided free of charge.

Holidays: The School holiday year runs from 1 September to 31 August and you are entitled to 5.6 weeks statutory leave, inclusive of public holidays. You are required to take your statutory holiday entitlement during the first arising non-term time periods (aggregated until the statutory entitlement is exhausted) in each holiday year. Public holidays will be counted as non-term periods, but days on which you are required to work for the School (such as INSET days, where a public holiday falls during term time, or school trips) will not. During the holidays, you may need to work reasonable hours in preparation for the new term, or in order to fulfil your job responsibilities. Prior to the start of a new term and at the end of term you will be required to work some additional time to ensure that the Boarding House is ready, and also for staff meetings and training. In particular, all staff are expected to attend INSET and staff meetings at the start of each term prior to the return of the pupils. These dates are published in advance so you will have plenty of notice.

Pension Scheme: Contributory workplace pension scheme.

Parking: Free parking is available on site at school and at the boarding houses.

Welfare: A number of welfare initiatives are available to staff including free lunch and refreshments, free tickets to all of the performance shows, yoga classes, free medical care by the school nurse, and availability of a counselling helpline number.



This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of review, and it may be subject to modification or amendment at any time after consultation with the holder of the post. Further guidance on the duties and responsibilities of members of staff is found in the Employee Handbook.

PERSON SPECIFICATION

The successful candidate will:

- Have a good honours degree or equivalent.
- Have excellent communication and interpersonal skills with the ability to communicate effectively with pupils, parents/guardians and staff.
- Be efficient, with good IT and organisational and administrative skills.
- Be an excellent team member
- Have a commitment to excellence and high professional standards.
- Demonstrate the ability to work on own initiative.

It is anticipated that the successful candidate will also be able to demonstrate the following:

- Highly professional approach, with good judgement and integrity.
- Punctuality and the ability to prioritise and meet deadlines.
- The ability to work as a member of a team and accept direction.
- The ability to be flexible and adapt to change and have the ability to be proactive and positive.
- The ability to relate well to adolescents and enjoy their company.
- A commitment to ongoing training and learning.
- A sense of humour.
- Have a commitment to safeguarding and promoting the welfare of children and young people, and adhere to and comply with the School's Child Protection Policy statement at all times.

The role will be suitable for a teacher or non-teacher.