

# HATHEROP CASTLE

## THE ADVENTURE OF CHILDHOOD



### House Parents/Head of Boarding Candidate Pack



A happy and high-achieving day and boarding prep school in the heart of the glorious Cotswolds

Hatherop Castle, Hatherop, Cirencester, Gloucestershire GL7 3NB

Tel: 01285 750206 Email: [admissions@hatheropcastle.co.uk](mailto:admissions@hatheropcastle.co.uk) Web: [www.hatheropcastle.co.uk](http://www.hatheropcastle.co.uk)

Hatherop Castle Limited Registered in England number 8876703

## **INTRODUCTION**

The opportunity has arisen for an experienced, inspiring Head of Boarding/House Parents to join this highly regarded co-ed day and boarding prep school, located in the heart of the Cotswolds. The school is enjoying a period of significant investment and development since joining the Wishford Schools group in 2014, and a recent ISI inspection found the school to be 'Excellent' in all categories.

## **THE SCHOOL**

Hatherop Castle School is a co-educational day and boarding prep school for pupils aged 2 to 13, located in a stunning rural setting in the heart of the Cotswolds. Set in 24 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment.

Children are prepared for entry to a wide range of selective independent secondary schools including Marlborough, Abingdon, Cheltenham College, Dean Close, King's Gloucester and Malvern St James, as well as Gloucestershire's highly sought-after grammar schools. The school has a 100% track record of achieving school of first choice and great care and consideration is given to ensure each child enters the senior school best suited to their needs.

Children at Hatherop Castle benefit from a full and challenging curriculum with expert teaching and wide-ranging extra-curricular activities. Here they build skills, techniques and a love of learning that will serve them throughout their school career. The Castle and grounds themselves play an enormous role in the children's experience, providing a wonderful and exciting place in which to spend their childhood, where they can play, explore, build confidence and take risks in a safe environment.

Since joining the Wishford Schools group, the school has begun an extensive programme of investment and refurbishment, with improvements to classrooms, boarding accommodation and the common parts of the school, as well as upgraded IT facilities and investment in staff. In June 2016 a new Performing Arts Centre was completed, providing an outstanding rehearsal and performance space for music, drama and dance. The school has recently secured control of a large walled garden which is to be developed to provide additional play space for the Nursery and Pre-Prep, for horticultural use and sports facilities. The coming years will see significant further investment and the successful candidate will play an important role in setting and delivering this vision.

Last inspected by ISI in March 2016, the school was found to be 'Excellent' in all categories.

For more information on Hatherop Castle School, please visit: [www.hatheropcastle.co.uk](http://www.hatheropcastle.co.uk)



## **THE OPPORTUNITY**

Hatherop Castle School is seeking to appoint for September 2018 (or earlier if available), well qualified houseparents who are also able to teach a reduced timetable of academic lessons. The exact breakdown of the responsibilities would depend on the experience and skills that the applicants offer. A willingness to get fully and energetically involved in the extra-curricular life of the school is essential.

Boarding has a significant role to play in the life of this prep school and this is an exciting opportunity to develop and improve the boarding department at Hatherop Castle School. The current provision welcomes boarders from the local area, the HM forces and overseas. We currently offer a flexible boarding provision with flexi, weekly and full boarding. This year, the Cotswold Flyer (an escorted train service to and from London) was introduced improving our links with London.

There are plans to significantly invest in the boarding facilities both in terms of finance and infrastructure and the Houseparents will take a lead role in this. Due to the importance of the role, one of the house parents will act as Head of Boarding and become a member of the Senior Leadership Team.

Wishford runs its own leadership programme and it is expected that one or both of the successful candidates will participate in this programme.

A full job description and person specification can be found below.



## **REMUNERATION**

An excellent salary and benefits package will be provided including access to the Teachers' Pension scheme and school fees remission. A newly refurbished two bedroom, two bathroom flat is offered as part of the package.

## **APPLICATION PROCESS & IMPORTANT DATES**

Applicants should complete the school's application form and submit this by email to [loren.taylor@hatheropcastle.co.uk](mailto:loren.taylor@hatheropcastle.co.uk) . The application form is to be accompanied by a covering letter of no more than one page.

The closing date for applications is 9am on Monday 12th February 2018

Interviews will be held during the week beginning Monday 19<sup>th</sup> February 2018

## **CONTACT DETAILS**

If you have any queries or would like further information, please do not hesitate to contact Loren Taylor, Head's PA, on 01285 750206 or [loren.taylor@hatheropcastle.co.uk](mailto:loren.taylor@hatheropcastle.co.uk).



## HEAD OF BOARDING/HOUSE PARENTS JOB DESCRIPTION.

### **Job Purpose:**

**The Head of Boarding/Houseparents are responsible to the Headmaster for the well-being and pastoral care of all boarding pupils and, in particular, ensuring that staff with pastoral responsibilities provide a happy and welcoming environment in which pupils can enjoy their full, weekly or occasional boarding experience. They will also be required to promote boarding, enabling the School to continue to develop its boarding community.**

### **The role of Head of Boarding is primarily to fulfil the follow aims:**

- Be responsible for ensuring that the boarding house is run in line with the vision for boarding at Hatherop Castle School.
- To lead the development of boarding at Hatherop Castle.
- Monitor, oversee and maintain the welfare, safety, discipline and pastoral well-being of all members of the boarding house.
- To act as loco parentis and an appropriate role model for all the boarders.

### **Specific responsibilities and duties will include:**

- Implementation and maintenance of National Minimum Standards
- Planning and overseeing boarding inspections according to National Minimum Standards, including inspections from Wishford.
- Be aware of all aspects of Safeguarding and attend relevant training. Make appropriate referrals to DSL.
- Develop a strategy to ensure that boarding is promoted and marketed in an appropriate and effective way and meeting regularly with the Headmaster to review progress.
- Meeting with parents, pupils or staff undertaking pastoral duties.
- Organising the boarding routines with the cooperation and support of the boarding staff to ensure the security, safety and well-being of all boarders, appropriate to the age of the boarders.
- Communicating regularly and effectively with the Head, Deputy Heads, staff and parents on issues relating to the general welfare of boarders, in particular matters causing concern.
- Setting, supervising and monitoring of duty rotas to ensure there is adequate and appropriate supervision in the boarding house.
- Establishing and maintaining appropriate standards for boarders of discipline, behaviour and dress.
- Planning in advance weekend activities for boarders within cost limits agreed with the Head and ensuring that the relevant staff on duty are fully briefed to carry out the planned activity.
- Being present for brief periods, before and after each term and during half terms to ensure that arrangements and facilities for boarders returning or leaving are in place or properly closed down. To be contactable via email throughout the holidays. This is to be agreed in advance with the Head.
- Allocation of boarders to dormitories
- Meeting formally with the pastoral team to review all matters affecting the welfare of boarders.
- Coordinating and organizing staffing for the boarders travelling on the Cotswold Flyer and overseas.

- Liaising with the business manager concerning any additional charges that need to be made to the end of term boarder's bills.
- Meet weekly with the boarders to hear their thoughts and feelings regarding the boarding house.
- Ensure adequate catering provision is made for the boarders and, where appropriate, their parents by liaising with the Catering Manager.
- Attend SLT and SMT meetings.
- Drive and accompany boarders on weekend trips using school transport.
- Liaise regularly with Matron regarding the medical requirements for the boarders.
- Work at least two nights a week and every other weekend in rotation with other members of the boarding team.
- Appraise boarding staff in line with the school's appraisal system.
- Complete Health and Safety recommendations and paperwork in coordination with the school's H&S and EVO policies.
- To be the 'night-time' fire coordinator.
- Be abreast and keep updated on all boarding issues across the sector and be proactive in the implementation of new strategies.

### Head of Boarding/House Parents Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Educated to degree level with QTS. (One of the candidates)  UK Driving Licence	First Aid Training  Outdoor Qualifications  BSA Qualifications  Minibus MIDAS training.
<b>Experience</b>	Have sound and proven experience of teaching and working within a boarding environment, ideally with prep school aged pupils  Prove experience of working in, and leading, teams of people.	Worked with Prep School aged children in other schools or educational settings.  Marketing of boarding.
<b>Skills</b>	High standard of written and oral communication  Have a good knowledge and understanding of social media and how to use this to promote boarding.  Multi media computing skills.	Multi Media communications

	Excellent organizational and administrative skills.	
<b>Personal Attributes</b>	<p>Wholly committed to the values and ethos of Hatherop Castle</p> <p>High level of emotional intelligence</p> <p>Good sense of humour</p> <p>High personal standards</p> <p>Proactive, solution driven.</p> <p>Eye for detail.</p> <p>Calm under pressure</p> <p>Able to inspire, motivate and support pupils, parents and colleagues.</p> <p>Team player</p> <p>Willingness to see the bigger picture.</p>	

It is expected that all members of the boarding team are involved in some aspects of the teaching timetable albeit on a slightly reduced basis.

