

Head of House - Residential or Non Residential



"I HAVE MADE FRIENDS FROM ALL OVER THE WORLD AND LEARNED ABOUT DIFFERENT CULTURES AND TRADITIONS."



"MY TEACHERS WERE SO ENGAGING AND SUPPORTIVE. I KNEW THEY WOULD ALWAYS PROVIDE HELP BOTH INSIDE AND OUTSIDE OF LESSONS."



Autumn/Winter 2023

www.abbeycolleges.co.uk

ABOUT US

Abbey College Cambridge is continually expanding with over 460 students from more than 40 countries currently study with us. They are united by one ambition: to enter one of the top universities in the UK. Our students, working with our experienced, professional, highly skilled staff, form a vibrant community.

During this growth our educational ethos has remained very clear: outstanding achievement for all and to provide the best possible start for every child in our care.

Our staff come from a diverse range of backgrounds, many have enjoyed previous careers in academia, government service, industry and commerce. Many of our teachers have been educated at the UK's top universities, and we are fortunate to have both senior and assistant examiners in the staff body.

We know that the staff are our greatest asset so we are constantly on the look out for individuals with the skills and perspective to support our ethos. We invest heavily in staff training and development as this is absolutely fundamental to what we do.



We have 56 fully equipped classrooms including 12 laboratory spaces, an art studio, music rehearsal room, and performance spaces.

‘The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I’ve made great friends and lived in a city with such prestige.’

Equality and Diversity

Abbey College Cambridge values the diverse skills and experience of its employees and is committed to achieving equality of treatment for all. Our objectives are that all individuals shall have equal opportunities for employment and advancement on the basis of their skills, aptitudes and abilities. The MRC is committed to the engagement and retention of the best possible talent and to creating an environment that encourages



Boarding



We specialise in providing high quality At Abbey College Cambridge the boarding aim is;

‘To build a happy and safe community where students can develop skills needed for future independent living, within a professional, supportive and nurturing environment.’

The Boarding team is an eclectic mix of individuals all with different interests and experiences but with a common child centered ethos. The team enjoy incorporating their hobbies and interests into running exciting and entertaining clubs for the students to get involved



Abbey College Cambridge has four boarding houses each physically different and unique in character but all coming together in working towards the boarding aim, providing the students with the same high standard of pastoral care and support. Each member of the boarding team is attached to a particular house and is line-managed by that Head of House. This ensures that staff are able to build strong relationships with the students in their care and allows each house to run smoothly and with continuity. Abbey College Cambridge is incredibly proud of the it’s boarding provision and continually strives for excellence.



JOB DESCRIPTION

Reports to: Head of House

Location: Abbey College Cambridge

Contract Type: Full Time, Permanent,

Salary: £27,000 - £33,500 per annum

Hours

You will be required to work on a rota covering day, evening, and weekend shifts. You will work a 5 day on two days off rota. Working 37.5 hours a week and up to 2 Sleep-ins per week. Sleep-ins are where you are required to either be on call for student emergencies between 11pm and 7am and where you are required to sleep in a duty room outside of your normal accommodation in case of emergencies. If you live on site, you will also be required to be in your own accommodation between the hours of 11pm and 7am on up to 2 additional nights a week.

Accommodation

Residential House Parents will receive on site city centre accommodation, utilities, wireless internet, and meals are provided when on duty. These combined come to a value of £10,000 per annum. A deduction from salary will be made at the NMW weekly accommodation offset rate (currently £60.90 per week).

Holiday Entitlement

You will receive 50 days annual leave per annum the period of time at Christmas when boarding is closed, and 6 weeks during the summer holidays must be taken from this allocation.

Overview

As a Head of House, your role will be to provide top quality pastoral care for our students by leading a team in making the students feel part of our college community and supporting them in their journey towards independent living at university and beyond. You will ensure that the boarding house is run efficiently and that students feel that they are in a home from home environment, safe and well cared for. You will develop your team of house parents to ensure that they are able to provide the Gold Standard in care. You will work closely with the House master(s) affiliated to your accommodation and be a key point of contact for

staff from across the school as a member of the middle management team. You will support the constant evaluation of practices and policies and help develop new initiatives in order to maintain an outstanding provision. You will actively promote the boarding aim and vision.

Our students are entrusted to us by their parents to receive the gold standard in teaching and learning, and the best possible home and social life. The Boarding Team's role is paramount in safeguarding, creating a home, and ensuring that students achieve their full potential in all areas of life.

Main duties and Key Responsibilities:

Staff Management

- Inducting all new staff into your team, ensuring that they are comfortable and confident in their new roles and ensuring all probation meetings and paperwork is completed in a timely manner.
- Effective Line management of all House Parents affiliated to your boarding house.
- Conducting annual appraisals for all staff in your team.
- Conduct regular 1:1 meetings with each member of staff.
- Conduct weekly team meetings. Ensuring that information and concerns are shared and minutes are taken and shared accordingly.
- Identify the strengths and weaknesses of each of your team members and support their training and development in these areas.
- Effectively organising and disseminating the staff rota. Organising cover for holiday and sickness in consultation with the Director of Boarding, HR and other Heads of House as appropriate.
- Oversee the running of the Huddles
- Ensure that the boarding house is safe, well maintained and run efficiently. Ensuring that all day to day tasks are completed, immaculate records are maintained, securely stored and achieved. Ensuring records of behaviour, discipline, rewards, medical history, medical assistance given, curfew checks and morning wake up

JOB DESCRIPTION

all room inventories and checks are completed as appropriate, all maintenance issues are reported and followed up, all menus, event details, Abbey extracurricular programs, local listings, maps, transport, local amenities and services information are displayed appropriately.

- Working closely with the Director of Boarding, supporting and helping to develop new initiatives. Taking responsibility for new projects and rolling out new programmes. Supporting and contributing to boarding development plans and wider school development plans.
- To lead your team through change and development supplying support and a knowledgeable point of reference.
- Working closely with other departments across the school, including the operational team and teaching staff.

Operational

- To ensure the Gold Standard is maintained in your boarding house by ensuring boarding is maintained to the highest standard to allow students to thrive in both their educational studies and personal lives. This includes ensuring that the accommodation and communal areas are clean and tidy and that problems are promptly reported.
- Follow up any maintenance or cleaning reports and ensure that complaints are dealt with quickly and where appropriate escalated to the Director of Boarding.
- Attend the Health and Safety Committee meetings and contribute to the development and improvement in these areas.
- Work closely with the site manager, head of accommodation and head of cleaning to ensure that priorities are shared and coordinated.
- Hold regular (twice termly minimum) fire evacuation drills for all staff and students are reports are written and logged appropriately.

Administrative

- Maintain an up to date working knowledge of all relevant policies and procedures within the school and ensure that your staff are also kept up to date.
- To keep up to date with all national guidance including the National Minimum Standards, Keeping Children Safe in Education, the Social Care Common Inspection Framework and Boarding School Association guidance. Ensure that the school maintains a gold standard in all these areas. Highlighting any concerns to the Director of Boarding (and DSL as appropriate) immediately.
- To produce an NMS file annually.
- To ensure that all training is kept up to date including Safeguarding Level 3.
- To ensure communication from students and staff is responded to professionally and in a timely manner.
- To develop all Boarding and Accommodation paperwork and policies alongside the Director of Boarding. To keep meticulous records of all Boarding Management and develop Risk Assessments for trips and for health and safety.
- To be accountable for students' attendance at college (aiming for 97% attendance of all students to college).
- To participate in the recruitment of new staff members following all safer recruitment guidance.

Corporate responsibilities

You must at all times carry out your responsibilities with due regard to Abbey College Cambridge and group policies including ensuring familiarity with the following:

- Child Protection Policy
- Equality and Diversity policy
- Health and Safety policy
- Data Protection and Security policy
- Staff Handbook

PERSON SPECIFICATION

Qualifications and Experience

Essential:

- A-levels or equivalent qualification.
- Experience of working in boarding schools or residential environments.
- Experience of working with young international students, with an understanding of the challenges they face.
- Experience of working in line with policy and procedures, ensuring all risks are assessed and ensuring staff comply with them.

Desirable:

- Degree or relevant Boarding qualifications.
- Experience of Managing Staff

Knowledge

Essential:

- Strong experience of record keeping and data protection issues.
- Understanding of confidentiality including an awareness of the need for confidentiality in dealing with personal information and of risk of harm circumstances when confidential information must be shared.
- Thorough understanding of Child Protection and safeguarding with the ability to train staff in it.

Desirable:

- Knowledge of local, regional and national leisure, recreational and cultural activities.
- Knowledge of OFSTED and or ISI frameworks.
- Knowledge of Child Protection Legislation.
- Health and Safety/Food Hygiene training.

Communication and Interpersonal Skills

- Ability to present verbal and written information clearly and professionally to a variety of audiences with different first languages and variable English skills.
- Builds and maintains effective working relationships with students, colleagues and other stakeholders

- Manages and ensures clear professional and emotional boundaries are established
- Demonstrates the ability to adapt one's approach when working with different groups and an understanding of and sensitivity to the diverse needs of students. Treating everyone fairly and consistently.
- Builds trust and has respect for others, shows an awareness of the impact of own behaviour.
- Demonstrates an understanding and sensitivity to the diverse needs of students and treats everyone fairly and consistently.
- Ability to engage with and command respect when working with colleagues at all levels.

Personal skills and qualities:

- Demonstrates a strong commitment to the values and expectations of Abbey College Cambridge and takes a lead with the Vision in all areas of boarding life.
- Good sense of humour.
- Has a commitment and enthusiasm for working with students, enabling and empowering students to become actively involved in Abbey College Cambridge and their community in a proactive way.
- Ability to plan, organise and implement work effectively and on own initiative, with minimum direct supervision while sometimes under pressure. Including dealing with emergency situations and solving problems in a constructive manner.
- Displays a responsible, flexible and accountable approach to work.
- Open to and supportive of change and new ways of working
- Willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload.
- Confidence and ability to maintain our 'Outstanding' boarding status.

EMPLOYEE BENEFITS



Discounted School Fees

All permanent staff employed by the Abbey DLD Group of Colleges will qualify for a 50% discount on fees if their children attend an Abbey DLD college.

Season Ticket Loans

Season ticket loans are available for all staff (provided they have completed their probationary period) for their annual bus or rail travel to their place of work.

Group Personal Pension Plan

The Abbey DLD Group of Colleges Personal Pension Plan is provided by Scottish Widows. You will be automatically enrolled upon employment provided you meet the eligibility criteria for auto enrolment (age and earnings related). The Group contributes 7 % of your salary, you will contribute a minimum of 1% however the default is 5% as we encourage employees to save for their future.

Eye Care

All employees of the company may apply to have the cost of their eye test up to the value of £30 reimbursed. ADC will also contribute £50 towards a first pair of glasses or change in prescription.

Cycle to Work Scheme

The Company has partnered with Bike2Work to administer the Cycle to Work Scheme. The Scheme operates via a salary sacrifice arrangement with deductions taken from your Gross Salary, so resulting in savings of Tax and NI.

Travel Insurance

If you are travelling overseas on behalf of the company your travel insurance will be covered by Chubb Assistance.

Gym Scheme

Our Gym Scheme allows staff to make savings on Gym membership and other fitness activities. The savings are achieved by applying corporate discounts and paying for the membership costs direct from salary and therefore saving on NI contributions.

Workplace Nursery Scheme

The Company has partnered with EnjoyBenefits to administer the Workplace Nursery Scheme. The Scheme operates via a salary sacrifice arrangement resulting in savings on Tax and NI.

Employee Assistance Programme (EAP)

The Employee Assistance Programme (EAP) is intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing.

Staff sport and social events

There are staff sports clubs such as Yoga and walking clubs, and regular staff social events throughout the year

YOUR APPLICATION

How to Apply

Please submit your application through [TES](#) to apply. Complete the application in full and enclose your CV and a detailed covering letter stating why you think you have the necessary skills to be successful in this position. We are required under [KCSIE](#) to have a completed application for shortlisted candidates.

Interview Process

We will approach one referee before interview for each shortlisted candidate for information to verify particular experience or qualifications, we will also carry out online searches for any unsuitable content by candidates.

Shortlisted candidates will be invited to a one or two stage interview. Two stage interviews consist of a remote interview via Microsoft teams, followed by an in person interview in the college with a practical role based exercise (e.g. delivering a short Lesson for teaching staff, or an admin test for support roles), a Panel interview and a tour of the College. One stage interviews will not have the teams interview.

Safeguarding

The Abbey DLD Group of Colleges is committed to safeguarding and promoting the welfare of children and young people and as an employee of ADC you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared.
- Two written & verbal references from previous employers and a personal reference will be sought. Your referees will be asked about your suitability to work with children and whether you know of any disciplinary offences relating to children or young persons and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- Your full employment history will be checked, any significant gaps will require explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening will be carried out.

Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate suitability to work with children.



ABOUT THE ABBEY DLD GROUP OF COLLEGES

The Abbey DLD Group of Colleges (ADLD) consists of three independent sixth form colleges located in Cambridge, London and Manchester, offering a wide range of academic study programmes.

Each of our colleges has their own unique personality, but they are united by a set of common goals. At Abbey DLD we strive to achieve the highest academic standards whilst providing a welcoming, safe, high-quality teaching and boarding experience for students from around the world.

Our aim is to help our students achieve the academic success needed to progress to the UK and

OUR COLLEGES AT A GLANCE



Abbey College Cambridge

- Located in the heart of the world's most prestigious university city.
- Experts in traditional courses and subjects.
- On and off-campus boarding rooms.
- Extensive extra-curricular



DLD College London

- Central London's only purpose built, on-campus boarding school.
- Wide range of course and subject options.
- Specialist preparation for top London and global universities.
- London offers unique and exciting cultural and academic experiences.



Abbey College Manchester

- Small and friendly college community.
- One of the best British cities to live and study.
- Pathway to world-class universities.
- Innovative and flexible courses.