



HOUSEMASTER/MISTRESS WALTON

Required for September 2024
Information for Applicants



MILLFIELD

DISCOVER BRILLIANCE



ABOUT MILLFIELD



Mr Gavin Horgan
Headmaster

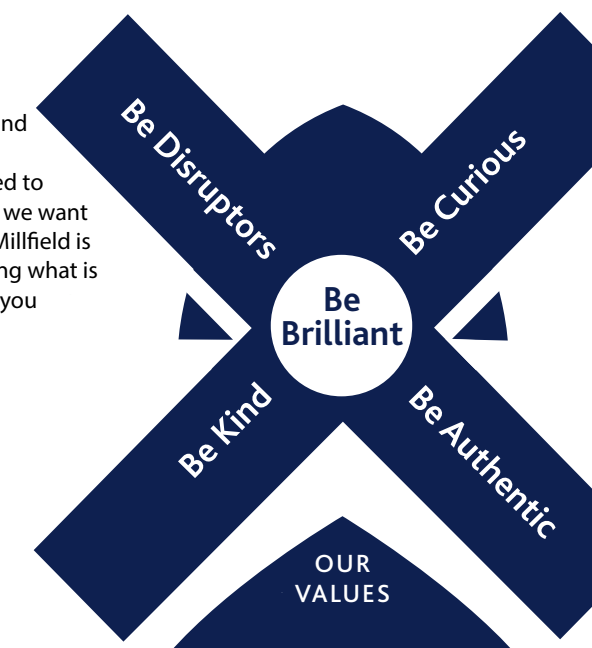


Mr Craig Middleton
Assistant Head (Pastoral and
Enrolment)

Founded in 1935, Millfield's vision is to be the world leader for the development of children. There are nearly 1300 students at the senior school (Year 9 to U6), three quarters of whom are full boarders. Although essentially a rural British school, deep in the beautiful Somerset countryside with views of Glastonbury Tor, one fifth of Millfield's students are international, hailing from more than seventy countries. Set in over one hundred acres of grounds, Millfield's size brings unmatched opportunity. The quality of the spaces in which our students learn is unequalled in the UK: outstanding teaching facilities, with state-of-the-art workshops, art studios, science blocks, and a media suite; incredible co-curricular spaces including a concert hall, recording studio, theatre, and art gallery; an Olympic-sized swimming pool, golf courses, an equestrian centre, and purpose-built indoor facilities for tennis, golf, and cricket; and boarding accommodation of the highest standard.

Millfield is not like any other school, nor does it aspire to be. It was founded with a vision that sets it apart; in all that it does, even now almost ninety years later, it retains at its heart that distinctive difference. At Millfield we build the education around the student, rather than demanding that the student adapt themselves to any one particular niche. We excel at providing an educational community for all-rounders, where students are equally comfortable being brilliant in classrooms, on sports pitches, and on stage. We want students to discover their own passions, creating a school where we can discover brilliance in every child, immersing them in academic, creative, and sporting opportunities that will develop this brilliance. We have crafted a meticulous curriculum (in traditional academic subjects as well as more vocational ones) that builds beyond disciplinary boundaries, whilst at the same time plotting a student's journey from their time at our Prep School out to the cusp of a professional life in the world beyond our gates. Millfield has the resource and attitude to bring together key staff to provide an education and experience that honours the individual child. With small class sizes, sophisticated use of digital technology, excellent teachers alongside expert sports coaches, every student is individually supported to discover their own brilliance.

We seek to create students who are passionate about their interests, who are curious enough never to want to stop learning, who understand that education is founded on strong relationships, and who are committed to being positive disruptors. Moreover, we want the same values in all our teachers. Millfield is constantly reimagining and redefining what is possible in a learning community; if you think you'd like to be part of that journey, then [why not join us?](#)



THE MILLFIELD WAY



OUR VALUES

- Be Authentic
- Be Brilliant
- Be Curious
- Be Disruptors
- Be Kind

OUR PURPOSE

Provide an education and experience that honours the individual, to break the mould as an activist educator

OUR VISION

To be the world leader for the development of children

OUR MISSION

- Discover brilliance in every child
- Be the world's best at immersing children in limitless academic, creative and sporting opportunities
- Be the market leader in providing transformational bursaries

OUR STRATEGIC OBJECTIVES

Millfield will develop 'The Millfield Way', a philosophy that underpins all that we do and informs our values.
Millfield will deliver an exceptional academic experience for all children.

Millfield will prepare children for the next stage of life through developing entrepreneurship, resilience, service, tolerance and achieving success

INFORMATION FOR APPLICANTS

through hard work.

Millfield will be a centre for learning for adults as well as children.

Millfield will promote physical and mental health, happiness and wellbeing for children and staff and lead the debate in this area.

Millfield will lead on the provision of public benefit through effective partnerships with maintained schools, provision of transformational bursaries and contribution to the national debate on education, wellbeing and physical development.

Millfield will develop leaders and disruptors who have a strong sense of other, being distinctively different to 'traditional' independent schools.

Millfield will create tailored pathways for talented children ensuring they are always supported and challenged.

Millfield will have a sustainable financial model which seeks lower fees and lower costs.

Millfield will have an ambitious Campus Masterplan to provide the best school facilities and define modern boarding.



HOUSEMASTER/MISTRESS - WALTON

THE HOUSE

Walton sits in its own beautiful bucolic grounds in the village of Walton, which is 2½ miles from Millfield. It is a true 'home' away from school and the extensive gardens and wonderful facilities provide the boys with an idyllic place to grow up together. Walton House is one of our off-campus 'Country Houses'. As a 'Country House', Walton is in a unique position where the boys can enjoy all the amenities and events that take place on the main school campus and have the luxury of "getting away from it all" to their very own 'Country House'.

The facilities at the house include two common rooms with Sky TV and BT Sport, a newly refurbished tennis court, basketball court, a floodlit football/rugby pitch and a multi-purpose gym. In addition to this there is also a pool table and table tennis to help the boys relax. The newly refurbished dining room provides a wonderfully spacious room for in house suppers and special house events.

Unique to Walton House is the famous 'house spirit'. The supportive sense of cohesion enables both individuals and groups to perform above their expectations and hopes. Walton House is very much an all-round house with a family atmosphere and a sense of balance. Our aim to provide a relaxed and caring environment, which allows everyone to feel safe and respected, with emphasis on being courteous and polite. An environment whereby the boys very much look forward to returning to at the end of a busy day.

THE ROLE

Due to an external promotion to Headship, Millfield wishes to appoint a Housemaster or Mistress for Walton House from September 2024 to expand and lead this thriving, culturally diverse, and dynamic boarding house. The successful candidate will have a genuine passion for the holistic care, pastoral and academic development of students, and a desire to inspire this in others.

The successful candidate will be a well-qualified graduate who may have already had experience either running or helping to run a house. The ability to coordinate and support all colleagues depending on their needs and areas of expertise within the boarding house is essential.

We have a range of subjects available to teach - [current vacancies](#)

The Housemaster or Mistress reports to the Assistant Head (Pastoral and Enrolment) and the Deputy Head (Pastoral).

PRINCIPLE TASKS

The Boarding HsM leads and co-ordinates a team of house staff; AHsM (Assistant Housemaster/mistress), Group Tutors (academic, pastoral and cocurricular tutor attached to the house with oversight of a tutor group with up to 15 tutees), liaison Tutors (boarding duty tutors), Matron/s (and chef in country houses), in overseeing student pastoral care and academic performance.

They should create a welcoming environment and successful house. The 'spirit of engagement' requires regular involvement and an 'open-door' approach. Students should at all times feel there is an adult they can turn to.

KEY RESPONSIBILITIES

More specifically the key responsibilities of the role are to:

PASTORAL CARE

- Ensure the house complies with the National Minimum Standards for Boarding Schools for welfare and pastoral care.
- Implement Boarding Principles and Practice and the expectation that boarding staff, parents and student understand the aims and objectives of boarding in the house and the principles on which community life is based.
- Ensure a safe, happy and healthy environment within the boarding house in line with all expectations and responsibilities of Millfield in compliance with Health and Safety Policy and Boarding Principles and Practice.
- Meet the requirements of the School's Safeguarding and Child Protection Policy.
- Maintain an overview of the strengths and areas for development of all students. Consult with appropriate staff over issues involving students in their house so that their diverse learning, social and emotional needs, talents and potential are developed, while commitments are effectively managed.
- Lead and manage AHsM/s, Group Tutors, Liaison Tutors, Matron/s and other support in the house, providing a clear briefing on their roles and responsibilities and a periodic review of their performance, informally and formally via CRfD.
- Oversee the daily house structure and routine.
- Maintain full records for the house, as determined by National Minimum Standards for boarding.
- Produce termly House Development Plan reflections and set informed targets for the following period.
- Communicate regularly with parents to ensure they are fully informed about their child's performance and welfare, passing on pertinent pastoral information to relevant staff as appropriate.
- Develop a culture of collective responsibility within students.
- Ensure students enjoy a full and varied programme of activities and are appropriately occupied during free time and benefit from the Millfield Boarding Programme.
- Liaise with the Medical Centre staff and school doctors to ensure that students' medical requirements are met and students are encouraged to adopt a healthy lifestyle.
- Ensure that care is provided for student/s should an emergency arise.
- Support the ongoing development of the Millfield boarding community.
- Organise house activities; ensure proper representation at House competitions and support students by attending events in which they are involved.
- Attend and assist at Chapel as required.



ACADEMIC PERFORMANCE

- Oversee the academic performance of all students in their house, providing advice on academic matters, working with HoSs, AHoSs and the Assistant Head (Teaching and Learning).
- Lead, manage and delegate tasks to AHsM/s and Group Tutors.
- Oversee and direct the quality of all reports in accordance with the schedule and procedures published by the Deputy Head (Academic).
- Maintain accurate academic, centralised records of students as required and provide such reports and student references for students moving on during the year as requested.
- Ensure that prep is efficiently organised and conducive to effective academic progress.
- Oversee parental and student contact where there is a cause for concern over a student's academic programme, progress or behaviour.
- Advise students regarding option choices, future careers and HE choices; referring to AHoS and school Futures dept. as appropriate.
- Interview prospective students and parents as requested by the Registrar/ Admissions Team, including Scholarship Days.
- Assist and support the Registrar in marketing Millfield as appropriate, including prep school visits and fairs.

DUTIES

- Lead individual student 'case conference' meetings as necessary.

ATTENDANCE AT

- Housemaster/mistress meetings with Assistant Head (Pastoral and Enrolment).
- Parent Meetings.
- Visits of Year Groups of Parents.
- Meetings with Deputy Head (Pastoral), Assistant Head (Pastoral and Enrolment), Assistant Head (Student Welfare and DSL), Deputy Head (Academic), Assistant Head (Teaching & Learning).

GENERAL

- Be available at the start and end of terms to undertake preparation/report writing and be available around external examination results days .
- Liaison with Heads of Department, Heads of Sections, Assistant Heads of Section, Assistant Head (Pastoral and Enrolment), other Housemasters/ mistresses, Assistant Housemasters/mistresses and Group Tutors, School Counsellors and the Medical Centre as appropriate.
- Roles may vary depending upon the size of the house; the Housemaster/ mistress may act as a Group Tutor and cover for absent Group Tutors as appropriate.
- Undertake relevant INSET, reviewable via CRfD and House Development Plans.
- As a residential role, the post holder will live within the boarding house and will engage with students during evenings and week ends.
- Undertake additional duties that are appropriate to the role as directed by the Headmaster.
- Teaching load remission as agreed with the Headmaster.



LIFE AT MILLFIELD



BENEFITS OF SERVICE

With over 2000 employees and students of more than 70 different nationalities, Millfield is a progressive and diverse community, committed to recruiting and retaining the highest quality staff.

Millfield has high expectations of its staff and therefore, we look to reward them with generous salary scale increments and beneficial conditions of service. All teachers are offered membership of an externally administered private pension scheme and have longer holidays than the maintained sector. Class sizes are small (typical class sizes are 8-14) and most teachers have their own classroom. All teachers are issued with an iPad as part of our mobile learning project (there is a strong focus on the use of technology to support teaching and learning), and fee concessions are available across the prep and senior school.

Millfield's outstanding grounds and facilities create an extraordinary campus which has inspired generations of students to immerse themselves in academic study, culture, and sport; beyond this, it also provides our employees with a beautiful and inclusive environment in which to work. Staff not only have access to our world-class sports and leisure facilities, including free dedicated adult-only gym and swim sessions, but they can also immerse themselves in the tranquillity of the school Library, enjoy a heavily subsidised three-course meal in the dining hall or catch up with colleagues over a coffee in the relaxed surroundings of the common room or on a bench in our landscaped gardens.

Millfield is committed to continually offer the widest conceivable range of CPD opportunities to our teaching community. From the ability to access external courses, to tuition fee contributions towards postgraduate

qualifications, to our own flagship Millfield Middle Leadership Development Programme, we make sure that we offer those who work in our classrooms the chance to be better teachers every year. In addition, a school of our size means that there are always opportunities to take on new roles with additional responsibility and remuneration: pastoral, academic, co-curricular, and sporting opportunities are consistently available to those who want to develop their practice.

Employee wellbeing is paramount in delivering brilliance at Millfield. To assist our employees in achieving a work-life balance we offer flexible working, part time roles, job shares and generous family leave and holiday provisions. However, the importance of staff welfare extends well beyond the working day; we understand that our employees may experience challenges within their personal and family lives, and so staff are able to access free help, advice, and support 24 hours a day, 7 days a week, through our dedicated Employee Assistance Programme.

Each member of the teaching staff has a voice on professional matters via the Common Room Chair. Staff are invited to attend art exhibitions in the Atkinson Gallery, as well as music concerts, drama productions, lectures, and dance events in our purpose-built facilities. There is an abundance of social and wellbeing activities for staff participation, including weekly exercise classes, wellbeing talks, creative workshops, and the famous end-of-year asado and hog roast!

Millfield is a dynamic and incredibly rewarding place to work with a strong sense of community. For more reasons to apply, please see: Five reasons for teachers to work at Millfield.



WORKING AT MILLFIELD

GENERAL INFORMATION

Millfield School is fully committed to a recruitment process that embraces diversity and inclusion. Our student community is incredibly diverse, and we take seriously our responsibility to build and grow a teaching body that reflects and mirrors that, not least because that diversity makes us all stronger. Applications are encouraged from individuals who come from a wide range of different backgrounds: our primary concern through the recruitment process will be learning about how your own personal values match our own

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

HsMs are provided with a good size accommodation attached to the House.

Millfield School has adopted the school-wide use of mobile technologies in teaching and learning, and applicants are expected to develop their own skills and teaching to make appropriate use of such opportunities.

EQUAL OPPORTUNITIES

Millfield is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of

age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships.

SELECTION PROCESS

Please complete an application form via our website by clicking [here](#). You will be asked to upload your CV and include a covering letter together with a declaration form.

The closing date for applications is Thursday 1st February at 12 noon.

Shortlisted candidates will be invited to the school, and the selection process will involve several interview discussions, a full lesson plan and a teaching observation. Candidates should be prepared to answer questions about how they would work to further Millfield's Values. Provision will be made for remote interviews, where needed.

Further information about the post can be obtained from the Assistant Head (Pastoral and Enrolment) Mr Craig Middleton on middleton.c@millfieldschool.com



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