



THE ORATORY



Resident Assistant Housemistress (April or September 2021 start) Closing Date – 28 February 2021

The Oratory is an HMC co-educational independent school for pupils aged 11 to 18, providing an all-round education of quality and purpose. We welcomed our first girls to the school in September 2020 – with intakes in all year groups except Year 11 and Year 13 – and currently have 50 girls at the school.

We offer small class sizes and outstanding facilities on a wonderful South Oxfordshire country estate and yet we are within easy travelling distance of London, major motorways, railways and airports.

The Oratory School has high academic standards; however, we believe that an education is about more than statistics. We have a clear vision to ensure that each pupil flourishes and fulfils their maximum potential both in and far beyond the classroom. To this end, a wide variety of co-curricular activities enrich the pupils' learning and all pupils get the opportunity to develop their specific talents to the full. The Oratory is not a large school, and this enables each and every pupil to be known, valued and stretched as an individual within our nurturing community.

Founded in 1859 by Saint John Henry Newman - we are a Catholic school which welcomes pupils of all faiths or none. Visitors often comment on the inclusive community atmosphere of our school, which we believe nurtures confidence, self-expression and a desire to learn and grow.

Message from the Head Master

Thank you for your interest in potentially joining us as a colleague at The Oratory School. I'm delighted that you are considering applying for this post and hope very much that, once you have read through the application pack, you will decide to do so.

We are acutely conscious that for busy professionals it takes a considerable commitment to apply for a new role. In return you can expect us to expend a similar amount of time and energy in considering your application and over the selection process.

We are very proud of our school's history. The Oratory School was founded by Saint John Henry Newman – one of the greatest figures of the 19th Century - in Edgbaston, Birmingham in 1859 as a response to numerous requests to start a school for the education of the sons of Catholic gentlemen. Having spent time at Caversham on the outskirts of Reading (now the BBC monitoring centre) the school moved to its present site, Woodcote House in 1942.

Currently approximately half of our pupils are Catholic - and a similar proportion of teaching staff – but the Catholic vision of an all-round, holistic education pervades all we do. All staff, Catholic or not, are expected to uphold and support the school's Catholicism, and all teaching staff are expected to attend Mass and other services with the pupils.

I urge you to spend some time looking at our website, which I hope will give you a flavour of our school. The school is in very good heart and we are improving our provision all the time. We currently have approximately 360 pupils at the school.

Class sizes are small and facilities impressive: we are in the process of creating an ambitious plan for the next stage of the school's development. As an avowedly all-round school our aim is that everything we do – be it teaching, sport, music, drama, art, boarding or pastoral care – is done to the very highest standard. As a result of our success in this endeavour the current reputation of the OS is high, although we are anything but complacent about maintaining this popularity, hence the importance of attracting and retaining high quality staff, both in the classroom and beyond it.

If offered a place at the school, the children of staff enjoy a very generous fee remission at The Oratory. Our salary scale is competitive and for senior staff the school has its own Leadership Scale. The school owns a significant amount of staff accommodation, both on site and in the village of Woodcote, for which benefit resident staff undertake duties in a boarding house.

The Common Room are a wonderful, supportive, professional and good humoured team, and the atmosphere of the school as a whole is often described as warm and positive, as well as purposeful.

The Oratory has a fine reputation and tradition as an independent school, in the local area, nationally and abroad. Many members of staff have moved on from the OS to senior roles at other prestigious schools: the school's relative smallness means that staff can achieve significant levels of responsibility relatively quickly and feel that they are making a genuine difference to the school's development.

I do hope that you will apply and I hope to meet you in due course and discuss the possibility of your coming to join us at The Oratory.

With best wishes



Joe Smith BA MEd PGCE
Head Master



The Post:

The Oratory School aims to provide the best possible education for its pupils. All Staff are expected to contribute to School life and are provided with every support from the Headmaster and the Senior Management Team. The successful candidate will be expected to participate in such duties as are customary for staff at the Oratory.

We are looking to appoint a Resident Assistant Housemistress* for Wootten House, our girls' boarding house. This is a full time residential role, living in the boarding houses and helping with duties, supervision and the pastoral care of boarders. We expect all staff who live in school accommodation to contribute to our programme of boarding duties. The Resident Assistant Housemistress will be line-managed by the Housemistress of Wootten House.

This is not necessarily a teaching role but all applicants should be willing to contribute fully to the co-curricular programme of this busy boarding and day school. The school is an equal opportunities employer and welcomes a diverse pool of candidates.

Main Duties:

- The Resident Assistant Housemistress for Wootten will provide key support to the Housemistress in the proactive leadership and management of Wootten House.
- The essential role of the Resident Assistant Housemistress for Wootten is to deputise for the Housemaster in all aspects of the role, both within the House – in caring for the pupils – and externally, in liaising with staff, parents and guardians. The Resident Assistant Housemistress for Wootten will live in the boarding house and be the adult on duty in the House for six nights of the week. They will also have the support of an academic tutor to supervise prep and bedtimes for four out of the five weeknights. They will be expected to play a full role in the co-curricular life of the school and will have one stipulated 24 hours off each week.
- The Resident Assistant Housemistress for Wootten will be on duty on a Saturday and Sunday. This will involve being the resident presence in the house during the morning, running the roll call at brunch, being a presence in the house during the evening (6pm onwards) and providing the overnight cover.
- In general, the Resident Assistant Housemistress for Wootten will cover for the Housemaster when he or she is unavoidably absent. This will be extra to their duty, not in place of it. For example, there are occasions when the Housemaster may have to visit prep schools or attend official school functions and this duty covers these events.
- The Housemaster, on occasions, may require a more prominent presence from the Resident Assistant Housemistress, particularly during intense periods of House activity, for example House plays, House singing, sports events and the religious life of the House, etc. It is expected that the WRT will be available for these events.
- The Resident Assistant Housemistress (Wootten) may be requested to meet with prospective parents from time to time.

This job descriptions should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list. You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

*gender-neutral term

Salary: This dependent upon experience.

Benefits:

- Free Gym membership
- Meals while on duty during term time
- Contributory pension scheme
- Death in service benefit
- Free parking

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. The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible

PERSON SPECIFICATION

Skills and knowledge

Well organised, able to approach work methodically, prioritise and meet deadlines.	Essential
Effective communication skills. Good collaborative skills, able to quickly establish effective internal and external working relationships with key people across the school including colleagues, pupils and parents.	Essential
Ability to develop practical solutions to challenges	Essential
The ability to motivate pupils to achieve their best as students	Essential
Knowledge of challenges facing an independent school	Desirable

Qualifications/Attainment

Educated to GCSE level	Essential
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Experience

Working with young people, ideally in an educational environment.	Desirable
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Attitude/approach

A desire and motivation to work and live alongside young people	Essential
Proactive and resilient attitude	Essential
A genuine enthusiast who wants to pass on his or her skills to young people	Essential
Discreet and able to deal with confidential information.	Essential
Able to respond flexibly to the demands of working in a school environment.	Essential
A forward thinking approach with the ability to work independently	Essential
Calmness and ability to respond effectively when under pressure.	Essential
Compassion and a sense of humour	
Sufficiently mature and confident to act as a role model to young people and to keep good order	Essential

Accommodation:

Accommodation suitable for a married couple or single person will be provided, including all utilities.

Applications: (Early applications are encouraged)

Please send your applications together with a covering letter to Human Resources Department, The Oratory School, Woodcote, Reading, RG8 0PJ. Alternatively, you may email them through to humanresources@oratory.co.uk. For any queries please phone 01491 683506.

February 2021



The Oratory Schools Association Registered Charity No 309112 is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service.