



St Swithun's
WINCHESTER

ASSISTANT HOUSEMISTRESS Required from September 2019

BACKGROUND

St Swithun's School, Winchester is set on an impressive and attractive campus of 45 acres overlooking open countryside, and offers girls exceptional teaching, sporting and recreational facilities. The school offers day, weekly boarding and full boarding options for 520 girls aged 11-18.

There is an adjoining Junior School for girls aged 3-11 and boys up to the age of 7 years, with a total pupil roll of 200.

THE ST SWITHUN'S LEARNING COMMUNITY

At St Swithun's we are committed to learning in its broadest sense and we relish trying different teaching methods and crafting opportunities in and out of lessons to challenge and excite. We are a kind and supportive community of enthusiasts who welcome newcomers. Innovation, energy and individuality, in staff and pupils alike, are considered a distinct advantage.

HIGH HOUSE

High House is one of the original school buildings built on this site in 1934. It is one of four senior boarding houses and was completely refurbished 10 years ago. Girls' accommodation is on three floors and each girl has an individual room.

The school has a very happy boarding community and offers a superb range of activities and events organised both in and out of school.

BOARDING ETHOS

At St Swithun's we strive to create a happy, secure, friendly, open, trusting and welcoming boarding community. We celebrate the diversity and uniqueness of the individual whilst creating a family atmosphere of acceptance and tolerance of one another. As with all families, each boarding house at St Swithun's has its own identity and the individuals within the house are vital for creating this house character. The houses provide an environment which supports and encourages the education of the individual and at the same time encourages girls to pursue their own interests and passions. Houses allow genuine friendships to be formed across the age groups and between girls and staff. They are places where girls can grow and flourish to become independent young women.

BOARDING STRUCTURE

Le Roy – L4 house (Y7)

Earlsdown, High House, Hillcroft and Hyde Abbey - senior houses (Y8-12)

Finlay – U6 house (Y13)

ASSISTANT HOUSEMISTRESS ROLE

The role of assistant housemistress is a very important one, both in the boarding community and in the school as a whole. The assistant housemistress may be one of the first members of staff a parent meets, who will be caring for their daughter. The housemistress and assistant housemistress act in loco parentis, especially when parents are abroad or live a distance from the school. Responsibilities range widely and can be unpredictable. An assistant housemistress must therefore:

- Be adaptable
- Have a sense of humour
- Have common sense
- Have a lively personality
- Be enthusiastic
- Have a lot of energy
- Enjoy working with young people

The post requires a proactive sense of team work. The two members of house staff work together, along with the house tutors, filling the gaps where they may appear and sometimes working beyond the confines of the job description, without being asked to do so.

AIMS OF POST

- To assist with and contribute to, the supervision and care of the boarders – this includes leading or supporting after school and weekend activities
- To organise and support the domestic staff attached to the house and ensure that they carry out their work effectively and efficiently, so that the boarding house is clean and supplied with everything the boarders need

RESPONSIBLE TO

The housemistress for day to day matters; head of boarding and ultimately the headmistress.

PERSON SPECIFICATION

Qualifications: No specific qualifications required, but strong communication skills are essential.

Experience: Previous experience in this area is desirable, but not essential.

The following are important qualities to be found in an assistant housemistress:

- Management skills –the ability to supervise, encourage and motivate
- Resilience and strength of character
- The ability to make decisions and be adaptive
- Excellent communication skills, both spoken and written
- The ability to develop effective relationships
- The ability to work as part of a team

SPECIFIC AREAS OF RESPONSIBILITY:

PASTORAL

- To build strong relationships with each of the girls in her care, to be aware of the needs of each and support the housemistress / master towards meeting those needs
- To contribute to the induction arrangements for new pupils joining the house; to ensure that any 'settling in' problems are resolved
- To create an environment in which each girl is valued as an individual and has the potential to achieve – this includes the physical, social and emotional wellbeing of each girl in the house
- To be responsible (with the housemistress) for the care, supervision, cleanliness and presentation of pupils in the house, including acceptable uniform and co-ordinating and liaising with other boarding staff as necessary
- To eat in the dining room with the girls when on duty, in a supervisory capacity

- To supervise homework after school hours and any co-curricular activities, including evenings and weekends. This includes accompanying the girls to chapel and the cathedral
- To encourage the girls to enjoy the full co-curricular programme both after school and during weekends and be willing to participate with them
- To discipline individuals where necessary and in consultation with the housemistress/master impose appropriate sanctions
- To provide a sympathetic presence in the house and to be sensitive to those who are having difficulties coping with school life
- To contribute to and use CPOMS (pastoral tracking system) in order to help build a picture of each girl in house and to inform subsequent actions

HEALTH AND MEDICAL

- To be responsible for the general health, medical matters and wellbeing of those in the house, referring medical matters to the health centre in consultation with the housemistress
- To respond to medical emergencies as well as routine appointments, escorting pupils as needed
- To attend to any sick pupils resting in the house and visit sick pupils in the health centre
- To liaise daily with the health centre sister/s in order to share any health or medical concerns
- With appropriate induction and ongoing training, to administer any non-prescription medication in accordance with the school's published guidelines

COMMUNICATION

- Keep the lines of communication open between the assistant and the housemistress
- To liaise with parents and guardians of boarders as necessary
- To liaise with form tutors and heads of year when necessary
- To work with the headmistress and her office in establishing and ensuring good public relations. In particular, this involves showing prospective parents around the house and sometimes the school

HOUSE MANAGEMENT AND ADMINISTRATION

- Ensure that appropriate pupil records are kept up to date and that they are stored securely
- Establish systems and routines within the boarding house in collaboration with the housemistress/master
- Monitor and record travel arrangements
- Monitor and order food supplies for the house
- Any other administrative duties as reasonably required by the housemistress

DOMESTIC MANAGEMENT

- At the beginning and end of term, supervise and help with the clearing up and cleaning of the house. Carry out a check of all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required for submission to the bursar and maintenance manager. Advise on replacement or renewal of bedding, fixtures and furnishings
- Ensure the smooth running of all domestic aspects of the boarding house, including reporting all maintenance issues to the maintenance department and/or the estates manager
- Ensure furnishings are in good order, repairs carried out and that rooms are clean and presentable. The assistant housemistress will need to be available 5 days before the beginning of academic year for this purpose; in some circumstances this may be negotiated with the housemistress and head of boarding
- Ensure adequate supplies of cleaning materials and equipment, medical items and other domestic materials.
- Supervise and assist with, house domestic laundry
- Ensure that the house is clean and tidy

OPPORTUNITIES FOR PROFESSIONAL TRAINING

Your professional learning will come in a variety of forms, one of which will be attending professional training in addition to the opportunities offered within our own professional learning community.

GENERAL RESPONSIBILITIES

- To take part in performance management or staff review arrangements made by the school
- To take part in appropriate staff cover arrangements for other assistant housemistresses if needed
- To attend house staff meetings as required by the headmistress
- Accompanying girls to Heathrow when required
- To be familiar with the National Minimum Standards for boarding schools, and its implementation
- To be familiar with the school's code of practice for health and safety and its' policies and procedures
- To carry out such other related duties as may be reasonably required from time to time
- There will be times in the absence of the housemistress/master, when the assistant will need to deputise for the housemistress
- The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she is responsible, or with whom she comes into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, she must report any concerns to the school's child protection liaison officer (deputy head pastoral)

ACCOMMODATION AND MEALS

- The Assistant housemistress position is a residential post and you will be required to live in the accommodation provided whilst on duty
- Rent free one or two bedroom accommodation is provided, which is suitable for a single person or a couple and which may be occupied year round. The accommodation is furnished if required
- The provision of the accommodation itself for your role at St Swithun's is currently agreed as non-taxable by HMRC and whilst this is open to review at any time, we can continue to provide it on that basis. However, the School cannot bear the cost of such utility charges as Gas and Electricity to accommodation, without the resident being liable for a tax charge. Where the School does not charge such utility costs fully back to the resident, the value of the cost becomes known as a "Benefit in Kind" and is assessable for income tax. A general charge has been created to reflect the cost of providing heating and light to your school accommodation. This charge is based on an existing value agreed by HMRC and then altered in accordance with the floor area of your residence. The charge has to be disclosed to HMRC at the end of each tax year via a form P11D and tax is due on this charge at your normal tax rate. This value may increase or decrease annually as the charge is reviewed each year in accordance with the specific inflationary effect on utilities.
- Meals are provided free of charge in term time
- Depending on the specific location of the accommodation and its location in the boarding house, pets are welcome, subject to written permission being sought by the headmistress prior to taking up residence

OTHER INFORMATION

- The assistant housemistress can expect to have one full day off during the week from 7am to 7am and alternate weekends
- The assistant housemistress is able to have a 2 hour slot of 'free time' during the weekday afternoons if they are not needed to accompany medical appointments, tour a prospective family or for house cover
- The assistant housemistress should be available one full day before the start of each term and five days before the start of the new academic year to ensure the house is well prepared for the girls' return. It is important not to make any holiday arrangements (booking flights etc) before checking with your housemistress / master
- All staff are expected to attend relevant INSET and staff meetings at the beginning and end of terms. These dates are published in advance
- There is an expectation that the assistant housemistress will be involved in an area of the school beyond the boarding house

CONDITIONS

It is expected that all house staff will undergo a medical before commencing employment.

SALARY

Salary is in accordance with the St Swithun's non-teaching scale, but is in the region of £16,000 per annum
Salaries are paid by direct transfer into your bank account by the Bursary on the last Friday of the month

TO APPLY

The closing date for applications is Monday 24th June at 12 noon

Please note, applicants must complete the school's application form which can be found at www.stswithuns.com/about-us/staff-vacancies

Applications should be sent to Rachel Nicholls, the head's PA, at recruitment@stswithuns.com or to discuss the role please call the head's PA on 01962 835701.

Closing date: 12 noon, Monday 24th June 2019, 12 noon.

"St Swithun's is committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service."

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Headmistress ensures that the recommended procedures are followed when recruiting staff.

Explanatory Notes

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.
- In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), 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. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.) Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

- At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate.
- A utility bill or financial statement showing the candidate's current name and address. These must be issued within the last 3 months and provide verification of address.
- Documentation confirmation their national insurance number
- Where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A check at DfES barred list database and the Protection of Children Act List as appropriate
- A satisfactory DBS disclosure
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness if appropriate for the job's requirements.
- For staff who will be working within early years childcare provision or children under the age of 8 or in the provision of out of hours care, will be required to provide a written declaration that neither they nor anyone in their household is disqualified from working with children.

For teaching posts:

- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)