



Boarding Housemaster or Housemistress (HsM)

King's Ely Senior School

September 2024

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Information for applicants

About the School

History

King's Ely can trace its origins from at least 970AD, making it one of the oldest schools in Europe. The School was first established to educate the choristers of the worshipping community of Ely and throughout our history we have maintained strong links with Ely Cathedral.

In 1541, King Henry VIII founded a College of Canons at Ely Cathedral to replace the monks whose monastery has been dissolved in 1539 and the School received its Royal Charter, later becoming known as "The King's School".

King's Ely Today

In recent years King's has expanded rapidly, becoming co-educational in 1970, and today educating around 1150 children aged 2-18 at Ely, including 200 boarders.

The school is divided into three sections: King's Ely Senior (age 13-18) and King's Ely Prep (age 7-13), which occupy adjacent campuses and benefit from shared facilities, and King's Ely Acremont and Nursery (ages 2-6) which have their own self-contained campus about 400m from the main site. Additionally, Fairstead House School in Newmarket (for pupils aged 1-11) joined the King's Ely family of schools in 2022.

The main campus extends to around 75 acres and contains buildings spanning the thirteenth to twenty-first centuries, including many of the historic monastic buildings adjacent to Ely Cathedral as well as more recent, purpose-built facilities and almost 40 acres of playing fields.

King's Ely plays a key role in the local community. We are one of Ely's largest employers and contribute greatly to the local economy, and we also continue to educate the choristers of Ely Cathedral. King's Ely is also a proud founder member of the Cambridgeshire Education Partnership, which numbers twelve local schools working together to improve educational attainment locally, especially for disadvantaged children. King's Ely also offers a number of bursaries to enable pupils from all walks of life to benefit from the education it offers.

King's Ely is affiliated with the HMC, Society of Heads, IAPS, the Boarding Schools' Association and the Choir Schools' Association, and has been awarded 'excellent' in all categories by the Independent Schools Inspectorate (ISI) in 2021.

Purpose, Ethos and Values

King's Ely exists to make the most and best of childhood, and in particular to give the very best education, opportunities and pastoral care to as diverse a community of children as we can. In doing so we aim to prepare each one to live positive, productive, successful and fulfilled lives, for the betterment of themselves and the world around them. We achieve this through the operation of a family of schools centred around a 2-18 co-educational day and boarding school in Ely, aiming to draw fully on our exceptional environment, history, physical, cultural, spiritual and human resources in doing so.

Housemaster or Housemistress (HsM)

School House

September 2024

This is an exciting opportunity to play a leading role as HsM of School House, a boarding and day house for boy pupils in Years 9 to 11. There are currently 43 boarding spaces in School House, all occupied, with a mix of full, weekly and flexi-boarders (3 nights). The ground floor comprises common rooms and the former Memorial Library which is the base for 22 day boys. Dating from the 11th Century, School House is one of the oldest continually inhabited monastic buildings in the UK and is situated in School Lane.

Job Description

Main Duties and Responsibilities

The HsM will have full responsibility for the pastoral care, welfare and personal development of the boys in School House. The appointed candidate will play a full and central role in all aspects of the lives of the boys.

- To play an active role in the Safeguarding of all pupils in their care.
- To oversee all communication with parents and/or guardians as necessary.
- To ensure there are effective daily routines and high standards of behaviour.
- To ensure students have a voice through the House Council
- To reside in School House HsM's accommodation whenever KES students are in residence.
- To supervise and oversee the smooth running of the House – to include medical care, risk assessments, cleaning, catering, maintenance and development of the House, working closely with the Matron, Assistant HsM and Duty Tutor team.
- To meet and greet potential parents and existing parents/guardians at the start and end of School holidays and as required.
- To organise House outings and trips during the course of each term.
- To manage the House Budget, petty cash accounts and assist new students with opening bank accounts.
- To lead House Assemblies for students and hold regular meetings for the House Tutor Team and Matron.
- To attend weekly HsMs (Housemaster and Housemistresses) meetings and staff briefing where possible.
- To maintain/undertake a relevant First Aid qualification.
- To lead the team of Duty Tutors effectively
- To assist and oversee the Duty Tutor as appropriate.

- To liaise regularly with teachers and other colleagues regarding the welfare of pupils.
- To liaise and provide the Assistant HsM, Matron and tutor team with a clear vision of how the House is to run.
- Work alongside the Heads of Year 9, 10 & 11 respectively to ensure students are sufficiently supported both academically and pastorally.
- To maintain student records and liaise with tutors and relevant individuals about Pupil Welfare Plans, and all safeguarding matters, where needed.
- To ensure that all students are in house prior to locking up and that the house is secure in the evenings.
- To be available to ill boarders overnight during term time should the need arise.
- To keep abreast of the developments within boarding schools, National Minimum Standards and the ISI and inspection requirements relating to the role.
- To play a full part in marketing the house and the benefits of boarding life.
- When/if needed to be willing to accompany pupils to minor injuries or A&E outside of the normal school hours.
- Teach a reduced timetable or undertake another relevant role within the School.

Person Specification

- To be able to empathise with and appreciate the needs and issues of boy boarders, including those from international backgrounds.
- Have a comprehensive understanding of Safeguarding in a children's residential setting.
- To have relevant experience of working in a boarding environment.
- Be willing to complete/have completed BSA training commensurate with this position.
- Possess strong leadership and organisational skills.
- Be an excellent communicator.
- Demonstrate an awareness of the need for maintaining a professional distance in a residential role.
- Have stamina and resilience and the ability to lead students calmly when working under pressure.
- Be able to demonstrate experience in a pastoral role.
- Have a sense of fun coupled with a willingness to share ideas and inspire young people.
- To appreciate and understand that being a Housemaster/Housemistress is as much a lifestyle choice as it is a job.

Further Details

The house comprises 3 floors with boarding accommodation situated on floors 1 and 2. There are two large common room areas and additional space in the old Memorial Library which day pupils use as their base. Students have the use of a well-equipped kitchen. The House is about to undergo an extensive refurbishment with the first phase commencing this summer. This is an exciting time for the House and engaging current & prospective parents with these changes will be a key aspect of this role.

The current Housemaster / Housemistress occupies a 3/4 bedroom house, connecting with the boarding accommodation but with its own private entrance and garden. There is also a self-contained Assistant HsM flat at the north end of the house.

During term time the HsM will be required to live in on a full-time basis. During school holiday periods, the HsM will not be required to work within the House unless circumstances require the boarding house to remain open (pandemics or similar). The HsM will be entitled to take all meals during term time in the Monastic Barn.

The new HsM will teach approximately 17 periods a week and receive the appropriate salary allowance as a boarding HsM.

Terms and Conditions

- King's Ely has its own, generous salary scale. The salary for the role will be commensurate with experience and will recognise the responsibility this post entails.
- Members of staff may educate their own children in any of the three parts of the school or at Fairstead House, subject to availability of places and successful admissions procedures. Staff currently enjoy a discretionary discount on fees for children in Reception year onwards, details of which will be provided upon request.
- The school offers a private healthcare insurance scheme, which staff may opt to join shortly after the start of each academic year (the policy year starts on 1 November each year). P11D/HMRC BIK applies.
- The school is currently a member of the Teachers' Pension Scheme, and if that remains the case you will be automatically included as a member of the scheme. An alternative scheme is also in place.
- King's Ely offers a comprehensive programme of CPD and is committed to developing the skills of our teachers.
- School lunch provided when at work over lunch time and tea and coffee throughout the day.
- A cycle to work scheme available (presently administered by Evans Cycles).
- Limited use of school gym facilities (during specific times) and use of the school swimming pool at specific times (during summer school holidays – small fee applies)
- Limited free on-site parking.

How to apply

Please apply via MyNewTerm, you can do this by clicking the “Apply Now” button at the top of the advert.

King’s Ely is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

If you are selected for interview, you will need to provide and bring with you photographic proof of identity (eg passport or photo driving license), birth certificate, documentation confirming your National Insurance Number or your right to work in the United Kingdom, proof of address (eg recent bank statement/HMRC correspondence/utility bill) and certification of declared qualifications.

The closing date for applications is noon on 14th March 2024. Interviews will be held week commencing 18th March 2024.

We appreciate your effort in completing the application and for your interest in working for King’s Ely.

King's Ely
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www.kingsely.org