



# ROEDEAN

Independent Girls' Education  
11-18 Day and Boarding

Roedean seeks a  
Resident Deputy  
Housemistress/ Housemaster



[www.roedean.co.uk](http://www.roedean.co.uk)



ON SITE FARM	FOUNDED <b>1885</b>	<b>47%</b> BOARDING
<b>4</b> OFFERS FOR OXBRIDGE		BEST EVER GCSE & A LEVEL GRADES IN THE LAST 2 YEARS
ACADEMIC MENTORING PROJECTS	<b>45</b> ACRES	
FLOOD-LIT ALL-WEATHER <b>PITCH</b> ON SITE	<b>120</b> CO-CURRICULAR ACTIVITIES	<b>355</b> -SEAT THEATRE
GIRLS FROM OVER <b>45</b> COUNTRIES	<b>£11m</b> BOARDING REFURBISHMENT	<b>125</b> YEARS ON CURRENT SITE
<b>ISI</b> (NOVEMBER 2021) EXCELLENT IN ALL AREAS	<b>ON THE CLIFFS</b> OVERLOOKING THE ENGLISH CHANNEL	<b>700</b> STUDENTS ON ROLL

# Welcome to Roedean



Roedean is an extraordinary school – the girls play cricket and hockey with the sea’s blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean – 2023 marks the 125th anniversary of the School on its current iconic site, although the School itself was founded in 1885. Ever since its foundation, Roedean has been renowned for providing girls with an exceptional holistic education, and this certainly remains the case today: the girls excel in many fields, achieving excellent academic results, while also playing music beyond diploma level, and throwing themselves into partnership work in the community. There are A-E teams in Key Stage 3 Hockey and Netball, girls achieve Advanced 1 in Ballet, design and race their

electric car at Goodwood, artists win undergraduate places at Central St Martin’s, and a team of 6 students successfully swam across the Channel to France in June 2022.

The School has grown from 360 students in 2013 to over 700 on roll in 2023, and about half of that number are day girls, joined by boarders from over 45 countries.

Roedean’s trajectory is very clearly upward, and the findings of our exceptional ISI Inspection reports in 2016 and 2021 judged Roedean to be ‘excellent in every category’ – the school is certainly ‘going places’ (Good Schools’ Guide), and where it will be in the coming years is an exciting prospect.

Roedean really is a great place to work – we hope that you would like to join us.

**Niamh Green, Head**

# The Role

## RESIDENT DEPUTY HOUSEMISTRESS/HOUSEMASTER



Reporting to the Housemistress/Housemaster, the Deputy Housemistress/Housemaster will be part of Boarding team assisting the Housemistress/Housemaster, who acts in loco parentis during term time. The successful candidate will be a kind, passionate, inspirational role model for the Roedean girls and its community, and who will be ensuring the happiness, well-being, safety, health and education of all girls in the House.

## Main Duties



- To accept responsibility for all aspects of the House in the absence of the Housemistress/Housemaster.
- To assist fully with the responsibility for the happiness, well-being, health, safety and personal care of the pupils in the House
- To support pupils to ensure excellent behaviour within the house
- To liaise effectively with the Housemistress/Housemaster of the House and the relevant Head of Year about the pupils' academic progress
- To organise pupils' files and all records in the House, using OneNote and other systems to record information
- To use MyConcern to record and monitor any safeguarding concerns affecting pupils in the House
- To plan and implement weekly evening activities as a Deputy Team for the benefit of whole Houses.
- To take part in the daily House duty rota and the duties, including ensuring that pupils are up in the morning; manning the Study during the day; bedtime routines including 'Lights Out' and checking that pupils have returned from a late outing.
- To liaise effectively with the Health Centre, Heads of Year and the Pastoral Managers about the welfare of pupils in the House,
- To assist with the preparation of the House before the start of term starts and to ensure that it is left in order after the end of term. This will necessitate returning to School before the start of term and remaining after the end of term as necessary. Boarding Staff are expected to remain in the House until all pupils have been collected for the various holidays and breaks.
- To delegate to, and supervise the work of, the House Assistants.

# Core Duties and Responsibilities (shared with all Boarding Staff)



- To be aware of the National Minimum Standards for Boarding Schools, School policies and procedures, and School and House aims and objectives.
- To create an environment in the Boarding House that is conducive to study and relaxation.
- To enable every pupil to succeed and get the support and encouragement they need to lead happy and balanced lives
- To build and maintain positive and constructive relationships with pupils, in order to provide them with the best possible care and support.
- To play an active role in ensuring the girls' welfare and personal development.
- To ensure the safety of girls and staff by maintaining accurate records, dealing appropriately with hazards, and reporting any problems.
- To build and maintain strong relationships with parents and guardians.
- To liaise effectively and professionally with other staff in school.
- To participate in extra-curricular activities fully, and to help organise them as required.
- To promote and safeguard the welfare of children and young persons by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy at all times.
- To promote good relations between the school and the general public, with present and prospective parents and the local community.
- To undertake ongoing professional development by attending INSET sessions in School. Full-time staff will be expected to pursue a relevant BSA certificated course, decided in consultation with the Director of Boarding.

# Other Duties and Responsibilities



- To assist in dealing with the general maintenance of the House and sending in maintenance and repair requests.
- To be responsible on duty nights for locking up the House, closing windows and ensuring that lights, fires and other appliances are turned off.
- To assist in the miscellaneous routine checks in the House throughout the day and evening.
- To assist with the various and numerous administrative tasks and duties involved in the day-to-day running of the House.
- To assist in ordering taxis as required by the pupils and providing taxi slips as necessary.
- To play a key role in managing and recording the travel arrangements for boarders.

# Person Specification



## Essential

- Authentic interest in the care and development of children and young people (Boarding House with girls from year 7 to year 11)
- Commitment to the safeguarding of children and young people
- Able to work both independently and effectively as part of a team
- Awareness of the National Minimum Standards for boarding
- Excellent administrative and communication skills
- Excellent ICT skills
- A flexible and positive attitude is essential

## Desirable

- Qualified Teacher or someone planning a career in teaching

# The Package



**Hours:** 48 hours per week on a rota in the House, including Friday afternoon and up to 5 evening duties. On call overnight, for up to 5 nights on a rota basis. All staff may be called upon to assist outside their normal hours including appearing on the rota for Victoria Escort (service Roedean School run from School to London on a Friday evening and from London to School on Sunday evening). If the post holder is a qualified teacher up to 10 hours of teaching would form part of the 48 hours per week.

**Time Off:** 1.5 days off each week, taken between Monday and Friday.

**Residency:** The Deputy Housemistress/Housemaster is expected to be resident overnight for up to 5 nights each week during term time. Suitable accommodation will be provided.

Other Benefits include:

- **Pension** – Teachers' pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40% - pro rata for part time staff)
- **Dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Staff bar and social events each half term
- **'Cycle to Work' scheme**
- **Free parking on site**

The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.



# Safeguarding



The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and 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 s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a

prohibition order check (for teaching staff), an enhanced DBS check and a safeguarding interview.

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs..

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

## How to Apply



Applicants must complete the application pack and return it to [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk) or via post to Louisa Butler, Recruitment Manager, Roedean School, Roedean Way, Brighton, BN2 5RQ.

If you have any questions about the role, please email Louisa Butler in the first instance - [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk)

Closing date for applications is 9am, 25 September 2023.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.





# Why Teach at Roedean?



At Roedean, we are seeking talented and dedicated members of staff with a passion for their subject and for education per se; they will be teachers who are experts in their subjects and will challenge the girls to think for themselves and become independent in their learning. The enthusiasm of our teachers is complemented by regular opportunities for the girls to meet and hear from successful female role-models, such as at our annual International Women's Day Festival, when over twenty speakers come to Roedean, and Baroness Floella Benjamin, who addressed the entire School at our recent Black History Month Lecture, was a true inspiration. We also enjoy regular visits from our Ambassadors: Kate and Helen Richardson-Walsh, who won Olympic Gold in Rio 2016, are our Sports Ambassadors; Dr Suzie Imber, Professor of Space Physics, is our STEM Ambassador; and Anabela Chan, jewellery designer, is our Creative Arts Ambassador.

It is a genuine pleasure to teach the girls – they are engaged and motivated, and this is clear from their academic achievements. In 2022, the students achieved the School's best ever A Level and GCSE grades: at A Level, an astonishing 71 % of all grades were A\*-A, and 30.5 % were A\* grades; at GCSE, 85 % of all grades were at Grade 9-7, and 47 % were awarded Grade 9. We are delighted that the girls consistently achieve excellent academic results, and this provides a strong springboard to success in

Higher Education and beyond. It is noteworthy that nearly a third of last year's leavers went on to study STEM subjects at university, highlighting that the School bucks the 'girls can't do Science' stereotype.

In our teachers, we are looking for quality and enthusiasm, and a desire to spark the girls' intellectual curiosity and watch them grab whatever they discover and run with it. Our aim is for the students to become life-long learners and leaders, always keen to undertake new challenges and learn from their experiences, and Roedean has the same wish for its staff; the school is happy to provide support and training to facilitate professional development if needed.

Teachers at Roedean work excellently as part of a team, prioritising the girls' interests, and giving them support and space to develop their talents and interests. The staff enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect. If you are passionate about getting the best out of every single girl, and watching them grow into independent and resourceful young women, a job at Roedean is for you.

# The School Today



Roedean now numbers over 700 girls, the result of an annual growth of 15 % since 2013, and it is enjoying markedly increased interest, both from local families and from those in London who are choosing to take advantage of the weekly and flexi-boarding opportunities. There has been an enormous growth in the number of pupils from Sussex and the UK, and there are about 350 boarders in the school.

Roedean brings together students from over forty-five countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and the ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board. Over 90 % of

the girls in the first three years are now from the UK, and, in recent years, many local girls have had the opportunity to join the Sixth Form from state schools nearby, benefitting from the School's Brighthelm Awards.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are over 20 joint weekly activities, in 2018 year we fund-raised and built a Library on their site from scratch, and one year-group comes to Roedean each week for a morning of academic and sporting enrichment. Furthermore, the Roedean Academy, a programme of academic enrichment for Year 10 students, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.







---

## ROEDEAN'S ETHOS

---

Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the School has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions. Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over 120 activities on offer every week, the girls enjoy international travel awards, a Farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch. Roedean girls excel in a range of sports, and many musicians and dancers perform beyond Grade 8 level – all such activities have their own intrinsic value, but they also have huge benefits

for the girls' academic endeavours. In 2021, the School introduced 'Wild Fridays', a programme which sees all of Year 7 spend every Friday afternoon outside, learning bushcraft skills and orienteering, looking after the animals on the Farm, and outdoor adventure – and they love it!

At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI Inspection), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

---

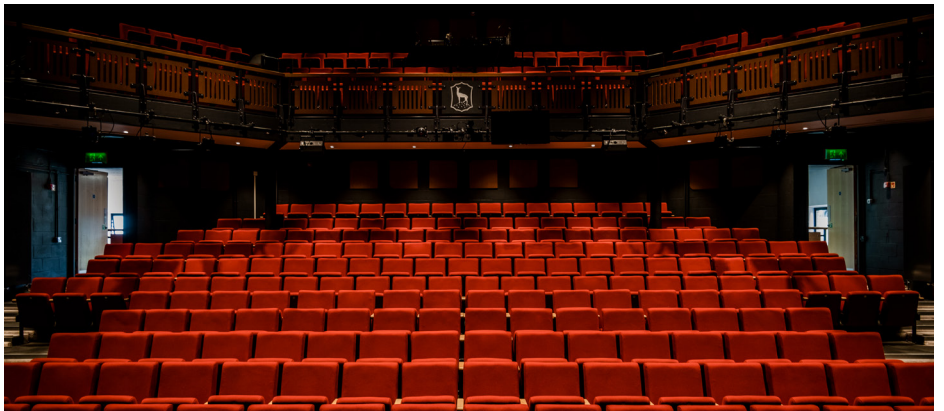
## ROEDEAN'S CAMPUS AND FACILITIES

---

Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House and Lawrence House. We also have an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. The School has completed a £11 million modernisation of the

five boarding houses, which includes the significant and sensitive redesign of almost 300 bedrooms, communal spaces, and private study areas for both boarding and day girls, and both Tatler and the Sunday Times drew close comparisons with the accommodation in high-end hotels. With a £1½ million refurbishment of the Sixth Form facilities in 2019, a small Farm on site which opened in September 2016 with sheep, chickens, ducks, and pygmy goats, a refurbishment of our 355-seat Theatre in 2021, and a new all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A transformation of the Library, beginning in April 2023, promises to deliver an outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision.





Roedean School, Roedean Way, Brighton, East Sussex, BN2 5RQ  
Registered Charity 307063

T: +44(0)1273 667657 | E: [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk) | W: [roedean.co.uk](http://roedean.co.uk)  
[facebook.com/RoedeanSchool](https://facebook.com/RoedeanSchool) | [twitter.com/RoedeanSchool](https://twitter.com/RoedeanSchool)

