



DEAN CLOSE  
SCHOOL  
CHELTENHAM

# Housemaster of Tower House

<b>Salary</b>	Dependant on experience, will include a significant HsMs responsibility allowance	<b>Start date</b>	1 September 2021
<b>Benefits</b>	Accommodation provided	<b>Contract type &amp; Hours</b>	Permanent, Full time

Dean Close is a co-educational, day and boarding school, set in a beautiful 50-acre site on the edge of Cheltenham town and currently has 500 pupils between the ages of 13-18. Founded in 1886, the School has a strong Christian ethos and greatly values its positive environment and good relations between staff and pupils. Situated on the site are the Senior, Preparatory and Pre-Preparatory schools which share many of the fantastic facilities on offer, including a £3m Sports Hall, purpose-built Music and Art Schools, water-based astro pitches and a 550-seat professional theatre.

**Reporting to:** Deputy Head Pastoral

## The Role

Tower House is a warm and welcoming boarding house within which boys are happy, feel cared for and are nurtured. The new Housemaster will be expected to create and maintain a similar family atmosphere within which each boy is supported and fulfilled. The holder of this vital role will need to employ creative and effective management techniques to co-ordinate the pastoral, academic, spiritual and co-curricular development of the boys in their care.

Running a boarding house is a diverse and dynamic job which requires flexibility and stamina on the part of the post holder. The main areas of responsibility are outlined below. This list is not meant to be exhaustive but an indication of the expectations of Dean Close School.

The post of Housemaster may be suitable for an individual or a couple. Accommodation is a flat within the boarding house and the Housemaster is expected to be in residence during term time and during requisite parts of the holidays.



## **Responsibilities**

### **Pupil management**

- Monitoring the health, academic, social and pastoral welfare of every Tower boy
- Encouraging and inspiring excellence in all aspects of school life
- Facilitating the development of a harmonious house atmosphere in which boys can develop social skills and mature into confident, successful young men
- Ensure the smooth running, ethos and general discipline of the House and compliance with School rules
- Ensure that each of the boys has a 'voice' either through house meetings, house prefects or house year group meetings
- To provide opportunity for boys to take on responsibility within the house
- Monitor the general health of the boys in the house and liaise with the Health Centre, Wellbeing Lead or other medical professionals as appropriate
- Helping to organise and supervise a range of evening and weekend activities in conjunction with other members of staff.

### **Staff interaction and management**

- Oversee, train and co-ordinate a set of house tutors; liaise with 6<sup>th</sup> form tutors, other Housemasters and Housemistresses (HsMs) and the Senior Leadership Team (SLT)
- Assist in the appointment, supervision and appraisal of the house matron
- Regular attendance at HsMs meetings
- Work closely with other HsMs to share good practice and ensure consistency throughout the school
- To be accountable to the SLT through the Pastoral Deputy Head in the first instance but also to the Headmaster
- Maintain good relations and close contact with other key areas of the School including the Bursary, Chaplaincy Team, Health Centre and Estates Department.

### **Parent liaison**

- Be in regular contact with parents or guardians and make sure that tutors also maintain lines of communication
- Post regular Tower House news via official social media accounts and produce a regular house newsletter
- Meeting prospective parents and pupils; liaising with the admissions department about visits and admission processes; attending Open Mornings
- To ensure that the quality of reports about the boys in the house are of an acceptable standard and have been checked thoroughly by the relevant tutor.

### **Other areas**



- Ensure that routine 'paperwork' is dealt with effectively including reports, house records, medical records and maintenance requests
- To produce a house handbook annually and contribute to school information publications
- To attend all official School functions such as Commem, Parent Receptions and occasional Sunday Chapel and as many functions as possible that involve members of the house such as plays, matches and concerts. To be available to discuss GCSE and A level results on result days in August
- Ensure that the house is prepared for the boys at the beginning of each term and is left in a suitable state for maintenance/outside lets at the end of every term
- Be fully conversant with School safeguarding suite of policies such as Safeguarding and Child Protection and Anti-Bullying
- To carry out School duties as required by the Deputy Head
- Ensure that the house is adequately supervised during the day and evenings and at weekends through the fair deployment of the house tutor team. The resident tutor will do a share of weekend duties but the HsM has the ultimate responsibility for the security of the boys in the house.

### **Wider school**

- Teach an academic subject on a reduced timetable
- Participate in co-curricular activities including sport
- Meet the requirements of a teaching member of staff including writing reports, attending department meetings and attending Parents Receptions.

### **Induction and probation**

All posts at Dean Close School are subject to a year's probationary period. Due to the level of responsibility of a Housemaster, an experienced mentor will be appointed to help the successful candidate during the first year in post

### **Person specification**

- Good organisational ability particularly under pressure
- Knowledge of ISI, BSA and other requirements
- National minimum Standards for Boarding
- Ability to enthuse and manage a tutor team
- Judgement in dealing with pastoral and discipline issues
- Able to sell the benefits of boarding and Tower House
- Competent in the use of ICT
- Knowledge and understanding of issues affecting adolescent boys such as relationships, self-esteem, mental health problems and bullying
- Awareness of the academic and other pressures encountered by teenage boys and strategies to deal with them



- Knowledge of Child Protection legislation

### **Qualifications and Experience**

- Experience of Dealing with pastoral issues and liaising with parents
- Experience of working with young people aged 13 – 18
- Teaching in a boarding school
- Managing staff
- Experience of ISI inspections particularly boarding
- Counselling ability
- Experience coaching sport
- Communicate with younger pupils at Dean Close and other prep schools
- Be able to teach specialist subject with flair and enthusiasm to full age and ability range in the school
- Co-curricular specialism

Dean Close School is an exciting place to work, with a strong, supportive and friendly community of people. We are committed to the personal and career development needs of our staff.

### **Application Process**

Completed application forms together with a CV should be returned to the Recruitment Manager, [recruitment@deanclose.org.uk](mailto:recruitment@deanclose.org.uk) by 24<sup>th</sup> February 2021.

**The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**