



GORDONSTOUN

Broader experiences, broader minds

JUNIOR SCHOOL HEAD OF BOARDERS (Ages 6 – 13)

Gordonstoun has been leading the way in character education for more than 80 years. Our uniquely broad curriculum provides challenge in the classroom, on the sea and on the mountain, on the stage and on the sports field and enables students to discover the truth in our motto – Plus Est En Vous – there is more in you. Situated on the stunning Moray Firth with its sunny microclimate, the school offers a superb quality of life for staff and their families

The Junior School at Gordonstoun is set in the beautiful rural surroundings of the Gordonstoun Campus, with the fantastic outdoor opportunities of Morayshire on its doorstep. The Junior School has its own designated playing fields, woods and tennis courts as well as the excellent resources and facilities of the senior school to draw upon, including the George Welsh Sports centre swimming pool, music department, various academic departments and the school's Odstoun Theatre.

The Junior School itself is a modern purpose built building comprising of a large assembly hall, 9 classrooms, a science lab and 10 dormitories and is both a home and school to children aged 6 to 13. It is also home to the Head of Junior School and his family, the Head of Boarding and our two Junior School Assistants.

There are 110 children in the school with approximately a fifth of the children from overseas. There are almost 40 boarders and there are around a dozen flexi boarders who board on various nights during the week. The boarding house is co-educational, with separate ends for girls and boys. The dedicated staff offer a wide range of fun and challenging activities to broaden the children's experiences; inspire the children to learn and pursue their passions; show empathy towards others and demonstrate moral courage and responsibility. The children are well supported with an excellent pastoral team of Form Teachers, Matrons, Junior School Assistants, Head of Boarding and the Head of Junior School and his wife. The boarding house is a vibrant 'home from home' where a positive and supportive ethos prevails.

We are seeking to appoint a Head of Boarders (Maternity cover). The successful candidate will have an interest in, and experience of, pastoral care and an understanding of the school's ethos.

We are looking for a dynamic, committed and inspirational individual. You will be responsible for creating a nurturing and safe environment for our junior boarders and ensuring that our boarding provision is compliant with current inspection legislation and meets the needs of 21st century boarders.

The successful candidate will be an experienced teacher with a minimum of three years' experience in a pastoral role preferably as a Housemaster/Housemistress or equivalent post and a thorough knowledge of safeguarding requirements. An excellent communicator with highly developed influencing skills, you must have the ability to inspire and motivate others. Empathy, enthusiasm and a positive, can-do attitude are all essential characteristics.

Ethos:

- To promote a family atmosphere for the pupils and to give them the kind of help, encouragement and adult contact that a young person would receive in a good home

- To promote the ethos of the School and to provide moral education in line with the standards and expectations of the school community

Principal Responsibilities:

The main proposed responsibilities of the post holder will be:

- To act as Housemaster or Housemistress (HM) for the boarders in the Junior School (Aberlour House). It will be a requirement of the post to live in the current HM accommodation throughout term
- To be responsible to the Head of the Junior School for all aspects of care and welfare provision for the boarders in the Junior School
- To teach and be involved in the sport and activities programme in the Junior School
- The job description in full is described below

Personal Development of pupils:

- To be responsible for the personal development and welfare of the boarders as well as his/her health in conjunction with the school healthcare staff
- To set and expect high standards of behaviour from pupils, particularly in their relationship with others
- To use the House as a vehicle for education in community living and inter personal skills such as participation in a team, undertaking responsibility for others, personal management, tolerance and compassion, making use of all community endeavours at House and School level, to hold regular House meetings with the boarders
- To hold brews/dorm teas and attend plays, concerts and matches where possible
- To establish a responsibility structure amongst the boarders and to appoint, brief and monitor those with specific responsibilities
- To counsel pupils individually, as and when necessary, on pastoral, academic and other matters.
- To liaise with the Chaplain for him/her to visit the boarders and provide pastoral care or religious support where appropriate
- To ensure that Child Protection policies are promulgated within the Boarding House and the School in conjunction with the School Wellbeing and Child Protection Co-ordinator

Communication:

- To establish and maintain regular contact with parents of boarders and to be the principal channel of communication between parents and School on all matters concerning the pastoral life of their children
- To implement the school disciplinary procedures under the guidance of the Head of the Junior School

The Management of House Staff:

The Head of Boarders is responsible for the planning, direction and supervision of all other members of staff working in Aberlour House in line with their Job Descriptions. He/she will be responsible for constructing the staff duty rota and ensuring that the duties are being fulfilled. He/she will refer promptly to the Head of Junior School any problem which cannot be resolved by himself/herself within the House.

To provide guidance for, and be responsible for the performance of the following according to their respective Job Descriptions:

- The **Junior School Assistants** who share responsibility for the overall welfare of the pupils and who, according to their own Job Descriptions will assume responsibility for the duties in the House according to the duty rota. The Head of Boarders will be responsible for the mentoring of the Junior School Assistants in their pastoral roles.
- **Tutors** – the day to day events associated with the smooth running of the weekday activities organised during the week for boarders.
- **Matrons** – for their responsibilities for individual pupils and contact with their parents, and day to day events associated with the smooth running of the House.
- **Cleaners** – for their responsibility for the general daily requirements within Aberlour House

The Head of Boarders will chair the House Staff meeting held every week with the aim of progressing items concerning children's welfare and the organisation of the boarding house:

- **Wellbeing and Child Protection Co-ordinator** – He/she will keep up to date wellbeing files on all the boarders and liaise closely with the WCPC over child protection matters
- **Healthcare Centre** – over the health and welfare of boarders
- **Staff** – over events related to the progress and welfare of individual students
- **Chaplain** – over matters relating to pupil welfare when necessary
- **Deputy Head Pastoral Care** – over matters regarding care inspections, transition arrangements, good practice and current legislation

Administration:

- Reporting: to write end of term reports dealing, at least in summary, with all aspects of a boarder's development
- To canvas the opinions of boarders and ensure that they have a say in the running of the House
- To administer House pocket money accounts, the Tuck Shop and phone cards for individual pupils
- To organise and run activities for boarders according to the programme and take part in, or organise trips, and expeditions to ensure an active and vibrant boarding community
- The Head of Boarders, as a member of the school boarding staff, will be expected to attend the pastoral meetings on the senior side. He/she will be responsible to the Deputy Head Pastoral Care in this capacity and where relevant to the Junior School, and will be expected to fulfil requirements set by the Deputy Head Pastoral Care or the Care Inspectorate
- To contribute to the Junior School Development Plan. To contribute, and be responsible for, the implementation of the Junior School Boarding House Development Plan
- To be responsible for the regular updating of the House Handbooks and contribute to the School Website
- The post holder will be responsible for co-ordinating travel arrangements for the boarders, liaising with the travel office as appropriate. Passports, travel money and other important ID and travel documents will be held by the Head of Boarders in a secure place at school.

Admissions:

- To assist with parental and pupils' visits. To interview prospective pupils and, on occasions, to attend presentations associated with the marketing and recruitment policy of the School

School Responsibilities:

- To be responsible to the Head of Junior School for an academic commitment of 24 periods per week and to contribute to the School extra-curricular programme
- To be responsible for the pastoral supervision of the boarders and day pupils by all the staff, at all times. This will involve constructing staff duty rotas, delegating duties and seeing that these duties are carried out satisfactorily
- To attend Staff meetings when required and to fulfil INSET and cover expectations

Person Specification:

Factors	Essential	Desirable	Assessment method
Qualifications	Degree & PGCE GTCS registered Teach to KS1, 2 and 3	Boarding qualification	Certificates presented at interview
Experience	A minimum of three years pastoral experience		Application form; interview
Knowledge and Skills	Excellent knowledge of child protection requirements and current legislation Ability to direct, inspire and motivate others including the ability to hold people accountable Highly developed interpersonal skills including influencing skills Ability and willingness to work flexibly and to adapt to the needs of a situation Ability to work under pressure and meet deadlines Ability to work in a way that promotes the safety and wellbeing of children and young people	D1 category on full clean driving licence	Application form; interview
Gordonstoun's values and ethos	Value the contributions that each individual brings to the school community		Application form Interview
Personal qualities	Positive, can do attitude, approachable, sense of humour, kindness, energy and enthusiasm		Application form Interview

Appointment Process:

Please complete the School's application form ensuring that it arrives by the closing date;
Closing date will be Monday 23 October, 2017

Interviews will take place week commencing: Monday 30 October, 2017

Terms and Conditions of Employment

- **Gordonstoun pay scale**
- **Allowance for Head of Boarders role**
- **Unfurnished Accommodation provided (NB: this has to be vacated after maternity cover ends).**

September 2017