

ABBNEY COLLEGE CAMBRIDGE

HOUSE MASTER (HSM) - SEPTEMBER 2021



'The students are very friendly and cooperative; lessons are intimate and offer many opportunities which are not available in other schools such as the ability to work one-to-one with every student regularly; the staff are also very friendly and welcoming.'



'My time at Abbey College Cambridge has made me more mature in my outlook towards life in general. The teachers pay a lot of attention to details and they always give a 100% to their students. They are always there for you when you need help, so you feel academically secure.'



α+ Alpha Plus
group

the **Gold Standard** in education

ABBNEY COLLEGE CAMBRIDGE

ABOUT US

Abbey College Cambridge is continually expanding with over 400 students from more than 40 countries currently study with us. They are united by one ambition: to enter one of the top universities in the UK. Our students, working with our experienced, professional, highly skilled staff, form a vibrant community.

During this growth our educational ethos has remained very clear: outstanding achievement for all and to provide the best possible start for every child in our care.

Our staff come from a diverse range of backgrounds, many have enjoyed previous careers in academia, government service, industry and commerce. Many of our teachers have been educated at the UK's top universities, and we are fortunate to have both senior and assistant examiners in the staff body.



We know that the staff are our greatest asset so we are constantly on the look out for individuals with the skills and perspective to support our ethos. We invest heavily in staff training and development as this is absolutely fundamental to what we do.

We have 56 fully equipped classrooms including 12 laboratory spaces, an art studio, music rehearsal room, and performance spaces.

'The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I've made great friends and lived in a city with such prestige.'



'There is a diverse community of students and caring teachers who always try their best to guide me and helping with my university application. I hope to study Medicine and work as a doctor. The college has provided me with guidance in choosing the best possible route.'

TEACHING AT ABBEY COLLEGE CAMBRIDGE

We specialise in providing high quality teaching to classes of around ten students. Our student body is made up of students from many countries who study A-levels, International Foundation, GCSE and pre-sessional courses focussed on English Language.

Such students are often able and ambitious and usually aspire to gain entry to top UK universities after completing their studies with us. The college has a track record of helping such students to do just that. As an illustration, five Abbey College Cambridge alumni entered undergraduate courses at Oxford and Cambridge universities in 2019, with a third of other applicants from our college entering top UK universities.

Staff at Abbey College Cambridge share key values. We agree to:

- Value every student and member of staff
- Work constantly to raise expectations
- Develop learning and teaching strategies suited to each student
- Work in close partnership with students, parents, guardians and agents
- Nurture, share and celebrate the successes of every member of the community.



The House System

We firmly believe that the house system is the greatest vehicle of all too outstanding pastoral care. It is a system that instils a myriad of the most wonderful and desirable attributes into its individuals and their broader communities. It is all to do with pride; the passion a student develops for his/her house is right at their core. Being in a house allows student to develop a sense of team spirit. Students of all ages, talents, abilities, nationalities ages and genders to come together united in their desire for their house to be the best, for their house to win the numerous competitions and, of course, the overall House Cup.

The vertical nature of our house system benefits all students. The younger students look up to the older ones and the older ones look out for and support the younger ones. This sense of community helps to shape the citizens for the future – tolerant and helpful, modest but ambitious.

Each house is led by a Housemaster who is responsible for the academic and pastoral welfare of all their students. The Housemaster promotes the ethos of the house and works with the team to create the unique community.

ABOUT THE ROLE— HOUSE MASTER (HSM)

The House Master / Mistress (HSM) has responsibility for the development of all areas of the House and for the continual improvement in the academic progress and the pastoral welfare of the students.

Overview

The HSM works together with the Head of House (HoH), tutor, and other key staff to monitor the students, ensuring that they fulfil their potential and develop into young people able to act as role models in all areas of Abbey College Cambridge.

The HSM leads the tutor team to ensure the students are given full support in their academic, personal and extracurricular development.

As a senior member of staff the HSM will contribute to the overall leadership and management of Abbey College Cambridge and be active in promoting its aims and supporting an ethos that encourages achievement and high standards for all students.

HSMs also have teaching responsibilities in their subject area.

Main duties and Key Responsibilities:

Having overall responsibility for the academic progress, discipline, personal development and welfare of members of their house.

Staying informed of the developments and priorities in KS4 and Post 16 education and developing the Abbey College Cambridge vision.

Leading and managing a team of tutors, holding regular meetings to develop initiatives and to discuss academic, pastoral and general issues.

Liaising with tutors, HoH, Heads of Department, subject teachers, SENDCo, matron as required, concerning individual students and/or their parents, guardians and agents.

Ensuring effective communication with parents, guardians and agents.

Oversight of supervised study and organising private study arrangements for students in their House.

Consulting and informing the Designated Safeguarding Lead (DSL) as appropriate.

Producing and updating the House handbook and liaising with the marketing manager regarding their House.

Working with SLT and other HSMs to allocate new students to Houses and tutor groups.

To develop an effective induction programme for all as they join Abbey College Cambridge.

Oversight of student achievement tracking via progression meetings for students in their House and resulting actions.

Work with the Head of UCAS and Head of Pre-Degree Diploma to ensure all UCAS applications are of the highest quality and that students are fully informed before committing to their programme of study.

Being available on A-Level and GCSE results Day and the intervening period, to give support and advice to students and their parents and guardians as needed.

Organising Personal Tutor Meetings (PTMs) and ensuring that appropriate emails are sent to parents, guardians and agents at the correct time.

Giving opportunities for student voice to be heard and ensuring representation on student council.

Organisation of the annual Project Weeks: covering events for UCAS, Careers and academic skills training.

Oversight of rewards and sanctions in their House.

To carry out any reasonable request made by the Senior Leadership Team.



'Most students have a superb attitude toward learning which makes it so much easier to teach them; they want to learn.'

CANDIDATES

We are looking for flexible and enthusiastic individuals to join our vibrant team.



Qualifications and Experience

Essential:

- Qualified teacher status or equivalent
- Track record of outstanding teaching

Desirable:

- Experience of leading and developing successful whole school initiatives
- Level 3 safeguarding
- Experience of working with international students

Knowledge

Essential:

- Ability to demonstrate a commitment to Every Child Matters, Safeguarding, pastoral care and promotion of high standards of positive behaviour.
- An understanding of the skills need to lead in a climate of constant change
- Suitable subject knowledge.

Desirable:

- Working knowledge of UCAS and preparing students for Oxbridge
- Awareness and understanding of current issues in PSHEE
- Ability to organise and run extra-curricular activities and events

Personal skills and qualities:

Essential:

- Proactive, positive and enthusiastic approach to all tasks.
- An affective, flexible and enthusiastic leader always prepared to put students first.
- The ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure.
- The ability to manage own and others' workloads appropriately, with the enthusiasm, stamina and passion to enthuse the motivate others; also to prioritise, evaluate and manage financial and human resources.
- Open and constructive, accepting of feedback and always willing to learn.

Desirable: Commitment to their own continued professional development and that of their team.

Communication and Interpersonal Skills

Essential:

- Good interpersonal and communications skills.
- Ability to listen and effectively communicate with a variety of audiences; diplomatic, with the ability to develop and maintain effective relationships with all.
- Excellent interpersonal skills, a sense of humour and a willingness to make themselves approachable to all members of the school and the wider community; a 'can do' positive approach.

Equal Opportunities

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

THE BENEFITS

Holiday Entitlement:

A salaried teacher works during term time of the standard academic year. The standard academic year runs from the first Monday of September to the last Friday of June. An additional 5 weeks of commitment are also given to help with activities including catch-up lessons for late arriving students, Easter revisions classes, extended summer term for the students who started in January, and Summer School. Department teams agree amongst themselves on the distribution of this work. Remaining non-term time (around 12 weeks) is taken as holiday.

Salary:

A salary of £26,103- £45,265 per annum is offered to the successful candidate depending on qualifications and experience. The role also has a responsibility allowance of £4,123 attached to it.

Hours:

9:00 – 17:30 Monday to Friday



Benefits

- Employee assistance programme.
- Sports groups (yoga, circuits, etc..) and free on site gym facilities.
- Alpha Plus Group personal pension plan, 6% employer contribution.
- Season ticket train travel discount and loans.
- Ongoing training opportunities
- Cycle to work scheme.
- Discounted school fees.
- Staff music groups.
- Language classes.
- Regular social events.
- Discounted beauty treatments.
- On Campus restaurant serving discounted meals (Breakfast, Lunch and Dinner).





the **Gold Standard** in education

ABOUT THE ALPHA PLUS GROUP

The Alpha Plus Group was founded in 1931 and currently comprises twenty independent schools and colleges. The schools and colleges within the group have developed a longstanding reputation for delivering premium quality education.

Alpha Plus staff are dedicated to providing top quality provision for every student. All students are welcomed into the local college and we ensure that each individual has an exceptional experience.



ABBEY COLLEGE CAMBRIDGE



ABBEY COLLEGE MANCHESTER



DLD COLLEGE LONDON

The Alpha Plus 'Gold Standard'

The Gold Standard is the Group's vision of educational excellence. It has two dimensions:

- Cultural - fostering high aspirations and expectations of staff and pupils, always recognising that excellence is a never-ending pursuit.
- Operational - robust governance through which Schools, Colleges and central services are simultaneously supported and challenged in their pursuit of excellence.

Alpha Plus recognises that great schools have their own identity and ethos and we seek to preserve such independent values. Whilst the interpretation and execution of 'excellence' may therefore vary across the Group, many elements, such as outstanding leadership, and passion and pride in teaching and learning, are common to all.

In addition to academic attainment, our cultural aspirations are rooted in the following common principles:

- Achievement defined according to the needs and potential of the child.
- Development of character and resilience, leading to more rounded and grounded children who will be well-placed to contribute and thrive in the world.

Effective partnerships with parents, including advice and help with the most suitable subsequent educational placement, for each child. Mutual trust in these shared principles is what defines being part of the Alpha Plus Group.



YOUR APPLICATION

How to Apply

Please visit our recruitment website to apply. Complete the application in full and enclose your CV and a detailed personal statement stating why you think you have the necessary skills to be successful in this position.

Interview Process

We will approach one referee before interview for each shortlisted candidate for information to verify particular experience or qualifications.

You will be required to conduct a lesson as part of the selection process. Details of the lesson will be provided to shortlisted candidates prior to the interview date.

Safeguarding

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. 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.
- Three written & verbal references from previous employers will be sought. Your referees will be asked about your suitability to work with children and whether they know of any disciplinary offences relating to children or young persons 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.
- Your full employment history will be checked, any significant gaps will required explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening.

Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate's suitability to work with children.