



A thriving Catholic co-educational day and
boarding school for pupils aged 3 - 18

ST EDMUND'S COLLEGE & PREP SCHOOL

A Career at St Edmund's College

HEAD OF BOARDING



Closing Date for Applications:

Midday, Friday 24th January 2020

Interviews to take place:

Tuesday 4th February 2020

St Edmund's College,
Old Hall Green, Ware,
Hertfordshire, SG11 1DS

Telephone: 01920 824335
Email: hr@stedmundscollege.org
www.stedmundscollege.org

Education for the whole person:
Intellectual, physical, emotional and spiritual





ST EDMUND'S COLLEGE & PREP SCHOOL

January 2020

Dear Colleague,

Thank you for expressing an interest in the position of Head of Boarding at St Edmund's College. I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. We are 452 years old, and yet a forward-thinking, imaginative and lively school. Numbers are very sound with over 850 pupils from 3 – 18, of whom some 660 are in the College (11 – 18). We remain selective (there are typically about two applicants for every place in Year 7), but selection is based on character and all-round potential as well as academic prowess. There are currently 84 full boarders (48 boys, 36 girls), 8 weekly boarders (2 boys and 6 girls) and 23 registered flexi-boarders (10 boys and 13 girls), who board on an occasional basis.

Since September 2019 the role of Head of Boarding has, as a temporary measure, been combined with that of Head of Girls' Boarding (Housemistress). The decision has been made to return to having a separate Head of Boarding in order to underline the importance of boarding to the College; to help with the recruitment of new boarders (we aim to increase the number of boarders over the coming terms) and to bring a level of experience which will ensure that the quality of boarding provision at St Edmund's is sector-leading.

The salary will be commensurate with the experience of the successful candidate and the seniority of the post. Rent-free family accommodation will be available on site.

If you would like to discuss the post informally at any stage, please feel free to get in touch.

In the meantime, we very much look forward to receiving your application.

With all best wishes,

Yours faithfully,



Matthew Mostyn
Headmaster



ST EDMUND'S COLLEGE & PREP SCHOOL

Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: "A successful, flourishing, dependable school with real spiritual heart."

Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, "Love thy neighbour as thy self".
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

The ISI regulatory compliance inspection in November 2019 recorded that all eight parts of the standards were met.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.



ST EDMUND'S COLLEGE & PREP SCHOOL

Our History

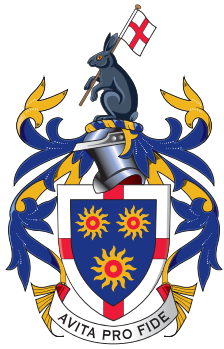


Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond. We are proud of our academic achievements at GCSE and A Level.

Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

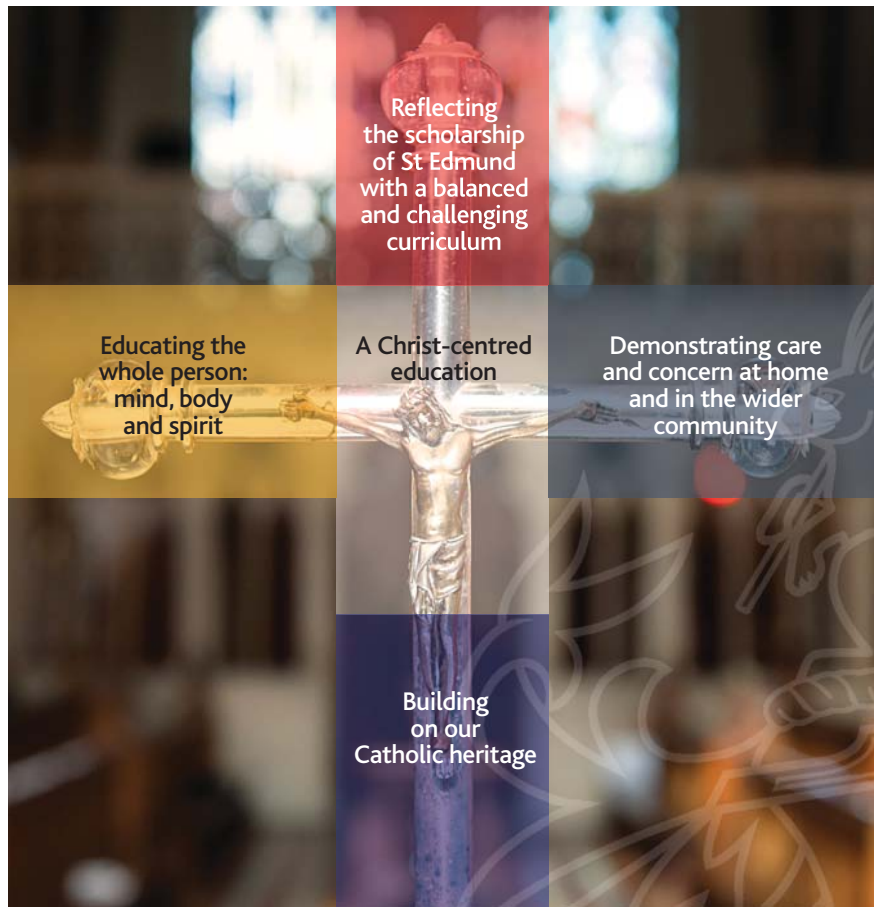
In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.





ST EDMUND'S COLLEGE & PREP SCHOOL

Five Year Strategic Plan



The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage



ST EDMUND'S COLLEGE & PREP SCHOOL

What Advantages do our Staff Enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits for all staff, teaching and non-teaching:

- For Boarding roles, accommodation in line with the College's policy.
- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym and swimming pool.
- For children of staff:
 - Discretionary discount on College Fees, subject to completion of the admissions process.
 - After school club and breakfast club charged at cost.
 - Parties for children of staff including at Easter and Christmas.
- Free parking.
- Access to free counselling and health advice helplines.

In addition, for teachers, we offer:

- Our own salary scale, above national averages.
- Membership of TPS.

In addition, for non-teachers, we offer:

- Discretionary closure of the College between Christmas and New Year (in addition to annual leave).
- An increase to 25 days' (FTE) annual leave following 5 years' service plus public holidays.
- The opportunity to join in the delivery of co-curricular to our students, by negotiation.
- Pension: Employee contribution 5% College contribution 8.5%



A Career at St Edmund's College	
Head of Boarding	
Job Description	
Summary of the role:	<p>As a member of the wider Senior Leadership Team and in conjunction with the Headmaster, Deputy Heads and Assistant Heads, to coordinate the overall organisation of boarding across the 11 – 18 age range, both boys and girls.</p> <p>In collaboration with the Housemaster and Housemistress, matrons and all boarding staff, to provide for the safety, good discipline and pastoral well-being of all students who board at the College.</p> <p>In collaboration with the Marketing and Admissions Department, to assist with the promotion and marketing of boarding, and the recruitment of boarding pupils, including from time to time representing the College at pupil recruitment events both in the UK and overseas.</p>
Main duties and responsibilities:	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons. The Head of Boarding must refer any incidents concerning child protection, bullying, substance misuse or sexual misconduct to the appropriate senior person as identified in the policies pertaining to each incident. • To have overall responsibility for the pastoral care of all boarders and to liaise with Heads of House, Heads of Year and the International Department, as appropriate. • To work with the Marketing and Admissions Department in actively promoting boarding and in attracting new boarders to St Edmund's. • From time to time to represent the College at pupil recruitment events both in the UK and overseas. • To build relationships with UK feeder schools with a view to increasing the number of UK boarders at the College. • To ensure that passports and identity cards are safely stored in a central area and to be responsible for signing them in and out for students. • To be in charge of the day to day running of boarding. • To ensure that the Mission Statement of the College is put into practice with regard to all matters concerning boarding. • To ensure compliance with the National Minimum Standards for Boarding and for welfare and pastoral care in boarding. • To ensure that all staff in boarding have a clear understanding of their roles and responsibilities, and to have overall responsibility for ensuring that there is a periodic review of their performance. • To ensure that boarding staff, parents and students understand the aims and objectives of boarding, and the principles on which community life in boarding is based. • To plan, implement and review structures of staffing in boarding. • To liaise with the Deputy and Assistant Heads with regard to key policy and important disciplinary matters. • To ensure that a programme of evening and weekend activities is available for all boarders.

	<ul style="list-style-type: none"> • To attend Sunday Mass with the boarders, and to attend, and occasionally to lead, boarders' evening prayers. • To ensure that the conditions and supervision in study periods within boarding are conducive to effective academic progress. • To cultivate contact and to communicate proactively with parents and guardians. • To ensure that the College's disciplinary policies are implemented as appropriate within boarding. Through encouragement, and by a fair system of sanctions, to foster good behaviour and relationships amongst everyone within the boarding community. To inform the Deputy Head (Pastoral) and / or Headmaster about any serious issues arising in boarding • To provide a boarding report to the Deputy Head for the Governors, as required • To liaise with the infirmary as necessary • To liaise with the Refectory staff as necessary • To oversee the Boarders' Council • To co-ordinate the travel arrangements for students and allocate staff as appropriate to airport duties and boarding duties • If a teacher, to teach a reduced timetable in the candidate's chosen subject • To perform any other key tasks which the Headmaster may reasonably assign. • To undertake any duties which fall within the role of a Head of Boarding and capabilities and which may reasonably be required by the Head according to the normal practice of an independent boarding school.
Line management duties and responsibilities	<ul style="list-style-type: none"> • You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and Head of Department. • Performing the 'Role of Teacher' job description, as set out in the College's Academic Handbook
	<p>St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org</p>
<p>The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.</p> <p>We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.</p>	



A Career at St Edmund's College Head of Boarding

Reporting to: Deputy Head - Pastoral

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> Be first aid trained / willing to train in first aid. Safeguarding Level 3 / willing to complete this qualification. 	<ul style="list-style-type: none"> BSA Qualification 	Production of the Applicant's certificates
Experience	<ul style="list-style-type: none"> Substantial experience of boarding, probably as a housemaster or housemistress. Experience of leadership and management. Be committed to CPD. 	<ul style="list-style-type: none"> Experience of leadership and management. 	Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> Be committed to safeguarding the physical, emotional and mental well-being of young people. Understand the importance of developing appropriate working relationships with young people. Have the ability to treat all with respect. Possess effective communication skills, both written and spoken, for dealing with pupils, parents and staff. Possess good organisational skills. Attention to detail. Have the ability to work with flexibility & with initiative. Have the ability to work well with others. Be adaptable and self-motivated. Set high standards for self and others. Be able to delegate. 		Contents of the application form Interview Professional references

Personal competencies and qualities	<ul style="list-style-type: none"> • Be able to motivate. • A track record of being willing to hold people to account. • Have the ability and desire to engage in the wider life of the school. • Keen to run a wide range of outings and activities. 		
	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • Be fully committed to boarding school life. • Confident in leading prayers within the boarding community. • Responsible, honest & reliable. • Personable, willing & helpful. • Methodical. • Independently strong and confident, as well as being a team player. • Ability to work calmly under pressure with a professional disposition. • "Can do" attitude. • Pragmatic. • Adaptable. • Reliable. • Smart and presentable • Good sense of humour • Cheerful manner 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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