



**Assistant Head
Welfare & Tutoring**





The School

Monkton places thinking differently at the heart of its strategic vision. We believe that self knowledge, learning from mistakes and focusing on individuals achieves remarkable results. Teachers who are creative and seek to innovate will thrive here. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

Monkton is seen by parents as a caring community which fosters a balanced education, as well as encouraging the pursuit of individual excellence. It is a friendly school where pupils develop their personal values in the context of a community where heritage, creativity and adventure are positive features. The expression of the School's ethos can be found in many fine examples of Monktonians achieving positions of leadership in the church and in other areas of life both nationally and internationally.



A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.

It is expected that candidates for teaching posts will support the Christian aims and educational philosophy of the School. Staff are warmly invited to attend Chapel, which is at the centre of the School's life, and to become involved in the more informal elements of Christian life in the School.

Confidence, integrity, humility and service are the values that we aim to live out and inspire in our students, and we are eager to educate character, as well as intellect. It is expected that all full-time members of the Common Room will be committed to the concepts and challenges of the boarding ethos of the school, wishing to contribute widely outside the classroom within pastoral, sporting and other co-curricular spheres. Many part-time staff also choose to add wider co-curricular and pastoral involvement to their teaching role.





Monkton starts with a proactive pastoral environment to develop academically strong enthusiastic students, and our innovative pastoral tracking ensures that we not only know our students well but can help them to know themselves well too.

Academic endeavours are taught within the context of developing positive attitudes to learning rather than achieving certain grades in exams. We are increasingly and explicitly describing learning as a process which is common to both curricular and co-curricular pursuits, so that the rugby coach, orchestral conductor and subject teacher all share the same learning aims.

Our staff CPD runs along similar principles with a focus on imagination, craftsmanship and evidence-based practice. Within this context we are committed to both providing all staff (teaching and non-teaching) with a peer coach with whom they can reflect on their practice, and training all staff in executive coaching techniques.

The school provides a modern and broad education for a diverse intake of boys and girls on a site which has developed significantly over recent years. The Senior School enjoys a very attractive rural location in the Monkton Combe valley some two and a half miles south of the historic city of Bath. Nearby are Monkton Prep and Pre-Prep each with separate Heads but part of the same foundation.

The Principal is a member of the Headmasters' and Headmistresses' Conference (HMC) and the School participates in the 20-strong 'Rugby Group' of independent boarding schools. The school is full and is made up of about 400 pupils (boys and girls aged 13-18), of whom about 60% are boarders. The School has been co-educational in the Sixth Form since 1970 and fully co-educational from 1992, with a current ratio of boys to girls of about 60:40.



Scholarships are offered at years 9 and 12, and the School offers fee remission to a limited number of clergy and missionary families. The school also offers a fee remission package for children of staff in eligible positions. Admission into the school in year 9 is partly assessed by our unique assessment day, where year 6 students participate in group activities intended to evaluate aptitudes which Prof Bill Lucas at the University of Winchester has called the '7 Cs': creativity, collaboration, confidence, craftsmanship, communication, commitment and curiosity.

In the Senior School, the Principal is supported by a Senior Management Team consisting of the two Deputy Heads (Pastoral and Learning), Assistant Heads Academic, Co-curricular, Welfare & Tutoring, and Boarding, Director of External Communications and the Bursar, who oversees all the support staff.

There are six Boarding Houses, three for boys and three for girls. Each House also contains day pupils. All full time members of the teaching staff act as a Tutor to a small group of pupils whom he or she sees



one-to-one on a regular basis. Tutors are responsible for overseeing every aspect of the learning and personal development of his or her tutees. All full-time members of staff are attached to Houses for duties and pastoral oversight.

Recent academic results have been very good. This past year, 81% of A Level grades were A*, A or B, 51% were A* or A, and 21% were A*. The proportion of GCSE grades A* - A over recent years has been between 60 and 70%. Over the last 3 years, 13 of the 14 Oxbridge applicants have successfully taken up their places. This amounts to about 6% of the Year 13 cohort.

The main sports are rugby, hockey, cricket and rowing for boys, and hockey, netball, tennis and rowing for girls. There is a choice of other sports for older pupils. There is a wide range of activities and societies. The School also has a strong Christian Union, Combined Cadet Force, and Conservation and Community Service groups.

The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012, and a significant enlargement and refurbishment of the Art and DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.

The school was recently rated 'excellent' in both categories (pupil personal development and pupil achievement) of the ISI inspection framework.



It is expected that candidates for teaching posts will support the Christian aims and educational philosophy of the School. Staff are warmly invited to attend Chapel, which is at the centre of the School's life, and to become involved in the more informal elements of Christian life in the School. The school was recently rated 'excellent' in both categories (pupil personal development and pupil achievement) of the ISI inspection framework.



The Role

The successful applicant will work within the Senior Leadership Team and share our vision for fostering a love of lifelong learning, both for students and teachers. You will be passionate about delivering an excellent holistic education and have a commitment to individuals, seeing this as the basis for students to flourish.

The salary offered is in accordance with the Monkton Combe Management Salary Scale and is competitive.

Reports to:

The post holder will report to the Deputy Head (Pastoral), will be a full member of the MSS Senior Leadership Team and play a full role in the life of the school.

Responsibilities:

- Line manages Deputy DSLs, School Listener, School Counsellor, Head of International Committee of Monkton (ICOM) and all Tutors
- Allocation of Tutors to all students ensuring an appropriate and fair distribution of Tutees and accommodating student choice wherever possible
- Designated Safeguarding Lead (DSL) at MSS
- Managing all aspects of safeguarding including managing the myconcern record system and all Safeguarding records, Liaison with DSL team at MPS, managing student Red List
- Oversee Safeguarding induction of new staff and ongoing staff training
- Liaison with all external Safeguarding agencies including referrals to Police & Social Care
- Support Senior Practitioner with effective use of AS Tracking
- Oversee Personal Development curriculum ensuring that it exceeds all Government requirements and inspection needs and provides outstanding support and education for students from years 9-13. Liaise with MPS to ensure through school coherence
- Lead the provision of emotional health and mental health curriculum
- Coordinate support from mental health professionals
- Lead the student Equality Group
- Coordinate support for any Looked After Children
- Management of all Tutors including training and support, identifying key training needs and working with the CPD coordinator to ensure that these are met
- Supporting Tutors through regular meetings or discussion forums to highlight issues, provide training and share best practice



- Oversee and develop Tutor planners for every year group, ensuring they are up to date, thorough and helpful to Tutors
- Oversee Pupil Record system, ensuring thorough records are being kept and that handovers of tutees run smoothly
- Inducting and supporting new staff in their role as Tutors
- Supporting the DHP with serious investigations as needed
- Attending the Houseparents meeting
- Proposing changes/ improvements to Tutoring system



Person Specification

		Essential	Desirable
Qualifications	<p>Honours degree or an appropriate related discipline from a recognised University (requirement if teaching)</p> <p>Leadership or management training (either an accredited course or INSET)</p> <p>UK Driving Licence</p>	√	<p>√</p> <p>√</p>

		Essential	Desirable
Experience	<p>Ability to teach one of the subjects offered at Monkton</p> <p>Successful experience of delivering a differentiated curriculum to pupils with a wide range of needs</p> <p>Successful experience of managing an effective classroom environment to support pupil learning and positive behaviour</p> <p>Ability to teach second subject to assist with timetable flexibility</p> <p>Pastoral leadership in a in a similar setting</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p>



		Essential	Desirable
Knowledge and Understanding	Knowledge of Equal Opportunities, Health and Safety, and Child Protection	✓	
	Awareness of safeguarding and pastoral issues, including those relevant to boarding, and coeducation	✓	
	Appreciation of the Christian ethos of the school	✓	
	Appreciation of the needs and challenges posed by a boarding setting	✓	
	Ability to promote a positive ethos and pride in the School together with high standards of education, care and behaviour	✓	
	Good understanding of the ISI inspection framework and National Minimum Standards for Boarding	✓	
	Evidence of the ability to work cooperatively with multi-disciplinary professionals, governors and other agencies	✓	

		Essential	Desirable
Skills	Proven ability to use ICT in the organisation and management of their role	✓	
	Ability to contribute significantly to the school's co-curricular program	✓	
	Excellent oral and written communication skills	✓	
	Ability to teach across the age and ability range for the School	✓	

		Essential	Desirable
Personal Attributes	Ability to exemplify the highest professional standards at all times, to prioritise and be well organised	✓	



	Ability to listen actively and communicate ideas and information in a clear, concise and open manner to a variety of audiences	√	
	Commitment to personal development, innovation and change	√	
	Ability to cooperate proactively, and to inspire, motivate and support pupils, staff, parents/carers and colleagues	√	
	Ability to provide creative and practical solutions to meet pupils' and the School's needs	√	
	Ability to learn from experience and take advice from both peers and the individual line manager	√	
	The ability to remain calm and reflective when working in a challenging environment	√	
	Resilience, commitment and confidence	√	
	Evidence of the ability to consult and seek advice and professional support as necessary	√	
	Ability to be flexible and adaptable	√	
	Ability to manage a busy workload and own well being	√	
	Sympathy with School's Christian ethos	√	
	Sense of humour	√	



Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)

Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.