

## **Boarding at Sherborne Girls**

The boarding houses are at the heart of the life of the School. For each pupil the house provides a home and an extended family; the importance of the Assistant Housemistress/master (AHM) role in helping to nurture this, cannot be overstated. AHMs are supported by the Housemistress/master, a team of resident and non-resident Pastoral Assistants and a day matron

The School houses are organised into: a junior house (Aldhelmsted West) for Years 7 and 8 (L4-U4), five mixed-age houses for Years 9-12 (L5-L6), and a senior house (Mulliner) for the U6th. The pupils sleep and have study facilities in rooms of four, two or one. Each house is equipped with its own kitchen and dining room which is run by a unique team of catering staff. The pupils eat breakfast, lunch and supper, as well as break and afternoon tea, in their own boarding house as opposed to a central dining hall. All houses actively encourage positive relationships between the year groups and organise a number of mixed-age “family” meal times each week to underpin these positive and mutually respectful bonds of friendship.

Approximately 10% of the pupils in the School are day pupils, who are fully integrated members of the boarding community. They are expected to play a full part in the boarding life of the School, participating in all aspects of house life and co-curricular activities. Day pupils, just like boarders, are encouraged to take advantage of the many facilities and opportunities available to them.

All Sherborne Girls (SG) pupils are encouraged to accept responsibility for themselves and for others. House prefects share in the day-to-day organisation of the houses, helping, encouraging and guiding the younger years. Being part of a small, close-knit community within School makes it possible for each pupil to develop as an individual and to feel that they are a valued member of their house community. The pupils move freely between the smaller community of the house and the larger community of the School.

We are very proud of our boarding community and the report from our most recent ISI Inspection (2017, rated Excellent in all categories) and the Compliance Inspection (2019, where we gained the highest judgement of all standards being met) is testament to the many strengths of our pastoral network:

“Pupils’ social development is particularly enhanced by the strong and supportive house-based communities and the input of house parents”

“They firmly believe that they benefit from an inclusive and tolerant School community”

“Pupils exhibit outstanding social awareness and development...pupils work extremely well with each other, collaborating and showing initiative and leadership...”

“The excellent social development and awareness mean that pupils of all ages show a particularly strong commitment to making a useful contribution to others”

Sherborne Girls is an independent full boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.

There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne School and The Gryphon School.

**Job Description for  
Assistant Housemistress/master**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<p><b>Summary of the Role:</b></p>	<p>The Assistant Housemistress/Housemaster (AHM) will assist in all matters running the respective boarding house. They will deputise for the Housemistress/Housemaster (HM) in their absence.</p> <p>This is a residential post, the AHM is expected to be resident in the house during term time excluding allocated weekends off, such as exeat. This also includes being resident prior to the start and end of term to ensure that the House is ready for opening and closing as appropriate.</p> <p>The AHM will be an experienced teacher and any subject within the Sherborne Girls curriculum will be considered.</p>
<p><b>Responsible to:</b></p>	<p>The AHM is responsible to the Head and Deputy Head (Pastoral) via the HM.</p>
<p><b>Main Duties and Responsibilities:</b></p>	<p><b><u>Main duties</u></b></p> <ul style="list-style-type: none"> <li>• To support the HM to ensure that the individual circumstances, needs, strengths and weaknesses of each boarder are supported, recognising the uniqueness of each boarder as an individual.</li> <li>• To work as part of a team to create a caring community within the house that is a secure, safe, clean and stable environment, both physically and socially.</li> <li>• To encourage pupils to involve themselves in co-curricular activities and to learn skills required for independent living. To promote, and be present at, house events and house outings.</li> <li>• Attend meals in the House with the girls when on duty.</li> </ul>

- Attend staff meetings and briefings.
- Be a trained first aider.
- Handle, register and dispense medication in accordance with policies and procedures;
- Ensure that all fire regulations are rigorously met; keep up-to-date with use of the alarm panel and evacuation procedures.
- Ensure that visitors to the House are welcomed and carefully monitored, and that the bedroom accommodation, including corridors, is private to the girls and to the members of the House staff only (and to parents at the appropriate times).
- To understand the principles and procedures of the National Minimum Standards for Boarding Schools and related regulatory guidance such as the Children Act and Keeping Children Safe in Education.
- Undertake any other tasks relevant to the work of the House as they may arise.
- To commit to and independently seek out opportunities for CPD and sharing best practice.
- To attend Head's Assemblies and School Prayers/Hymn Practice services on a Monday, Wednesday and Friday morning, as per the rota created by the HM.
- Uphold the ethos of the School and take responsibility in the absence of the HM.
- Attend regular AHM meetings with Deputy Head (Pastoral).

**In the absence of the HM:**

- To have overall responsibility for the running of the House, including being the principal channel of communication between the School and parents on all matters relating to the girls in their care.
- Oversee the work of the resident and non-resident staff, so that a good atmosphere is maintained.
- To be responsible for the pupils, resident and non-resident House staff.
- Liaise with parents and guardians.
- Liaise with Chartwells (catering provider).

**Role within the Boarding House**

- To fully support the HM in all aspects of the pastoral care of the pupils and smooth running of the House.
- To take full responsibility for the House on all occasions when the HM is on their time off (one day and two mid-week nights a week), ill or absent. This may require organising additional staff to cover the House through the bank matron system.
- To be on duty on Saturday nights on rotation and take full responsibility for the House two Saturdays each term from 11am, including planning and organising weekend activities and supporting Saturday sports fixtures, as appropriate.
- To support the Admissions department with prospective families and tours of the boarding house.

- To support the HM in end-of-term report writing and to take responsibility for proofing reading a set of reports as directed by the HM.
- Should run seven mealtime duties each week, including providing notices to the pupils, by mutual agreement with the HM.
- Provide additional cover for the boarding house as required.
- Required to run a House Society/Club/Inter-House competition or organise a year group meeting.
- Is available for beginning and end-of-term responsibilities.
- Attends all House functions and aids their organisation.
- Must be available to assist the HM at all key school events including Commemoration Day, New Girls' Tea, the Induction Programme and Parent Drink Receptions/Lunches.
- Assist the HM by taking responsibility for some additional routine House administration, organising House activity/trip arrangements, ensuring pupils are in regulation uniform.

### **Teaching Responsibilities**

- Plan, prepare and teach a timetable across all age-ranges as directed by the Head of Department.
- Be aware of the diverse needs within any given class and to differentiate lessons and resources accordingly.
- Embrace the School's digital learning innovations and contribute to ongoing enhancements to teaching and learning for the benefit of pupils.
- Understand and implement the aims and objectives of the department, and to contribute to its vibrant and creative atmosphere.
- Be a team player willing to communicate and collaborate with colleagues within the faculty and the wider staff community.
- Ensure that pupils are suitably prepared for entry to the appropriate public examinations, and to implement and review the curriculum to ensure that it meets the needs of the pupils.
- Develop and manage up-to-date teaching and learning resources, including library and digital resources and advise the Head of Department on course materials.
- Monitor and maintain high standards in the classroom environment through displays, including pupils' work and ensure that the teaching classroom(s) present a stimulating subject learning environment.
- Assist with the setting, marking and, where necessary, co-ordination of internal examinations in the department.
- Maintain and develop, with any other teachers of the subject, schemes of work within the requirements of the examination board(s).
- Maintain current knowledge on developments in subject curriculum requirements on a national scale and respond accordingly.

	<ul style="list-style-type: none"> <li>• Maintain sound discipline inside and outside the classroom, within the School's agreed procedure.</li> <li>• Ensure that the pupils' work is regularly assessed that marks are recorded and that reports are written at appropriate times.</li> <li>• Attend parents' meetings and reply to parents' enquiries.</li> <li>• Undertake opportunities for continued professional development and engage with the School INSET programmes.</li> <li>• Actively engage with the School's staff development review (appraisal) systems.</li> <li>• Be aware of, support, and implement all school policies, including assessment and reporting, rewards and conduct, and those in place to maintain safe working practice.</li> </ul>
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Person Specification		
	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Academically strong; hold a degree with high honours</li> <li>• Post Graduate Certificate in Education</li> <li>• Qualified Teacher Status</li> <li>• Experience of working within an all-girls educational environment</li> <li>• Experience and enjoyment of working in a boarding environment</li> <li>• Evidence of continuing professional development, particularly in pastoral matters</li> <li>• Experience of teaching at the appropriate level</li> <li>• Holds a current and full UK driver's licence</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• High standards of written and oral communication; an excellent public speaker</li> <li>• IT literate and confident in the use of a School management system</li> <li>• Ability to create an inspirational, homely and appropriately challenging living and learning environment</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Passionate about education and working with young people</li> <li>• Moral courage to do what is right, not always what is easy</li> </ul>	

	<ul style="list-style-type: none"> <li>• Commitment to the values and culture of the School and to the full-boarding ethos</li> <li>• Resilience, patience and an enthusiasm for the anti-social hours of the role</li> <li>• Committed to continued personal professional development</li> <li>• Commitment to high expectations and outstanding educational standards</li> <li>• Organised, proactive and calm under pressure</li> <li>• Open-minded, imaginative and persuasive</li> <li>• Ambition to secure the highest standards; a desire to be at the forefront of Girls' education</li> <li>• Willing to contribute to the Sherborne Girls co-curricular provision</li> </ul>	
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## Additional Information

### Hours of work: In addition to a teaching role, the AHM will do the following:

- Lead the House during the Housemistress/masters day off.
- Three evenings per week between 9pm to 11.00pm Monday to Friday
- Two lunchtime duties per week between 1.00pm to 2.30pm Monday to Friday
- Three breakfast duties per week between 7:00am to 8:00am Monday to Sunday
- One Saturday evening between 6.00pm and 11.00pm as required (normally every other week)
- Two Saturdays per term between 11am – pupil bedtime
- Attendance at Head's Assemblies and Prayers services 8.00-8.30am Monday, Wednesday, Friday
- Around 60 minutes per week in meetings associated with AHM/House/Line Management activities.

### Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

**Benefits:**

- Accommodation is provided year-round; all amenities and meals are provided during term time for the better performance of duties
- Possibility of fee remission at Sherborne Girls, Sherborne School and Sherborne Preparatory School
- Membership of a pension scheme with generous employer contributions
- Membership of the School library
- Subsidised membership of Oxley Sports Centre

**Application Process:**

- The closing date for applications: 9am, Thursday 14<sup>th</sup> March 2024
- Interviews will take place in the week commencing 18<sup>th</sup> March 2024