



BROMSGROVE

APPLICANT INFORMATION FOR THE POST OF
BOARDING HOUSEPARENT



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BROMSGROVE SCHOOL MISSION STATEMENT:

FLAIR : DISCIPLINE : ACADEMIC RIGOUR

Bromsgrove School aims to produce happy, creative, moral citizens who live motivated, fulfilled lives while enriching the lives of others.

It seeks to achieve this through an enlightened, disciplined and broad education that responds to global change while retaining core values.

The Core Values Bromsgrove seeks to foster in its pupils are: Humility and Confidence; Compassion and Ambition; Respect and Curiosity; Tolerance and Vision



AN OVERVIEW

Founded in 1553 and re-endowed in 1693, Bromsgrove was a relatively small Anglican school until the late twentieth century. Few schools have changed quite so dramatically in recent years. With a turnover of £50million and over 650 full and part time academic and support staff, Bromsgrove is now the biggest employer in the constituency. A huge expansion programme has led to a current roll of over 2000 pupils aged 2 – 18, with over 600 boarders including 470 international pupils from 75 nationalities.

Bromsgrove boasts beautiful grounds – the main Senior School (1090 pupils aged 13 – 18) campus is a 100 acre, tree-lined oasis close to the heart of Bromsgrove town. The Preparatory School (520 pupils aged 7 -13) sits adjacent to the Senior School, in its own 35 acres of grounds. The Pre-Preparatory and Nursery School (200 pupils aged 2 – 7) is two miles away, located in a Victorian mansion house with extensive grounds. Bromsgrove School recently took over Winterfold House, this independent day school for 330 pupils aged 2 - 13 is situated 6 miles from Bromsgrove in rolling countryside.

Bromsgrove enters pupils for IGCSE, GCSE, A Level, International Baccalaureate and (in small numbers) BTEC Sport and BTEC Business. In the last few years Bromsgrove's Upper Sixth of nearly 250 pupils have produced A level results of 86 - 89% A* to B grades. The School has been teaching the IB for twelve years, with a current average score of around 40 points. Bromsgrove is academically selective but not massively so: the School prides itself on exceptional value added results.

The breadth of activities available at Bromsgrove is a significant strength of the School. The School has won many national and regional sporting honours in recent years; the Arts flourish at Bromsgrove, Art and Design have superb, award winning facilities and Music and Drama have benefitted from fantastic new facilities including a 300 seat concert hall and a separate 300 seat theatre. CCF, Duke of Edinburgh and Community Service are all vibrant, and other activities from Debating to World Challenge attract large numbers of pupils.

So, although ancient, Bromsgrove is progressive, dynamic and utterly unafraid of radical change when and where it is necessary. The School's outlook is global and contemporary.





THE ROLE

We wish to appoint an outstanding individual (regardless of subject specialism) with significant pastoral experience to the role of Boarding Houseparent. As well as being an excellent teacher in their subject, the successful candidate will have an instinctive understanding of the opportunities and benefits of boarding in an educational setting.

The successful candidate will be provided with family accommodation and will receive a significant additional allowance for this role, with a reduced teaching timetable to reflect their pastoral responsibility. As with all Common Room staff, participation in the School's broad co-curricular programme is expected.

Boarding Houses at Bromsgrove range from 65 to 120 pupils; one is a co-educational Sixth Form House, while the other five are single-sex with pupils from Lower Fourth (Year 9) to Upper Sixth (Year 13) Forms. This vacancy is for a Houseparent of Elmshurst House, a boarding house for around 100 boys aged 13 - 18.

The boarding community at Bromsgrove is large, with over 600 boarding pupils from more than 75 countries in the Senior School. All Houses contain pupils who reflect the wide range of talents present in the whole School community. Houses offer pupils the opportunity to form strong friendships with their peers as well as developing a sense of identity and often loyalty in belonging to the House community.

AN OVERVIEW

- Responsible to the Headmaster for overseeing all aspects of running the boarding House.
- Responsible to the Headmaster and parents for the welfare and pastoral care of the pupils under his/her charge, acting in loco parentis.
- Responsible for the day-to-day management of the allocated Tutors and House staff.
- Responsible for running the boarding House in accordance with agreed School practice as part of a collegiate Houseparent body.
- Resident during term time in the Houseparent's accommodation provided by the School.
- Houseparents are line-managed by the Deputy Head (Pastoral) and themselves act as pastoral line-managers to boarding staff allocated to their boarding House.



MAIN DUTIES & RESPONSIBILITIES (not necessarily exhaustive)

- To ensure that School policies, particularly pastoral policies, are adhered to in the boarding House in order to maintain consistency across Houses.
- To be fully conversant with the National Minimum Standards for Boarding and their application within the boarding community.
- To oversee the personal and academic development of all pupils in his/her care.
- To maintain and encourage a good standard of discipline, behaviour and dress of pupils in his/her care.
- To ensure that the boarding House is always properly and efficiently staffed, allocating and overseeing those fulfilling duties during the School day and in the evenings, as well as overnight cover and any cover required for circumstances such as unforeseen hospital visits.
- To work closely with the Headmaster, Deputy Head (Pastoral), Senior Master/Mistress, Senior Boarding Houseparent, Tutors and teaching staff for the pastoral welfare of individual pupils in his/her care.
- To work closely with the Housemother, medical and domestic staff for the comfort, health and general welfare of individual pupils in his/her care.
- To work closely with the Bursar, Estates Manager and House staff for the maintenance, upkeep and improvement of the furniture, fittings and equipment in the boarding House.
- To work with the Health & Safety Officer in ensuring that regular fire drills are carried out and that evacuation or accident reports are duly recorded and kept.
- To liaise with the Finance Department in keeping proper accounts for all income and expenditure of any specific House account.
- To correspond and liaise with parents and guardians concerning the progress, health and welfare of boarding pupils in his/her care.
- To keep appropriate records relating to pupils in his/her care, which may include correspondence of any pastoral significance (whether in paper, email or iSAMS format).
- To keep parents informed of community life in the boarding House through channels such as newsletters, social media feeds, or to offer the chance to be involved in House events.
- To oversee the House Tutor team: chairing meetings, providing induction, advice and support in their monitoring of their tutees' progress and development, and providing regular written appraisals.
- To ensure that systems in the day-to-day running of the boarding House are clearly understood by all pupils, protecting the interests of all pupil year groups in the House.
- To foster and nurture strong relationships with and between all pupils in the boarding House, supporting new pupils with integration, developing the leadership skills of senior pupils, and encouraging in all pupils a sense of participation and commitment to the ethos of both the boarding House and the School.
- To ensure that registration of pupils is administered efficiently in accordance with statutory requirements.
- To oversee all travel arrangements relating to pupils in his/her care, including weekend leave and beginning/end of term details.
- To attend all relevant meetings: Inset, Common Room, Houseparents, Tutor teams.
- To attend School Services and ensure that the boarding House is accompanied to morning Chapel services by members of staff.
- To oversee Tutor reports and write House reports as per the annual cycle, as well as completing pupil references when required; to liaise with the Head of Bromsgrove Futures regarding completion of the UCAS admissions process for U6 pupils in the boarding House.
- To meet with prospective parents and co-ordinate any House events for welcoming new pupils/parents.
- To be on House duty two evenings per week plus a minimum of eight weekend duties.
- To be available in School on public examination results days for pupil consultation and at other significant events, as requested from time to time by the Headmaster.

PERSON SPECIFICATION

Essential skills:

- Ability to communicate effectively with staff, parents and pupils
- A firm belief in the broader education of children within an independent school ethos
- Effective time management and organisational skills
- Competence in enforcing rules and routines with demonstrative integrity
- Excellent interpersonal skills, with the ability to develop positive working relationships
- Ability to work with initiative, but also as part of a team
- Knowledge and understanding of child protection and safeguarding issues, as well as current best practice in boarding

Personal qualities:

- Commitment to the safeguarding, health and welfare of young people
- Commitment to the ethos and values of Bromsgrove School
- Ability to engage gravitas, tact, diplomacy, patience or sympathy as appropriate
- Flexibility in approach: personable yet robust
- Resilience and calmness under pressure
- Positive optimism with a 'can do' attitude

HOW TO APPLY

Please complete the online application form.

The closing date for applications is **Friday 25th September**, but we are keen to interview at the very first opportunity after receipt of the application.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



STAFF BENEFITS



PLACE OF WORK

Bromsgrove is situated in beautiful Worcestershire and benefits from good transport links



PARKING

Free on-site parking



FEE REMISSION

Fee concession of 50% for all staff (pro-rata if part time) for children in reception onwards



PENSION SCHEME

Contributory pension scheme with employer's contribution



MEALS AND SNACKS

Free lunches and refreshments while working



ELECTRIC CHARGING POINTS

Located on site in designated parking bays



GYM

Free use of the School gym



CYCLE

Cycle to work scheme



WELLBEING PROGRAMME

Through the School's provider



FLU VACCINE

All staff are entitled to an annual free flu vaccine



PROFESSIONAL DEVELOPMENT

The School has a dedicated training budget for staff



DEATH IN SERVICE

If an employee dies while in service

