



Houseparents of Hatton House Information Pack





The School

Monkton places thinking differently at the heart of its strategic vision. 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 Combe School, just a mile from the World Heritage City of Bath, is an independent co-educational boarding and day school for pupils aged 2-18. We pride ourselves on our lively Christian ethos, excellent exam results and our strong pastoral care. At Monkton, we are setting standards for life; giving young people the qualities of character they need.

Hatton House is the only boarding house at the Prep and caters for both boys and girls from Year 3 - 8. It is run by Houseparents who are line managed by the Deputy Head Pastoral (DHP) and ultimately responsible to the Head for the welfare of the children within their care for who they are considered to be "in loco parentis". As such, their concerns are the practical requirements of day to day living, accommodation, health - physical, mental, moral and spiritual - and the general oversight in terms of pastoral care.

The school provides an extremely positive environment for students to grow, develop, explore, fail and rebuild and the school strives for all members of the school community to experience the same positive working environment.

Houseparents are always accessible to pupils, colleagues, subject teachers, Tutors and House team members for consultation and advice and should provide a supportive role in the implementation of the right environment for Boarders to learn effectively and live harmoniously within the House and School community.

Our Vision: Monkton inspires young people to become confident, kind and ambitious adults who live fulfilling lives.

Our Mission: Monkton thinks differently. We start with a proactive pastoral environment to develop academically strong enthusiastic learners within a living Christian ethos.

Our Values: Confidence, Integrity, Humility, Service.



The Role

Overview

Monkton is seeking to appoint for January 2021 committed and dedicated Houseparents for Hatton House. Monkton has a strong Christian ethos and this is reflected in the school's approach to its pastoral care. For those candidates with strong pastoral experience there is also the opportunity to apply for a Deputy Head Pastoral role at Prep as an additional role to the House Parent post. Please indicate in your application form if you would be interested in discussing this further.

Hatton house is situated at the Prep school, and is centrally located in the main section of the school. There are currently around 50 boarders nearly all of whom are full time. Houseparents will reside in a three bedroom flat in the middle of the boarding house. Assistant Houseparents have a flat at the other end of the boarding house and the team is supported by Graduate Teaching Assistants (GTA's) who are accommodated elsewhere in the house.

The post holder is responsible to the Head of the Prep School.

Responsibilities:

- To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- To ensure that boarding staff, parents/guardians and pupils understand the aims and objectives of boarding in the House, and the principles on which community life in the House is based; to cultivate a strong House ethos encompassing "belonging", relationships and achievement.
- To provide the staff members of the House team with a clear understanding of their roles and responsibilities, and to provide for a periodic review of their performance
- To develop and manage the House Staff so that they can play their part in carrying out effectively the tasks that follow, according to their particular roles and responsibilities
- To be aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House and to support the DHP in ensuring that they are met or exceeded
- To plan, implement and review structures of staff supervision; to ensure the safety and security (including emotional) of all pupils at all times when they are in the School's charge (including



meal times, weekends, and, through delegation, on expeditions and outings); to ensure that adequate arrangements for 'back up' cover are made

- To liaise with the School Nurses and School Doctor to ensure that pupils' medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle
- To ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the House, with respect
- To be responsible for the House budget, using it for the benefit of the pupils and house and to ensure that proper accounts are kept, for use by the Bursar
- To develop in the pupils a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate
- To be aware of the academic strengths and weaknesses of pupils; to liaise with Tutors to ensure that relevant background circumstances of pupils are known and discussed; to ensure that the conditions and supervision in evening prep are conducive to effective academic progress
- To use every opportunity to cultivate contact and communicate with parents/guardians, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know
- To keep thorough records of pupils' progress, welfare, health, emotional problems, achievements and misconduct, alongside records kept in the Medical Centre, the DSL, DHP and Head's office, and by Tutors; to provide such reports and references as may reasonably be required
- To counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to liaise with the Houseparents of the pupils' siblings, if appropriate; to liaise with the Assistant Head Welfare if any referral to outside agencies is required; to fulfil the requirements of the school's policy on child protection
- To support the School's disciplinary policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the House and School; to inform the DHP of any significant breaches of School Rules, as set out in the Staff Handbook



- To ensure that all members of the House Staff s are familiar with the School’s policies and procedures for child protection, anti-bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas
- To provide for the Deputy Head Pastoral a House ‘annual report’, including management and the setting of appropriate targets for the coming year
- To take part in the Continuous Feedback Cycle personal appraisal system run by the school
- To implement school systems of Registration and Leave-out, so that the whereabouts of pupils is recorded both during the week and at weekends as appropriate.
- To assist in the accurate recording of information for the UK Border Agency, including the monitoring of visas, ensuring visas are renewed within date, and the precise recording of all addresses other than the school’s at which overseas students may stay
- To be involved in marketing the School, by meeting with prospective parents, answering questions, offering reassurance, and so on.
- To be responsible for the development of an attitude of care for the physical facilities of the house among the pupils; to refer maintenance requests to the Maintenance Department in order to keep the house environment in a good condition; to be responsible for the annual risk assessment of the building; to audit the state of the building at regular intervals so that damage may be charged to the appropriate pupil, or to those groups who have used the house during the holiday; to liaise at least weekly with the designated member of the Domestic Services Team. In summary, houseparents are in overall charge of the personal welfare of every pupil in their House. As such, they are responsible for ensuring every child develops and achieves their potential at Monkton.

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.



Person Specification

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

		Essential	Desirable
Experience	Substantial experience of pastoral work in a similar setting	√	
	Ability to teach one of the academic subjects offered at Monkton		√
	Successful experience of managing an effective classroom environment to support pupil learning and positive behaviour		√
	Ability to teach second subject to assist with timetable flexibility		√
	Experience of working as Houseparents or in a Residential pastoral role in a similar setting		√
	Previous experience of teaching		√
	Successful experience of delivering a differentiated curriculum to pupils with a wide range of needs		√



		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 ethos of a Christian boarding school	√	
	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 guide the Christian life of the boarding house	√	
	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	√	



How to apply

To apply for the position of Houseparents, candidates should complete the school application form in full and along with a letter of application send it to the HR department via recruitment@monkton.org.uk. Alternatively, you may apply directly through our website through our 'work with us' page by clicking the 'Application Page' button.

All enquiries should in the first instance be directed to the HR department on 01225 721149.

Salary

Houseparent allowance is non-pensionable under TPS guidelines. The salary offered is in accordance with the Monkton Combe Teaching Staff Salary Scale. The nature of this post means that the occupation of School accommodation is necessary for the better performance of the post holders' duties, and this is free of rent subject to the terms of a service occupancy agreement.

Interviews

The selection process will be held following the closing date of Monday 22nd June 2020, short listed candidates will be contacted promptly following this date. The interview process will take place the week commencing the 29th June 2020 and will include, but is not limited to, interviews with Chris Wheeler (Principal), Catherine Winchcombe, Head of the Prep and Laura Warner (Director of People). Where the current social distancing rules allow there will also be a session with a group of children and a group of parents as well as a computer based task. In addition, candidates will have a tour of the School and teach a lesson (if applicable/possible).

References

References will normally be taken up before interviews are held, and any candidates who would prefer this not to take place should contact the HR department. In this case, an appointment may be made subject to satisfactory references.

Open references will not be accepted and applicants should be aware that the School telephones referees to verify letters received.

One reference must be from an applicant's most recent employer, and another from their most recent school employer, where these are not one and the same.



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](#)