



WEST BUCKLAND
SCHOOL

Join Our Team

WE'RE HIRING

**Lead Houseparent
Boarding**

"An outdoorsy, inclusive and happy school that provides a genuinely holistic education in a wonderful setting."

GOOD SCHOOLS GUIDE



Founded in 1858, our intention is to offer an excellent education based on Christian values.

Standing in almost 100 glorious acres of North Devon biosphere, close to the surfing beaches and surrounded by countryside.

The area is listed World Class by nature and we count ourselves a school offering a world class education.

WE THINK YOU'LL LIKE IT HERE.

West Buckland School, Barnstaple, Devon EX32 0SX +44 (0) 1598 76000

Email: recruitment@westbuckland.com www.westbuckland.com Reg. Charity No: 1167545



Our School

The school's buildings and facilities have developed steadily throughout its history and, in recent years, over £14m has been invested in outstanding facilities. These include an excellent sports complex, including the Jonathan Edwards Sports Centre, and the award-winning 150 Building, which includes the Art and Design & Technology Departments and a Theatre. Parker's, a seventy bed, Sixth Form boarding house and The Michael Morpurgo Library, a state of the art building comprising of study facilities, library and resource centre, opened in autumn 2015. More recently, the school has built 'The Hub', a centre for personalised learning and development, Café 58 sixth form dining and social space, as well as Potbury studio theatre.

The school is fully co-educational and has grown considerably in recent years. In total there are just under 650 boys and girls aged, 3 to 18 years, with 160 in the Sixth Form and 150 weekly and full boarders. The school has its own co-located Preparatory School and Nursery, for pupils aged 3 to 11.

Academic standards at the school are high and, for many years, West Buckland has been one of the most consistently high-performing schools in the South West at GCSE and A-level. A-level results typically exceed 75% A* to B and at GCSE over 50% of grades are A* and A. Perhaps, more importantly, we prize most what our students become, not what they get. There is excellent university guidance and considerable emphasis on extracurricular activities at the school, with a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.



HELP MAKE A DIFFERENCE.



Lead Houseparent

This is an exciting opportunity for the right candidate to take up this position combining the management and lead of a boarding House (11-16 or 16-18). This is a residential appointment with accommodation provided and can be a one-year maternity leave cover post, or a permanent appointment. In liaison with the Head of Boarding you will lead on all aspects of boarding and associated welfare and safeguarding, and ensure continued compliance with NMS within the boarding house. This would suit someone looking to engage in the wider extended curriculum and school life. **This post is open to academic or non-academic appointment**, as an academic the subject and teaching commitment are not specified at this time, but likely to be in the region a 70% timetable.

Principal Purposes of the Role:

- To provide for the safety, welfare, good discipline and pastoral well-being of all students in the boarding house.
- To represent the students of the boarding house within the whole school community.
- To manage efficiently the staffing, organisation and resources of the boarding house.
- Contribute to the vitality of the boarding life of the whole school, particularly with students within the boarding house.
- Contribute to the success of the school's "Boarding aims".
- The majority of the houseparent's work is with people. It is expected that he/she would find the balance between running an effective boarding house and the individual needs of the students, by empowering the students to understand the individual constraints of living within a boarding environment.

Line manager: The Head of Boarding (HoB)

Main duties and responsibilities

General Management Tasks

- *National Minimum Standards for Boarding Schools.*
- Participate in an annual audit of the NMS and advise HoB on all matters relating to compliance within the Boarding House.
- Report Issues to Maintenance in a timely manner.

Welfare, Health & Safety

- Take responsibility for reporting on Health & Safety matters within the boarding community and across the site.

- Ensure that risk assessments are in place for house and activities in conjunction with HoB, Estates and Operations Manager and Deputy Head Pastoral.
- Liaise with the school nurses over issues related to boarders' medical care.
- Be "on call" in Parkers to the medical team one day a week for boarders appointments and/or in house cover for juniors boarders if sick bay is full.
- Ensure boarders within your house are provided with a range of opportunities to lead a healthy lifestyle.

Documentation and Communications

- Ensure that all boarding/House handbooks are up to date and understood by pupils and members of the house team and that all noticeboards are maintained.
- Manage communications with parents/guardians regarding boarders' activities and off-site movements.
- Check with the HoB, ensure that boarders have effective guardians.
- To ensure that all boarders' travel has been organised, Head of Boarding notified and plans communicated to parents and all interested parties.
- Manage social media account of the house and ensure parents are aware it exists.

Domestic Management

- Working with the Estates and Operations Manager, ensure that boarding houses are well maintained and clean, with issues reported promptly.
- Liaise with the Estates and Operations Manager and other houseparent's to ensure that boarders' clothes and personal belongings are stored appropriately.

Termly and other Routines

- Be in residence for a minimum of one working day at the start and end of terms to supervise the arrival and departure of boarders, and to meet parents and guardians, if necessary.
- On rotation with other team members, act as chaperone on boarder's transport to and from London Heathrow and other airport's, at the start and end of school holiday periods.
- Show an interest in and support boarders in school activities including sport, concerts and drama productions, where possible.
- Undertake evening duties on a rota between 3.50pm and 9am the following day.
- Alternate weekends from 3.50pm Friday to 9am Monday ensuring the rotas are fair. Work the 'welcome back' weekend on the first weekend of the autumn term and one other weekend as notified a term in advance by the HoB at the start of the academic year.

Staffing

- Lead the boarding house, line manage Assistant Houseparents and work effectively with other Houseparent's in the team.
- Establish systems and processes within the house that are straight forward for other boarding staff to adopt and that offer some level of consistency across Houses.
- Attend fortnightly Lead Houseparents' meetings with HoB.
- Plan the staffing rota for the Boarding House and share a copy with the HoB and Deputy Head Pastoral on the Boarding Team page before the start of each term.
- Provide emergency cover for all boarding houses as required.

Induction and Training

- Be prepared to attend training courses, internal and external, and cascade back to boarding team.
- Ensure that you are familiar with all school policies and procedures relating to boarding life, including child protection, e-safety, anti-bullying, substance misuse and health and safety, and are aware of the appropriate response in these areas.
- To participate in the appraisal system determined for members of the houseparent team.

Boarders' Management and Welfare

Pastoral

- Ensure that individual opportunities, talents and potential are developed and maximised in each boarding student.
- Keep records of pupils' progress, welfare, health, emotional problems, achievements and misconduct as determined by HoB and Pastoral Deputy.
- Inform the DSL of any child protection issues and to fulfil the requirements of the school's policy on child protection.
- Inform the HoB of major disciplinary or welfare issues including theft, bullying, substance misuse or sexual misconduct.
- Ensure that pastoral concerns are brought to the attention of appropriate people, including HoB, housemasters/mistresses, tutors, school nurse and senior staff via CPOMS.
- Work to ensure the safety and security (including emotional) of all pupils when they are in the school's charge.
- Attend parents' consultation evenings to discuss boarders' welfare in the absence of parents/guardians.
- Take responsibility for the students' tidiness and ensuring appropriate dress, including compliance with the school's dress code.
- Support the school's disciplinary policy and foster an acceptance of the code of conduct of the school.

Academic

- Provide reports and references according to school policies.
- Ensure students do prep in the appropriate place under the supervision of duty staff.
- Monitor commitment to academic work within the boarding house and endeavour to ensure that boarders are making appropriate use of their study time.
- Communicate with form tutors if there are any academic concerns.

Routines and Induction

- Implement the induction programme for new boarders in the early days of the Autumn Term (and as Required for those boarders who join the school or boarding house at other times of the year).
- 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.
- Ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect.
- Work with Bursary staff to have effective methods to account for and distribute pocket money to the students.
- Ensure that all relevant pupils attend police station to adhere to visa requirements.

Extracurricular

- Contribute to a full and varied programme of evening and weekend activities.
- Make sure that students are appropriately occupied, especially at weekends.

Marketing

- Contribute to the school's marketing and communications for boarding.
- When requested, provide reports for educational agents on boarding life on students within the house.
- Conduct boarding tours for potential pupils and parents when the HoB is unavailable.

Safeguarding

- The post holder will be required to meet all requirements extant at the time in respect of safeguarding including satisfactory Enhanced Disclosure & Barring check including a barred list check.
- Completion of a satisfactory Enhanced Disclosure and Barring check for all adults living with the post holder.
- Acceptance of responsibility for all other occupants' code of conduct and compliance with the school's residency agreement.
- Provision of at least two satisfactory references.
- The post holder will be required to undertake bi-annual level 3 safeguarding training.

Accommodation

- For the betterment and fulfilment of your duties the post holder will be required to reside in onsite provided accommodation during term time in accordance with the schools terms and conditions of occupancy agreement.
- Some accommodation is suitable for families, however children under the age of 7 should have alternative supervision available when their parent is on duty, unless this is unavoidable and has been discussed with the HoB.

The above information is intended to identify the significant elements of the post however, from time to time, there will be an accepted understanding that through the Headmaster and those staff with appropriately devolved responsibility you may be required to conduct other duties, not identified, which are commensurate with this post and duties.

The post holder may be a support member of staff, or an academic member of staff teaching up to 75% timetable.

The Appointment

This appointment can be a one-year maternity leave cover post or a permanent post, (subject to a probation year). The successful candidate will have excellent verbal and written skills and the ability to communicate effectively and be able to lead the Boarding. The appointment will suit a professional and well organised individual who shows initiative and can think creatively at the same time, having an understanding of the needs and expectations of the Boarding community and their families.

You should be enthusiastic about contributing to the students' wider academic and intellectual development and committed to the cocurricular life of this busy boarding and day school.

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The Process

Interviews will be held on receipt of a positive letter of interest and application form. There will be an opportunity to meet other members of staff and to see the school at work. Details of West Buckland Schools competitive salary will be discussed at Interview.

**Interested applicants should submit an application form and letter of interest to:
HR Manager, West Buckland School, Barnstaple, Devon via e-mail:
recruitment@westbuckland.com**

Safeguarding Policy Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

West Buckland 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 reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Equal Opportunities

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. In line with KCSIE guidance the school will conduct an internet search of shortlisted candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Data Protection

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any

future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period please indicate this in a covering letter with your application