



CANDIDATE INFORMATION PACK

DEPUTY HEAD MASTER / MISTRESS – HEAD OF BOARDING

Why work for us?

- A genuine commitment to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued
- A school where teachers really can teach: students behave very well at Holyport College and they want to learn. Teachers at Holyport College will teach across the full age and ability range however we will always work to make sure that we take their strengths and preferences into account
- Two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks
- Extensive opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and to the USA
- Exceptional opportunities for CPD through our partnership with Eton College
- An excellent career move: we actively seek to further the careers of our staff and to promote from within where possible. Staff have moved on from Holyport College to their choice of comprehensive, grammar and independent schools



LETTER FROM THE HEAD MASTER

Holyport College is a co-educational state day and boarding school for pupils aged 11 – 19 years, providing an outstanding, all-round education.



Dear Colleague,

Thank you for your interest in Holyport College and for considering us as your next career move. I firmly believe that Holyport College represents one of the most unique and exciting opportunities in education today. We opened in September 2014 and have been growing ever since (reaching full capacity in September 2019). From 11-16 we are a fully comprehensive school teaching our traditional academic curriculum to students from across the ability range. At Sixth Form, we offer an aspirational academic pathway with entry criteria to match and our aim is to prepare students for study at the best universities in the world, including Russell Group and Oxbridge. Our students are happy, well-motivated and are making exceptional progress. Our school is a community in which parents, carers, students and staff work together to ensure the best possible outcomes, not just academically but for the development of our students as human beings.



Schools are not defined by OFSTED and, whilst we are exceptionally proud of our Outstanding OFSTED rating and the Good rating of our boarding provision, we are also continually working to be the best school which we can be, not for OFSTED, but for our students, staff and community. That said, there are a number of comments in our OFSTED report which we think prospective employees should consider:

- *The school is a harmonious community where all groups coexist and cooperate together particularly well.*
- *Pupils are thoughtful, respectful and friendly. They are exceptionally proud to be a part of this new school. Behaviour is impeccable*
- *The school's pastoral system is a real strength*
- *Pupils are encouraged to develop as confident, articulate young people with an enthusiasm for learning and life*

We are honoured to have as our educational sponsor Eton College. Eton's fine traditions, its educational expertise and exceptional pastoral care help us to create a school where students aspire, achieve and succeed. And yet we are forging our own path and identity to become one of the country's best schools.

The role of Deputy Head Master: Head of Boarding is a new one and we are incredibly excited to find someone who can lead the development of our boarding provision and have a huge and positive impact on the lives and education of our boarders.

Ben McCarey
hmpa@holoportcollege.org.uk

Holyport College welcomes speculative applications from suitably qualified individuals at any time.



JOB DESCRIPTION

DEPUTY HEAD MASTER / MISTRESS – HEAD OF BOARDING

REPORTS TO:	Head Master
START DATE:	January 2021 or earlier
SALARY:	Salary range £66,699-£77,075
WORKING PATTERN:	Full Time
RESIDENTIAL STATUS:	Residential

THE ROLE

Holyport College is a unique and exciting school. We opened in 2014 in partnership with Eton College and have grown and flourished ever since as a fun loving, hard-working and vibrant community where we aim to put joy at the heart of the education of our students. We are now seeking applications for the post of Deputy Head Master / Mistress, Head of Boarding from **1 September 2020**. This is a new post with overall responsibility for Boarding and Behaviour at the College and, first and foremost, we are seeking someone with the warmth, empathy and leadership ability to lead our boarding community in the next stages of its development. The successful candidate will be fully committed to the wellbeing, safety, education and opportunities of our boarders; we are seeking someone who is detail oriented but can see the bigger picture and with extensive boarding experience in either the state or independent sectors at Housemaster level or above. The College's boarding community is co-educational and extremely diverse and applications are particularly welcomed from suitable candidates whose backgrounds and experiences have equipped them to lead this community.

It is a genuine occupational requirement of the post that the post-holder is resident at the College during term time and, as such, a recently refurbished, four bedroom house is available for the successful applicant.

BOARDING AT HOLYPORT COLLEGE

The boarding community consists of around 210 boarders (representing around 40% of the school cohort) from a wide range of different backgrounds. There are two boarding houses with two Housemasters resident in each house who maintain overall responsibility for the smooth running of the houses. There are a further four staff resident in each house as well as a team of visiting staff who conduct duties during the week. Boarders have the choice of whether to stay in or go home at weekends (with c. 50% choosing to stay in on any given weekend) and there is one exeat weekend each half term.

The boarding community from Years 7-11 comprises students of a comprehensive range of academic standards who play an active role in all aspects of College life, and are fully integrated into the whole College. At GCSE, our boarders are amongst our highest performing groups in terms of progress. At Sixth Form level, we are highly academically selective and the overwhelming majority of our Sixth Form students are targeting places at Oxford, Cambridge or Russell Group Universities.

Boarding is very much at the heart of the College and influences the ethos of the whole College community. The strengths of boarding at Holyport are the friendly family atmosphere and the extensive programme of activities, trips and social events. Boarding operates on a basis of trust and respect in which every individual boarder is valued and encouraged to develop their full potential in all areas of life.



KEY RESPONSIBILITIES

The post-holder will be part of the College's Senior Management Team and, in addition to the duties described below, will play an active role in whole-College strategic planning, and general College operations and management.

Summary:

- Dynamic, forward-thinking and outward-looking leadership of the boarding community.
- Strategic leadership and development of boarding which supports the philosophy, aims and policies of the College, and promotes a high level of achievement in all areas of boarding life.
- Ensure that parents and guardians are well informed about the College's boarding policies and all aspects of the care and welfare of boarding students.
- Responsibility for the admission and selection of boarders to the College in liaison with the Admissions Officer and the Sixth Form Admissions Officer.
- Responsibility for behaviour across the College, both during boarding hours and during the day including: the maintenance, implementation and continued improvement of policies relating to behaviour and staff training as appropriate.
- To deputise for the Head Master in his absence (either planned or unplanned).
- To represent the Senior Leadership Team at meetings of the General Welfare Committee.

Management responsibilities:

- Line manage and supervise the work of the four Housemasters, the Senior Matron and the Health Centre Manager and meet with them regularly to discuss boarding matters and ensure consistency between Houses, particularly in relation to Boarding Regulations and welfare issues.
- Responsible for leading and managing 25-30 members of the boarding staff, including the Heads of Boarding Houses, Senior Boarding Matron, Head of EAL and Health Centre Manager.
- Direct the House support staff in the execution of their duties, in liaison with the Senior Matron, Health Centre Manager, Bursar, Operations Manager, Catering Manager and Estates Manager.
- Induct, deploy, train and develop all boarding staff to make the most effective use of their skills, expertise and experience and to ensure that all boarding staff have a clear understanding of their roles, duties and responsibilities.
- Oversee, in liaison with the Housemasters, the training of Boarding Prefects to ensure consistency across the boarding houses.
- Establish, publicise and maintain a routine for the boarding houses.
- Conduct an annual self-review of the quality of boarding provision and use this to inform the annual Boarding Development Plan which will be shared with all stakeholders and will inform the continuous self-improvement of the boarding provision.
- To contribute to the College's overall self-evaluation and development planning in relation to student behaviour.



Pastoral and Administrative responsibilities:

- Ensure the College's compliance with the regulatory requirements of the National Minimum Boarding Standards, to lead the preparations for OFSTED Social Care Inspections and to lead the College through the inspection process.
- Be familiar with, and develop further, a working knowledge of relevant legislation including the Children Act, Child Protection Act, Human Rights Act, Health & Safety at Work Act and the legal rights of children.
- Ensuring a visible and active presence in the boarding community and houses in order to develop a relationship with all boarders.
- Keep the Head Master and other appropriate staff, informed of pastoral issues relating to any pupil in the boarding community and manage these in conjunction with the Head of Safeguarding and the Housemasters.
- Inform and consult with the Head Master with regards serious pupil breaches of discipline or good conduct, and maintain a record of punishments awarded.
- Ensure that medical matters are dealt with appropriately in line with Holyport College Medical Protocol and Practices, liaising with the Health Centre, the Sports Department and the students' parents and guardians as appropriate.
- Ensure that all appropriate registration/attendance/absence records are kept for all boarders including signing in and out of the Houses and clear whereabouts of boarders during weekends

General:

- In conjunction with the Housemasters and the Master in Charge of the Eton Relationship, arrange, organise and participate in the programme of activities, trips, social events and Activities Weekends which play a key role in ensuring the very special boarding experience.
- Responsible for the annual review and update of the following Holyport College Handbooks: Boarders' Handbook, Parents' and Guardians' Handbook, Boarding Staff Handbook and the NMBS Self Evaluation and Evidence File.
- Carry out fire practices in boarding time in accordance with the College's policies and maintain a record of fire practices.
- Liaise with the Housemasters to carry out risk assessments in order to ensure that all matters related to the safety, welfare and security of boarders are fully met.
- Liaise with the Bursar in maintaining and adding to the fabric of the houses and in matters relating to the Maintenance Staff.
- Liaise with the Senior Matron, Operations Manager and Estates Manager in all matters relating to the maintenance of the houses.
- Ensure that boarders' views are secured on a regular basis through questionnaires and Boarders' Council Meetings.
- Represent the interest and needs of the boarding community to the Senior Leadership Team and the Governors and play a leading advisory role in the long-term development of boarding.
- Chair regular Housemasters meetings and other relevant meetings as required.
- Be responsible for the appointment and induction of all boarding staff.
- Teach a timetable loading commensurate with the seniority of the post and taking into account other responsibilities



PERSON SPECIFICATION

DEPUTY HEAD MASTER / MISTRESS – HEAD OF BOARDING

QUALIFICATION CRITERIA

- Right to work in UK;
- A good Honours graduate in a relevant academic discipline and capable of teaching across key stages.

EXPERIENCE

- Successful experience in a boarding post with significant leadership and management responsibility.

PERSONAL CHARACTERISTICS

The successful candidate is likely to match most or all of the following characteristics:

- Warmth, compassion and a sense of humour with the ability to command confidence and respect from all stakeholders: parents, students and colleagues.
- Passionate about and dedicated to boarding.
- Innovative thinker and a flexible approach.
- Strong interpersonal and decision-making skills.
- Capable of formulating and expressing an independent view and of working loyally as part of a team.
- Calmness and efficiency and the ability to work under great pressure at certain times.
- A friendly, professional approach capable of inspiring confidence in colleagues, students, existing parents and future prospective parents.
- Aware of the nature of the College and prepared to commit to its all-round ethos.
- Willingness to work hard with energy and enthusiasm realising that the post involves commitment seven days a week during term time.

SPECIFIC SKILLS AND KNOWLEDGE

- Understanding of the nature of boarding in state education and meeting the requirements of all boarders.
- Aware of Health & Safety issues in boarding and the National Minimum Boarding Standards.
- Excellent communication skills, oral, written and in the use of ICT.
- Outstanding organisational and administrative skills.

OTHER

The post holder must be committed to the safeguarding and promoting the welfare of all pupils



APPLICATION INFORMATION

DISCLOSURE AND BARRING SERVICES

All applicants must undergo screening to confirm their suitability to work with children and young people.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

APPLICATIONS

Applications should be returned by e-mail to careers@holyoportcollege.org.uk no later than **Noon, Friday, 12th June 2020**. The College reserves the right to close the application process earlier in the event of a strong field of applications submitted.

Applications must contain the following:

- A fully completed Teaching Staff Application Form;
- A fully completed Recruitment Monitoring Form;
- A fully completed Equal Opportunities Form;

Application forms are available on our website www.holyportcollege.org.uk

For an informal discussion about the role please email the Head Master, Mr Ben McCarey on hmpa@holyoportcollege.org.uk

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

The way we manage your personal data is set out the College's Privacy Notice, available on the College website www.holyportcollege.org.uk