



Aldenham  
founded 1597

**Aldenham School**

**HOUSEMISTRESS/MASTER –  
GIRLS' BOARDING HOUSE**

**Information for applicants**

**January (or April) 2020**

# HOUSEMISTRESS/MASTER FOR GIRLS' BOARDING HOUSE

**START DATE JANUARY OR APRIL 2020**

We are seeking to appoint a suitably qualified teacher to be the Housemaster or Housemistress (HSM) of Paull's House from January 2020. This opportunity has arisen because the current HSM has made the decision, following six very successful years at the helm, to pursue new opportunities overseas.

## Paull's House

Paull's is one of the six senior houses for pupils in Years 9-13 at Aldenham School. There is space for up to 50 boarders with the remaining pupils being day pupils. Paull's became a girls' house in 2000 and in 2017 a second girls' Day House was created, Riding's, to ease some of the pressure of the growing number of girls at Aldenham. Paull's House is currently made up of approximately 65 day and boarding girls. It is envisaged that the House will continue to expand until it is of equivalent size to the senior boys' Houses (80 – 90 pupils). This development is an exciting challenge and opportunity for the new HSM.

Paull's is a large self-contained Victorian building in the centre of the School site, and provides ideal accommodation for boarders and good space for day girls. The House was substantially renovated in 2018 and provides a warm and welcoming environment.

## The Role

The role of HSM at Aldenham School is a crucially important one, since anyone filling such a position is responsible for the overall care and development of all the pupils in their House. Each HSM is supported by an Assistant HSM as well as at least five tutors. All HSMs are also teachers in the School and are expected to teach a significant timetable within the Senior School. In the case of this appointment the subject specialism of the person appointed is not specified.

As a boarding HSM, the School will provide family accommodation in the form of a substantial family house within Paull's House. The accommodation opens onto the pupils' boarding facilities and provides direct access to pupils as well as being used for entertaining parents at key times in the year. **It is a requirement that the person undertaking this role will live on site during term time in order to effectively carry out their duties.**

We fully recognise the significant pressures of undertaking a leadership role within a boarding house, but believe that the collegiate nature of the school, the strong commitment of the SMT to supporting boarding and a general positive outlook for boarding within the School make this an attractive role. The School's boarding provision was inspected by OFSTED in May 2011 with every aspect rated as "outstanding". In the ISI Inspection of November 2012 the provision for boarding was rated as "excellent". An interim regulatory inspection in September 2015 under NMS was met in every regard. Most recently, in December 2017, a full compliance and EQI inspection by ISI once again reached the conclusion that the boarding provision was fully compliant and the academic and personal progress made by Aldenham pupils was graded the highest category of "excellent". We look to the new incumbent of this post to continue to achieve these very high standards.

All HSMs are lined managed and appraised by the Deputy Head Pastoral, who is also Head of Boarding and responsible for ensuring that all pastoral and boarding related policies and procedures are up to date and compliant. HSMs are expected to be familiar with the content of key policies and adhere to standard practice across the Houses.

HSM Appointments are made for ten years, with the possibility of extension of contract if appropriate and by mutual agreement of all parties.

The generic outline of HSM objectives and responsibilities is attached as an appendix to this document.

## **Terms and Conditions**

A generous allowance is payable for this role and the details of this will be discussed at interview. An additional allowance may be payable to the HSM's partner on the condition that the partner elects to be an active contributor to Paull's House and a participant in House events. They will have a separate contract and job description outlining their responsibilities.

The School has a strong commitment to professional development and it is a condition of employment that all members of staff participate in any scheme of appraisal, review and professional development currently operating in the School. We are a non-smoking establishment and an equal opportunities employer.

Interested applicants should submit an application form, detailing their experience and their suitability for the role as well as outlining personal ambitions and professional interests. Applications should be addressed to Mr A M Williams, Head of Senior School, and emailed to [amw@aldenham.com](mailto:amw@aldenham.com).

The Deputy Head Pastoral will be pleased to talk to those seeking further information about the position. Telephone 01923 858122 or email [hwilson@aldenham.com](mailto:hwilson@aldenham.com)

**The closing date for applications is midday on Monday, 30 September 2019. Interviews will be held as soon as possible – ideally in the following week.**

## **THE HSM's OBJECTIVES AND RESPONSIBILITIES AT ALDENHAM SCHOOL**

### **AIMS AND OBJECTIVES**

1. To identify the strengths and weaknesses of each pupil in Paull's House. These may be academic, cultural, social or spiritual. This will mean working in close co-operation with other members of the teaching staff, parents and pupils.
2. To formulate and implement plans to develop the individual pupil in the light of the perceived strengths and weaknesses. This may best be achieved with a team approach, the HSM acting as co-ordinator.
3. To provide a stable, social and physical environment within the House to encourage points 1 and 2 above.
4. To assist the individual pupil to construct realistic plans for the next stage of life after leaving Aldenham.
5. To assist in the career development of other colleagues attached to the House as Assistant HSM or Tutor and to help lead their training under the guidance of the Deputy Head Pastoral.

### **SPECIAL RESPONSIBILITIES**

The HSM is accountable directly to the Head of Senior School. His/her primary task remains as a classroom teacher and in these matters the responsibilities and duties are as for other teachers.

As a HSM he/she is responsible for the following:

1. The physical safety, wellbeing and development of Paull's pupils both in the House and in the wider context of the School.
2. Keeping up to date with the NMS and responding to any changes accordingly or as guided/instructed by the Deputy Head Pastoral. Boarding HSMs are responsible for ensuring their House is 'inspection ready' and all relevant paper work and records are compliant with the requirements of the NMS.

3. Any staff who report directly to the HSM (listed below in (a)).
4. Co-ordinating and developing the activities of other teachers whose secondary duties include those which are House-based (eg House Tutors). This includes organising and publishing duty rotas and ensuring House staff fulfil their duties appropriately.
5. Ensuring that the House is kept clean, tidy and in good order and that furnishings and fittings are fit for their purpose. Liaising with the Head of Estates and the Purchasing and Contracts Manager as required to ensure the facilities, fixtures and fittings are suitably maintained.
6. The handling of financial transactions as authorised by the Director of Finance in accordance with the agreed budgets, and the keeping of proper records of account.
7. There is a responsibility for liaison with the Bursar over cleaning and housekeeping matters.

## **FURTHER DETAILS ON THE HSM's RESPONSIBILITIES**

The HSM is responsible to the Head of Senior School for the conduct of Paull's House and for the individual progress and welfare of the girls in his/her care.

Being a HSM is a highly rewarding and fulfilling role, but it can be very busy and place considerable demands on personal time and freedom. The HSM holds a special position in the School as a direct role model to the pupils in their House. This requires HSMs to conduct themselves in an appropriate fashion in terms of personal behaviour and moral code if they are to perform their duties effectively and gain the necessary respect of the community.

The HSM is expected to work in a collegiate way with the other HSMs through regular formal and informal contact to consider all aspects of the pastoral care of pupils within the school. A weekly HSMs meeting takes place, (typically on Monday evenings) usually chaired by the Deputy Head Pastoral at which attendance is required.

To achieve the aim of a successful House, as a whole and for each individual within it, the HSM will have particular responsibilities in the following areas:

### **PROGRAMME**

To provide a framework, which operates within the School's normal timetable, to set out a programme within the House. This will cover the daily routine in the House but also regular and occasional events set to enhance the family life of the House and to provide educational and social opportunities for all age groups within the House. This must include organising an appropriate range of trips and activities at weekends and evenings and also providing opportunities for parents to meet and socialise, eg House music events/quizzes etc.

### **PASTORAL/TUTORING**

To provide a system of personal support and safeguarding for each pupil using the staff attached to the House (Assistant HSM, Tutors, Matrons, HSM's partner). Each pupil will have a Tutor who monitors his/her activities etc. in which the pupil is engaged. However the relationships between adults and children in the House should be such as to make possible support and help for each individual in whatever way it is needed. Each pupil must be confident that there are adults they can turn to as they see the need. HSMs should be responsible for arranging an induction programme and putting in place suitable mentoring arrangements for new entrants to the House.

To provide leadership opportunities for pupils during their time in the House. These positions are often undertaken by students in Year 13 and there is a need to lead a suitable transparent system of selection, training and induction for the appointment of House Praes. There is also a need to advise the Head of Senior School on the appointment of a suitable House Captain on an annual basis.

## **SUPERVISION**

To provide and oversee a supervision system which covers life in the House. This will include formal Prep time in Boarding Houses, the House programme, general behaviour and overall safety. This will be achieved through the involvement of adult staff, praes and other senior pupils.

Each House should monitor absences and follow up pupils causing concern directly with parents and the Deputy Head Pastoral.

## **DISCIPLINE**

To ensure that a good level of discipline is maintained in the House. To encourage both consideration for others and high personal standards of behaviour and routine. Pupils should clearly understand and accept the framework within which they live in the House.

Sanctions and punishment should be in keeping with an accepted family ethos and discipline and follow the School's overall Behaviour Policy. This will include applying House based rewards and sanctions where appropriate.

Each House needs to keep records of offences and sanctions given. In serious cases offences will be brought to the attention of the SMT and parents. In the case of pupils who regularly cause problems the Deputy Head Pastoral should be informed.

## **COMPLAINTS**

To ensure that complaints from pupils or staff about any aspect of the House are heard and dealt with. All 'serious' complaints and any bullying related issues must be forwarded to the Deputy Head Pastoral for central record keeping.

## **HEALTH AND SAFETY**

To ensure safety at all time in the House. This includes regular inspection of the House for electrical compliance, fire practices etc; the clear publication of rules and procedures and proper supervision.

The health arrangements for pupils must be clearly understood and proper liaison with the School Nurses and Health Centre must be maintained.

## **BUILDING AND FURNISHINGS**

To uphold suitable discipline and supervision arrangements to ensure the fabric, furnishings and decoration are kept in good order and respected by the pupils.

## **MARKETING**

The HSM has a key role to play in the marketing of the School. This includes leading tours for prospective parents and pupils, or appointing pupils to undertake this responsibility, being aware of the need to present their House in an attractive way throughout the school year and accompanying the Headmaster or Head of Senior School to represent Aldenham at feeder school events.

## **BUDGETS**

To discuss and reach agreement with the Director of Finance on the annual budget for the House. To meet that budget in those items under the HSM's control.

## **COMMUNICATION**

To maintain accurate and up to date records on the progress and achievements of all pupils. A pupil file is to be kept for each pupil in the House which can be accessed by SMT on request. To supply written reports for internal use and for parents.

To attend parents' consultation evenings and be available to speak with the parents of House members. To maintain communication with staff, SMT and parents in the best interest of the pupils in the House. To update marketing material, eg. House handbook, on an annual basis for publication to new pupils and parents. To provide an annual development plan for the House for discussion with the Deputy Head Pastoral.

### **STAFF**

To be responsible for the deployment and supervision of all staff attached to the House. The HSM has a particular responsibility for the induction, training and deployment of the Tutors in the House.

### **PARENTS**

To develop the best possible relationships with parents and communicate effectively with them. It is important that parents should understand what the School and the House aim to achieve. It is important that parents are closely involved in the progress and problems that arise. The education of children is a joint enterprise between parents and the School and the relationship between House (and the HSM) and parents should reflect this.

### **TERM TIME/HOLIDAY TIME**

Whilst the House is only open to pupils for the limits of term time, excluding exeat weekends and half term holidays, there is an expectation that HSMs will be available at some points during normal school holidays.

These will include:

1. For preparation of the House for the beginning of term. At the beginning of the school year this would certainly need **to include the full week prior to the return of pupils.** In other terms there would be a need to be available on the weekend before term to ensure that House is in a state of readiness.
2. At the end of the school year there is a need to ensure that plans for work on the House or other usage is appropriately supervised.
3. There is sometimes a need to meet prospective parents or pupils during the school holidays.
4. To be able to liaise with current pupils and parents in the event of difficulties or concerns being raised.
5. Attending HSM meetings which are scheduled in the week prior to the start of term in the last period of the holiday.



## **Introduction to Aldenhams School**

The key aims of Aldenhams School are to:

- § Encourage each pupil fully to develop his or her intellectual, physical and cultural talents.
- § Emphasise the importance of the social, moral and spiritual dimensions of community life in a modern society.
- § Set appropriate goals to challenge each individual within a small caring community.
- § Recognise and reward personal and collective achievement in a positive learning environment.
- § Nurture in pupils the character and skills with which to meet the challenges of life beyond school.
- § Maintain and develop a team of professional teachers who seek fulfilment in their work through the progress of their pupils.
- § Forge a partnership with parents and the wider community for the further development of the aims and life of the School.

### **Background to Aldenhams School**

Aldenhams School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. It is a relatively small, but growing school with a very strong boarding ethos. Its reputation as an excellent environment for a high quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the achievement of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenhams.

The Aldenhams Foundation has a shared governing body of which the Headmaster is the Chief Executive. Aldenhams School educates around 620 boys and girls (11-18), together with the Aldenhams Prep School, which educates around 150 boys and girls (3-11) on the Aldenhams campus. St Hilda's School, Bushey educates around 180 (girls only, 3-11) and is based on a separate site around 4 miles away. Under a recent planning agreement, Aldenhams School will grow to around 650 pupils in the next few years.

There are seven Houses constituting Aldenhams School: a Junior House, Martineau's for approximately 180 11-13 year-old pupils of whom up to 25 can be boarders; 2 senior (13-18) Day Houses one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls in each of the year groups in the school with around one third of the pupils being girls in the junior years. The School offers a wide variety of day and boarding options. The day pupils' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout this extended school day.

Boarders may either stay throughout the entire week as full boarders, or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 pupils are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the School. It is interesting to note that a high proportion of the boarders live within a 20 mile radius.

The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of “excellent” being given in all categories. A full copy of the Inspection Report can be found on the School website.

Teaching loads are generous, with 25 out of 35 periods being the norm but colleagues are required to contribute fully to the life of the School and to help with games, activities and as tutors in the day and boarding houses. All teachers are required to be tutors, attached to one of the 7 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music, Adventure Training and the Duke of Edinburgh Scheme all thrive at Aldenham as well as "minor" sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys' sports are football, hockey and cricket which the School plays at a high level in all three terms. Girls also have a full games programme with their major sports being hockey, netball and rounders. The School's high profile in sport was emphasised by winning the IFSA National Cup competition in Football at Under 15 in 2018 and 2019.

All pupils take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take 3 A Levels, although some will be offered the chance to take 4. Beyond A-Level, the overwhelming majority go on to universities with a number doing gap years or visits overseas.

In recent years, there has been a major development and refurbishment programme especially within the day and boarding house accommodation, which has been expanded and improved. There is a very significant ongoing programme of investment in ICT both for teaching and learning and for management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Music Technology and Psychology all form part of a broad curriculum. A full sized sports hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language exchanges, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide. The School's buildings have undergone extensive renovation and refurbishment over recent years. The School's newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music.

Aldenham is a Christian foundation and its members are expected to share in a framework of services in the Chapel. It is the Christian ethic that provides our strongest guide towards matters of behaviour and aspiration in the school. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community. The Aldenham Attributes of Aspiration; Co-operation; Courage; Curiosity, Independence; Respect are widely valued as encompassing the characteristics that provide our pupils with a successful experience at School and then equip them to meet the challenges when they leave us.

Further details about Aldenham, including a tour of the School, Aldenham in the media and our prospectus can be seen on our website:

[www.aldenham.com](http://www.aldenham.com)

**Sept 2019**