

Candidate Brief

Housemistress/Housemaster (from January 2024 or before)



Founded in 1862, Haileybury is a school that is rooted in history and tradition. It is one of the leading co-educational boarding and day schools in the country and highly respected internationally. Haileybury is an innovative, progressive institution that seeks to provide the best possible education for all of our girls and boys. The international dimension of our school is important; we are a diverse community that is welcoming and inclusive.

The **academic provision** at Haileybury seeks to develop learners who are academically ambitious, intellectually curious, imaginative and independent. We want our pupils to acquire the skills, knowledge and understanding that they will need to make the world a better place, and the sense of responsibility and compassion required to do so. We believe in offering our pupils flexibility and choice; they are encouraged to follow their personalised pathways, academic and otherwise. We value the strength of our community and we prioritise the pastoral care and wellbeing of pupils and staff.

The outstanding **co-curricular** offering at Haileybury provides breadth in terms of opportunity, and depth in terms of specialist provision. By supporting our pupils through challenging experiences in the co-curriculum, we believe that our pupils develop character, confidence and a sense of identity. We want our pupils to enjoy their co-curricular experiences and to find fulfilment from developing new skills and achieving goals.

Haileybury is **hugely ambitious** and it is an exciting time to join; in September 2023 we will open our sector-leading

SciTech centre, including research laboratories as part of our collaboration with Stanford University. As part of our masterplanning process, we are considering our next major capital projects which include a new theatre and a cricket centre.

In our recent [ISI Inspection](#), Haileybury was rated excellent in all areas. Inspectors described pupils as “happy learners who appreciate the value of the broad education they receive and who enjoy the process of learning”.

We place **great emphasis** on playing our part in the wider community. We are the single sponsor of our academy school, Haileybury Turnford. Likewise, we are partner to two Haileybury schools in Kazakhstan, with two new partner schools due to open in Bangladesh and one in Malta in the next two years. All of these partnerships are very important to us.

Haileybury is a **vibrant, progressive and forward-looking school**. We put the interests of our pupils first; we place great emphasis on the importance of improvement and on teamwork. The atmosphere around the School is distinct, it is a very happy place as you will hopefully find when you visit.



The Role

We are delighted that you are considering joining our team at Haileybury. Our Housemasters and Housemistresses (HMs) are an exceptional, committed and supportive team who work together to create an environment in which pupils love boarding. We have recently invested in a dedicated Wellbeing Centre for our pupils and staff. We are justifiably proud of our professional development for HMs in all aspects of pastoral care, wellbeing and career progression.

Colvin is a modern, spacious home for around 70 girls ages 13-18 with a caring, family atmosphere nurtured by a close-knit team of tutors and Matron who are committed to the girls in their care. A purpose-built boarding House on the School's 500 acre estate, the private side accommodation is a substantial four-bedroom family home.

A willingness to contribute to the extensive and enriching co-curricular life of a 24/7 boarding school will be expected. HMs teach 16 out of a standard 25 lessons each week.

You will be the first port of call for parents and develop fruitful, long-term relationships with them - and, of course, their children. As the leader of your House team, you will work closely with the whole staff body in the best interests of those in Colvin.

Of course, taking over a House is a substantial commitment and we are keen to answer any questions you might have. Please contact Assistant Head (Pastoral), Peter Blair, at p.blair@haileybury.com if you would like an informal conversation about the role.

Job Description

Housemasters and Housemistresses (HMs) are the central figures in a pupil's life at Haileybury. They are senior members of staff selected for their integrity, care and leadership. All are responsible for promoting boarding at Haileybury and for implementing the School's plans for the development of boarding. Day pupils are fully integrated into the pastoral system as members of the Houses. Every HM is answerable to The Master, through the Deputy Master, for the well-being of all of the pupils in his or her House and for the welfare of every pupil, as well as the development and support of their House teams.

All HMs are members of various pastoral committees. As such, they are expected to contribute to the on-going discussions about the strategic development of pastoral care at Haileybury and the operation of the school's pastoral systems.

These responsibilities are not intended to be exhaustive and the job description may be amended according to the needs of the school.

Pastoral Care

- The primary responsibility of each HM is to ensure that all of the boys or girls in their House receive pastoral care of the highest standard. HMs are responsible for creating communities in which all members are valued and included and for fostering a mutually supportive culture in House.
- As part of the process of creating a strong House community, the HM ensures that the pupils' views are listened to and their voice is heard. The HM runs a team of House Prefects and ensures that training of the House Prefects is carried out and that the performance of the House Prefects is monitored.
- Whilst the significant majority of pupils in House are boarders, it is the responsibility of the HM to ensure that the pastoral and other provision for day pupils is equivalently strong.
- It is the responsibility of the HM to ensure that the work of the Tutors in his or her House is of the highest standard. As such the HM:
 - Ensures that the Tutor induction process is thorough and that weekly Tutor meetings are held, minutes taken and shared.
 - Continually emphasises the idea of a Tutor as a pupil's champion and that academic and pastoral issues are one and the same.
 - Feeds back to all tutors on wider school issues, e.g. those discussed at the HM meetings.
 - Holds regular feedback sessions with each Tutor to discuss his or her progress, suggesting internal and external support for their own professional development.
- In addition, the HM is responsible for co-ordinating the non-teaching staff (Matron and Housekeepers) in house,

thereby ensuring the best standards of pastoral care and an appropriate environment for the pupils.

- Each HM is responsible under the DSL for all matters in his or her House which relate to Safeguarding. He or she will work with the Child Protection Team and ensure that CPOMS is updated.
- The HM organises and supports House events whether representative, academic or social and where appropriate, invites parents to support such events. He or she will encourage and promote regular activities for boarders including House Nights.
- The HM is the first port of call for parents and the communication link between the School and parents along with the tutor.

Leadership and Professional Development

- HMs are leaders of their House teams, including the Deputy HM, Resident Tutor, Tutor Team and Matron. They uphold the highest standards in each role as well as nurturing and developing their teams. HMs will be well placed to bring through the next generation of HMs.
- HMs engage in training both internally and externally taking advantage of the opportunities to learn and develop themselves. They are likely to lead professional development sessions.

Academic

HMs have responsibility for the academic progress of the pupils in their House. As part of this responsibility, the HMs:

- Encourage, praise and admonish as necessary those in their House and strive to develop a culture of praise and reward.
- Monitor, track and support the academic progress of all members of their House.
- Check that all tutorial staff under their direction are monitoring their tutees' academic progress.
- Decide how to involve the Deputy/Assistant Head (Academic), Head of Year, or SENCO to help with academic issues raised by teachers or parents.
- Ensure that the SEND needs of pupils are taken into account in House life.
- Write testimonials and references in support of pupils and ensure that records are kept for each pupil.
- Support their Sixth Form pupils through the university application process and/or their future education and career.

Discipline and Conduct

The HM is responsible for maintaining high disciplinary standards of the pupils in his or her House. This includes ensuring members of their House are aware of the need to conform to the spirit and the letter of the School and House rules and taking appropriate action when rules are contravened.

In addition, the HM:

- Liaises with the Proctor, Deputy Master and other relevant senior colleagues where appropriate over serious disciplinary issues.
- Places pupils in Detention as appropriate.
- Keeps a log of all House Sanctions given by any member of the House team.

Administration

The HM is responsible for ensuring that the House is a well-run, happy and friendly community. To ensure the effective running of the House, the HM arranges regular fixed points of contact with pupils – including Daily House meetings at morning Call - for the conduct of House business.

In addition, the HM:

- Supervises the matron to make sure that medication is appropriately stored and recorded.
- Ensures that health and safety is taken seriously by the House team.
- Is conversant with the National Minimum Standards for Boarding and maintains the necessary records, ensuring readiness for inspection.
- Ensures that a daily log is kept relating to issues of discipline and pastoral concerns.
- Ensures that CPOMS is updated for all pupils in the House.
- Takes responsibility for ensuring that signing-in and signing-out books for pupils and visitors are kept up to date and that all members of the community observe this requirement.
- Ensures that the House Handbook is regularly updated, that it refers to the key school policies, rules and procedures and that it is available to all pupils and staff.
- Ensures that key School notices are displayed on the House Notice Board.
- Disseminates relevant information and policy from the HM meetings to House Teams and pupils in a timely and effective manner.
- Produces the annual House Review, SWOT analysis and Development Plan and manages the House Budget.
- Ensures the accurate registration of pupils by Tutors.
- Engages with all marketing activities, including open events, tours and events at feeder schools
- Ensure that all relevant documents and records are recorded for Student Visa pupils.

Development and Support

Professional development and learning sit at the heart of our school, and the successful post-holder will be joining a vibrant intellectual community. They will receive bespoke, individualised support from their line manager who will support them both professionally and personally during their time at the School. This mentor will provide support and feedback on the post-holder's teaching through regular coaching sessions and will support and advise them with regard to professional learning and development across all aspects of their career.

The Common Room is welcoming and staff wellbeing is prioritised. The School has a full-time Health Centre as well as a resident Chaplain.

Diversity and Inclusion

Haileybury is an equal opportunities employer and is committed to treating all employees and applicants equally irrespective of any protected characteristic.

The School is committed to its strategy of diversity and inclusion and encourages applications from staff with diverse backgrounds. In this way, the School wishes to enrich the collective knowledge and experience of its staff body with a broad range of lived experience. Staff are encouraged to contribute their ideas and experience in order to help shape a curriculum that explores a range of perspectives, and meets the needs of our diverse pupil body.



Travelling to Haileybury

Air

London Heathrow (50 minutes by car), London Stansted (30 minutes by car) and London Luton (40 minutes by car) airports are within easy reach of Haileybury. London Gatwick Airport (75 minutes by car) is only slightly further away. All are served by rail links to central London.

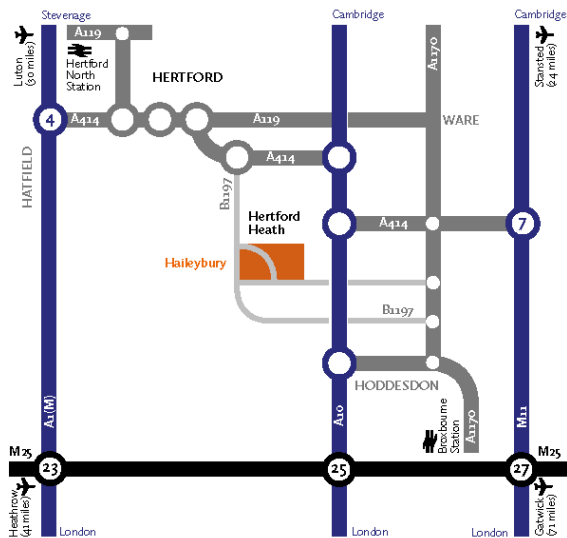
Rail

There are two main line railway stations close to Haileybury. Hertford North to London (Moorgate or King's Cross) is a 40-minute journey. Broxbourne to London (Liverpool Street) is 35 minutes. Hertford North is a five minute car ride from Haileybury and Broxbourne is 10 minutes away.

Road

Haileybury is conveniently located close to the A10 and easily accessible via the M25, A1(M), M11 and A414.

- From the South East: Leave the M25 at junction 25 to join the A10 north (Cambridge), exiting the A10 at Hoddesdon. The B1197 leads to Hertford Heath village.
- From the South West: Leave the M25 at junction 21a to join the A405, then the A414 to Hatfield and on to Hertford. The B1197 leads to Hertford Heath village.
- From the North: Leave the A1(M) at junction 4 for the A414 to Hertford, or leave the M1 at junction 7 (St Albans) for the A414 to Hertford.
- From the East: Via the M11 leave at junction 7 (Harlow) for the A414 to Hertford.



HaileyburyUK



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