



Prep School Housemistress or Housemaster

Starts: September 2023

Salary: According to experience; the Culford pay scale (above main scale) plus our TLR4

Reports to: Head of Prep School

Closing date for applications: 09:00, Monday 28 November

Long list interviews: Monday 5 December

Short list interviews: Thursday 8 December

Cadogan House is the co-educational boarding house for the Prep School. Applications are invited for the role of a Housemistress or Housemaster with responsibility for Prep School boarding.

We are seeking to appoint a motivational and engaging individual who will be fully committed to the ethos of a growing full-boarding/day preparatory school of 295 pupils. They will have overall responsibility for maintaining an excellent standard of boarding plus offering a varied, stimulating extra-curricular programme for boarders, particularly at weekends. This is an exciting opportunity for a dynamic, nurturing and motivated practitioner with a warm sense of humour and a lively, approachable and positive manner with pupils, colleagues and parents. High levels of energy and stamina are needed to make the most of this post and it is expected that this role will be successfully combined with a reduced teaching timetable. A very spacious three bedroom flat situated within the boarding house with a separate private and fenced garden area is provided and the post holder is required to live on site during term time for the better performance of their duties.

Resident within the Boarding House is the Deputy Housemaster and his wife, our Resident Matron and a House Tutor. There is also a Day Matron who works Monday-Friday. All Prep School teachers contribute to the boarding duty rota including assisting with weekend duties.

The Housemistress/Housemaster is directly accountable to the Head of Prep School. They are expected to follow School policy and display a uniformity of approach, liaising closely with Senior Staff. Major disciplinary issues are always referred to the Head. They are expected:

Pastoral and Academic

- To have overall responsibility, in loco parentis, for the welfare of pupils in Cadogan House
- To instil virtues of self-discipline, honesty, integrity, humility and hard work
- To encourage and to value the contribution of each pupil within the community
- To create an atmosphere of tolerance and happiness in a stable and safe environment
- To oversee the balance of each pupil's academic and extracurricular commitments to encourage a balance that will enrich the pupil's life
- To make clear disciplinary boundaries and the consequences of their breach
- To impose such sanctions as are necessary and monitor all those given by others
- To ensure access to appropriate medical care and counselling
- To give appropriate advice and help after the pupil has left the Prep School

RECRUITMENT PACK



CULFORD SCHOOL JOB DESCRIPTION

- To oversee the work of the Deputy HsM in ensuring academic progress with the support of subject and form teachers
- To contribute to academic and personal references

Liaison

- To liaise with the Senior School Housemasters and Housemistresses
- To liaise with parents, form teachers and other teachers over pupils in Cadogan House
- To liaise and consult with the Head on all relevant matters
- To liaise with the Medical Centre, administrative and maintenance staff as necessary
- To ensure that the School Office is notified of any planned pupil absence

Management

- To manage an effective team within Cadogan House to care for the pupils
- To manage and support the House matrons and cleaning staff
- To contribute to the appointment of Cadogan House staff
- To ensure staff cover at all times and to support, encourage and oversee duty staff
- To oversee Cadogan House families, ensuring clear structures and control

Routines

- To ensure appropriate House routines are enacted in line with school policies
- To oversee weekend leave and weekend activities provision
- To administer and be responsible for Cadogan House accounts

Health, safety and maintenance

- To ensure that Cadogan House is a healthy and safe environment
- To be responsible for maintaining the upkeep of the fabric of Cadogan House
- To action necessary repairs and particularly those of potential danger
- To ensure that fire procedures are followed and termly fire practices are held
- To ensure that boarders have appropriate means of communication with parents
- To ensure that medical or cleaning stocks are kept secure