



Housemaster & Head of Boarding

We are seeking to employ an experienced, talented and highly motivated Housemaster & Head of Boarding who can confidently lead our Boarding House and further develop and deepen our commitment to boarding. The Housemaster will also teach. Located in the heart of Cambridge with excellent facilities and benefits.

Reporting to	The Head and Master over the Choristers
Type of position	Full time
Salary	To be determined based on experience
Start date	September 2024

Based on an historic foundation of musical excellence, King's College School is a dynamic and inclusive academic environment. We are a caring family-based community in which all children are respected and valued. We prepare them, as individuals, to be confident in a future with exceptional possibilities.

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for approximately 400 boys and girls aged 4 – 13 following the traditional Preparatory model; we have around 45 boarders, including our choristers. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

King's is a vibrant and exciting place to teach. Outside the classroom there are many activities and teaching staff are expected to take an interest in all aspects of School life.

The Boarding House

The Boarding House accommodates up to 45 boarders. The House comprises the 16 boy choristers who form part of King's College Choir, as well as about 10 younger probationers. In addition, there are a number of weekly and flexi-boarders, both boys and girls, who stay in the House for one or more nights each week.

Boarding at King's is offered to pupils in years 4-8. Although there will be a range of pupils and ages in the House on any given evening, all boarders follow a similar routine. A variety of activities are offered, as well as the chance to simply relax at the end of the school day. Supervised prep sessions are run

each evening. Bedtimes are preceded by a short period of quiet time, as well as baths and showers on particular evenings.

The House tends to be quieter on Wednesday afternoons, when boarders are free to go out with their parents. For those staying in, supervised town trips are organised by staff.

The Boarding House is open at weekends to the choristers and any probationers who are singing in Chapel. Weekends have a more relaxed feel to them; choristers and probationers are able to go home overnight on Friday, returning for lunch on Saturday. After the Chapel service on Saturday, all boys stay in for Film Night. Sundays are made up of two Chapel services, as well as another opportunity to go home before all choristers, probationers, and weekly boarders return to the House in time for bed.

The Boarding House team is led by the Housemaster & Head of Boarding, who is supported by a number of House Tutors and Gap Students who help run activities, supervise prep sessions, and spend time with the boarders.

The Role

The Housemaster leads the Boarding House team in creating a safe and supportive environment for all boarders, in which they are able to flourish. The Housemaster works to promote and develop the boarding provision at School, as well as taking the leading role in implementing the arrangements that ensure the smooth running of the House, supported by the rest of the boarding team. Additionally, the Housemaster has a key role to play in co-ordinating with the King's College Choir Office to make arrangements for the choristers and their schedule. The Housemaster is the key liaison between the Boarding House and day school staff, specifically Form Tutors, and is responsible for ensuring the smooth flow of information to teachers and staff required to support boarders' academic progress and pastoral welfare. It is expected that the Housemaster takes responsibility for setting out expectations for, and subsequently upholding, good discipline, as well as for ensuring the pastoral wellbeing of each boarder and helping to establish a community spirit based on friendship and respect. The Housemaster will uphold and support the ethos of the School and serves on the Senior Management Team as well as the Senior Pastoral Team.

Boarding House Duties

Duties will be comprised of the following, however these will be coordinated with any teaching or other responsibilities in the School:

- Weekday evening duties (including Chapel services) (from c.1535-c.2145);
- Weekday morning duties (from 0640-0815);
- Weekend duties; and
- Duties outside term time while the choristers are in residence.

Key Responsibilities

- To establish and uphold the procedures for the successful management and discipline of the Boarding House, directing the Boarding House team in implementing these on a daily basis;
- In collaboration with the Deputy Head Pastoral and Form Tutors to maintain oversight of all pastoral issues affecting boarders and to ensure that these are handled sensitively and confidentially, when required;
- To ensure that, at all times when boarders are in the House, there is a well-rounded and wide-ranging programme in place which caters for a variety of children in promoting and developing their interests;
- To be a member of the School's Senior Management Team and the School's Senior Pastoral Team; to attend all necessary meetings and to represent and promote boarding throughout the School;
- To lead the Boarding House team, ensuring the safety and pastoral welfare of all boarders;
- To manage the boarders' wake up and breakfast and to ensure that all boarders arrive at their first morning commitment organised and in a timely fashion;
- To manage the boarders' schedule and, with the assistance of the other boarding staff on duty, to facilitate a variety of activities, both physical and quiet;
- To encourage the development of friendships in the House;
- To encourage boarders to take responsibility for their own belongings and personal organisation;
- To supervise prep sessions when on duty, ensuring boarders use the time effectively and helping to facilitate additional resources or further dialogue with teachers, supported by the Prep Captains, when necessary;
- To manage mealtimes for boarders, implementing a seating plan whilst ensuring good table manners and a high standard of behaviour;
- To manage duty staff in overseeing bedtime routines, encouraging good personal hygiene and ensuring boarders prepare calmly for bed;
- In conjunction with the Boarding House Administrator, to co-ordinate with the King's College Choir Office to facilitate arrangements for the choristers and their schedule;
- To uphold the necessary tone in behaviour, dress and formality that allows the choristers to fulfil their 'professional' public facing role;
- To accompany the choristers on tours, both domestic and international, which, in conjunction with the Director of Operations, the Housemaster will have effectively planned for;
- To supervise the choristers in Chapel, taking them to and from services and attending services as required;
- To be on call overnight according to an agreed rota and in conjunction with the Matron;
- To reside in the accompanying flat on site;

- To deal with any incidents as necessary, either behavioural or pastoral, and to record those of note in the Boarding House Pastoral Report on the School's network and ensure all boarding staff follow these procedures;
- To monitor the standards of maintenance in the House, including furnishings and fittings, and to liaise with the Clerk of Works or School Bursar, as necessary;
- To undergo continued professional development as deemed necessary for the role;
- To maintain a high standard of personal conduct and appearance;
- To undertake other duties that may be reasonably assigned by the Head in order to make a full and active contribution to the life of the Boarding House and of the School.

Teaching

- To inspire learning in children through excellent pedagogy and creativity;
- To follow the appropriate Scheme(s) of Work and be aware that it is regularly reviewed and updated;
- To liaise with other staff within your department;
- To plan and prepare courses and lessons in consultation with colleagues, following the statements made in the subject policies and agreed Schemes of Work;
- To incorporate ICT into lessons, planning and presentations;
- To use all reasonable time to provide the necessary education for the pupils, by good time keeping and making forward plans for all subjects;
- To maintain an orderly learning environment with a good level of discipline, encouraging politeness and good manners at all times;
- To provide a rich, welcoming and cheerful environment for pupils;
- To set and mark work, including homework, according to the School's marking and homework policy;
- To deliver differentiated lessons with clear Learning Outcomes;
- To liaise with the Learning Hub, in consultation with the Form Tutor, if a child is thought to have a specific learning need;
- To assess, record and report on the development, progress and attainment of pupils;

Pupils (Boarding House and Day School)

- To take responsibility for the care, well-being and education of all pupils;
- To know, demonstrate and promote the King's ethos;
- To promote the general progress and well-being of all pupils;
- To provide guidance and advice to pupils on educational and social matters;

- To be sensitive to social relationships between children;
- To be responsible for the pastoral care of each child within the class and especially within the Boarding House;
- To be familiar with the requirements of the Children Act 1989 and all relevant School documents.

Parents (Boarding House)

- To establish good relationships with boarders' parents, maintaining a professional demeanour when dealing with enquiries and grievances, and briefing the Boarding House team on any relevant issues as appropriate;
- To ensure that clear expectations are set out for all boarders' parents;
- To communicate to boarders' parents any arrangements pertinent to them, such as at the beginning and end of term, and to do likewise for choristers' parents as might relate to concerts, tours, or arrangements during the School holidays.

Parents (Day School)

- To maintain and support effective liaison between the School and parents with regard to each child's progress.
- To be available to discuss the academic, social and physical development of the child with his/her parents;
- To attend Parents' Meetings as required;
- To encourage parental involvement and co-operation in the education of each child;
- To prepare written reports termly, following the agreed format.

Educational Methods

- To keep up-to-date with new teaching ideas and methods, sharing information and working co-operatively with colleagues;
- To review own methods of teaching and programmes of work through courses and curriculum meetings held throughout each term at the end of the School day.

Appraisal

- To participate in the School's appraisal procedure;
- To design and conduct appraisals for all boarding staff every eighteen months;
- To participate in arrangements for further training and professional development as a teacher.

Staff (Boarding)

- To ensure that all boarding staff are deployed as effectively as possible, making the most of their individual strengths for the smooth running of the House and the pastoral welfare of the boarders;
- To ensure that all boarding staff feel supported and that they are able to go about their daily duties freely and comfortably and to provide feedback as required in developing their skills;
- To make all boarding staff aware of opportunities for continued professional development and to encourage staff to attend any relevant and useful courses;
- To communicate to all boarding staff any pastoral issues or concerns about individual boarders, as appropriate, and to advise them of the best course of action;
- To manage the boarding staff in House, assigning appropriate responsibilities to each member of staff and ensuring that all work together as a team to ensure a safe and happy environment for all boarders;
- To participate in staff meetings at the School;
- To participate in INSET days at the beginning of each term, or as otherwise arranged;
- To liaise with staff, ensuring the flow of information regarding education and pastoral matters.

Administration

- To draw up a termly staff duty rota, both for weekdays and weekends, and to agree this with the Boarding House team;
- In conjunction with the Boarding House Administrator, to draw up the Week Ahead and to communicate this to boarding staff;
- To draw up a daily timetable and to communicate this to the boarders;
- To review and maintain updated Boarding House handbooks for boarders and staff;
- To attend and lead the fortnightly House meetings;
- To be familiar with the National Minimum Standards for Boarding (2022) and to review current policy and procedures to ensure compliance in conjunction with the Director of Operations;
- To ensure all House risk assessments are up to date;
- To prepare the House for the beginning of each term, drawing up a dormitory sleeping plan;
- In conjunction with the School's Director of Music, to assign music practice rooms to choristers and boarders;
- To plan the choristers' schedule in conjunction with the Choir Office, the College's Director of Music and the Master over the Choristers.

Health and Safety

- To safeguard boarders' health and safety by establishing and maintaining good order and discipline and by following the necessary rules and regulations when using any equipment in the House or School;
- To communicate to the School Bursar or Clerk of Works, as appropriate, anything regarding the general welfare and safety of boarders in and around the House; and
- To be familiar with the School's fire safety procedures and to implement correct procedures for the Boarding House; to arrange a termly fire drill during boarding time.

Safeguarding & Child Protection

- To be familiar with the relevant School policies, as well as KCSIE, and to follow School procedures relating to safeguarding children;
- To ensure that all staff in the Boarding House follow and uphold best safeguarding practice in the Boarding House;
- To attend regular training sessions on Safeguarding and Child Protection issues; a record of attendance is kept by the School;
- To contact one of the Designated Safeguarding Leads with any concern about a child at the School.

Additional Duties

- To assist, where necessary, with the rota of duties.
- To work with colleagues to ensure duties are covered in times of absence etc.
- To attend whole School events when required, such as plays, concerts, prize giving, and to offer help when needed;
- To attend assemblies;
- To play an active role in all aspects of School life, as appropriate.

Management and Administration

- To take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School;
- To attend assemblies;
- Teaching staff at King's are required to have a full understanding of all aspects of the School's provision, and to show support of children and colleagues throughout the School.

Person Specification

The person appointed will have the necessary experience and qualifications, and will have demonstrated enthusiasm for and a proficiency in working with and supporting boarders. The role of Housemaster involves working with many different departments of both the School and College; the person appointed will need to have demonstrated versatility, efficiency, and exemplary communication skills. Excellent oral and written standards will be expected, as well as efficient administrative skills.

A sense of humour, an outstanding work ethic, the ability to remain calm in challenging situations, and exemplary interpersonal skills are all essential. The ability both to work as part of and to lead a team are crucial.

Essential

- Significant experience of working in a school boarding house, ideally that of a prep school;
- Leadership and management experience;
- Demonstrated ability to develop, promote, and take ownership of an area of expertise;
- Clear understanding of the National Minimum of Standards for Boarding and how to ensure compliance;
- Qualified Teacher Status or equivalent;
- Proven ability to teach children of all ages;
- Experience of classroom teaching with the ability to deliver excellent lessons
- An ability to generate ideas, drive initiatives, and implement changes in practice;
- Approachable, empathetic, committed, enthusiastic, motivated, calm, well-organised;
- Outstanding written and verbal communication skills;
- A high level of ICT competence;
- An ability to be self-reflective;
- A willingness and enthusiasm to play an active part in the School community;
- An understanding of, and acceptance and commitment to, the principles underlying equal opportunities.

Desirable

- Experience of working with choristers, ideally within a choir school;
- An understanding of how to prepare a boarding house for inspection;
- An understanding of the necessary formalities within a Chapel Choir setting.

Benefits

The successful candidate will receive a highly competitive salary which includes other teaching responsibilities at the School. A two/three bedroom flat in the Boarding House is included with this role. Pension details may be found in the separate teaching job description.

The following benefits also apply:

- Meals provided when on duty during term time;
- Generous holiday entitlement;
- Pension scheme;
- Staff health scheme;
- Cycle to Work Scheme;
- Use of School sports' facilities.

Other Paid Leave

You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and the School's rules applicable to each type of leave in force from time to time:

- Statutory maternity or statutory paternity leave;
- Statutory adoption leave;
- Shared parental leave;
- Parental leave;
- Parental bereavement leave.

Further details of such leave and the pay that you would be eligible for during such leave are available in the Staff Handbook.

Training

During the term of your employment, you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Health and Safety at Work;
- Basic GDPR;
- Fire Awareness;
- Induction to Boarding.

You may be entitled to take part in various training courses, which the School may provide from time to time. Specific details of the courses which might be available can be obtained on request from the Deputy Head Academic or School Bursar.

Terms and Conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

How to apply

Candidates should return the following documents by **9am on Friday 24th November 2023**:

- Application form together with a handwritten cover letter;
- Document detailing your reasons for applying and suitability for the role;
- Reference consent form;
- Equality and Diversity monitoring form (optional).

Please submit your application to: Mrs Yvette Day, Head and Master over the Choristers, King's College School, West Road, Cambridge, CB3 9DN; e-mail: jobs@kcs.cambs.sch.uk.

Longlist interviews will be held in the week commencing 4th December; shortlist interviews will likely be held in early January.

November 2023