

BRIEF FOR THE POSITION OF

HOUSEMISTRESS

RESIDENTIAL

WOLDINGHAM SCHOOL



January 2023



The school

Set in 700 acres of beautiful Surrey countryside, Woldingham is one of the UK's leading day and boarding schools for girls aged 11-18. Woldingham is an inspiring place for students to become confident, compassionate and courageous young women. It's where students learn to 'write your own story' through excellent teaching, boundless opportunities and first rate pastoral care.

As one of the UK's oldest girls' schools, Woldingham is proud to be a pioneer of women's education. Our single-sex environment is supportive and stimulating.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers.

Woldingham is increasingly popular and we are almost at maximum capacity, with a record number of applicants for September 2023.

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Most students leave Woldingham to take university places at prestigious institutions in the UK and overseas. Around 75% go to courses at Oxbridge or Russell Group universities. In the past five years we have had 26 Oxbridge offers. In recent years some of the most popular UK universities for students have included Bristol, Durham, Edinburgh, Exeter, Manchester and

UCL. Woldingham students have also taken up places at a range of universities overseas including Princeton, NYU and Cornell in the USA.

Academic excellence in all subject areas goes hand in hand with learning beyond the classroom. Our exceptional extra-curricular programme of sport, clubs, performing arts and outreach into our local community enables students to develop a wonderful range of skills, expertise and interests, alongside high-level academic achievement.

Around 50% of students board – full, weekly or flexi. Around 40% of our students live locally, 35% come from London and 25% from overseas. Our global community is very important. More than 40 nationalities make up the Woldingham staff and student community.

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The Board of Governors agreed a new strategic development plan for 2019-2024, with a refreshed vision and mission underpinned by the school's Sacred Heart values of faith, community, intellectual values, social awareness and personal growth. The plan has been extremely well received and the school has made a positive start to achieve the ambitious vision.





HISTORY

Founded by Saint Madeleine Sophie Barat in 1842, Woldingham is one of the oldest girls' schools in the UK. Initially based in Acton, the school later moved to Roehampton and in 1946 moved to our current home at Marden Park. Initially a full boarding school, Woldingham now has a well-balanced mix of boarders and day students.

As the first Sacred Heart school in England, Woldingham was initially called the Convent of the Sacred Heart. It became Woldingham School in 1985 when it moved to lay leadership.

Woldingham celebrates our 180th anniversary in the 2022-23 school year.

ETHOS

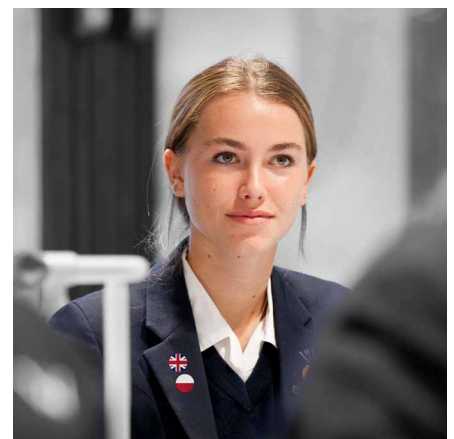
Woldingham is a happy and successful school where students become confident, compassionate and courageous young women.

Students are encouraged to nurture respect for self, each other and for the environment. The Woldingham community is strong, forward-thinking and kind. Students leave Woldingham with academic results that open doors, values to navigate successful careers and family life ahead, and friendships that last a lifetime.

Woldingham is a Catholic school, welcoming people of all faiths or none. Woldingham is part of the Sacred Heart Network, which has schools in more than 40 countries around the world.

Woldingham has a strong sense of community based on a set of shared principles which are:

- Faith and living responsibly in the world today.
- Social justice and an awareness which impels to action.
- Community and sharing friendships with those outside it.
- Scholarship and a deep respect for intellectual values.
- Personal responsibility and growth in an atmosphere of wide and appropriate freedom.





ACADEMIC EXCELLENCE

Woldingham is committed to fulfilling the academic potential of every student. A selective school, Woldingham is proud to be in the top 1% of schools in the UK for 'value added education.' In 2022, 55% of A Level grades were A*-A and 58% of GCSE grades were 9-8. In 2022, our EPQ students achieved 11A*s, 11As and 7 Bs. Teaching and learning are centred around our unique WOLD model, which sets out our expectations of every lesson.

Willingness

to work hard and
make mistakes

Opportunities

to maximise
all learning

Learning

is a life-long
process

Determination

to succeed

The school offers a broad curriculum with 28 A Level choices available in the Sixth Form. There is an excellent academic enrichment programme for all students, as well as a dedicated programme for academic scholars and intensive support for students applying to Oxbridge, medicine, dentistry and veterinary science.





PASTORAL CARE

Pastoral care is at the heart of the school. At Woldingham every student is known and nurtured as an individual by both teaching and support staff. The school encourages – and expects – students and staff to be kind to each other. Woldingham's single-sex environment is supportive and stimulating. It enables students to be themselves and to grow into independent women who will make a positive contribution to the world. Relationships amongst the students and the staff are excellent. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

THRIVE

The school's THRIVE programme underpins everything at Woldingham. THRIVE promotes emotional wellbeing and enables every student to develop the growth mindset, resilience and self-worth to enjoy success as well as learn from setbacks.

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as well as learn from setbacks. It helps students face changes with flexibility, meet failure with resilience and manage their own busy lives calmly.

As part of the THRIVE programme, students develop study skills. Study skills are developed as girls move up through the school, with the strong foundations built in Years 7 and 8 carried on through to the Sixth Form.

THRIVE focuses on the importance of wellbeing. Students learn about handling social media, self-esteem and body image. They learn how to deal with pressure, responsibility and making the right choices. All skills needed to be successful at school and as an adult.

BOARDING

Woldingham's boarding tradition remains strong with the school providing a flexible approach to boarding to meet the needs of families today. Around half of

current students board with options including full, weekly and flexi-boarding.

Boarders live in their own year group and are cared for by a dedicated Head of Year, housemistress and assistant housemistress.

Boarders in Years 7 and 8 live in Marden and Years 9 to 11 in Main House, with individual study bedrooms from Year 10 upwards. Students in the Sixth Form live in purpose-built modern accommodation, providing the perfect transition from school to university.

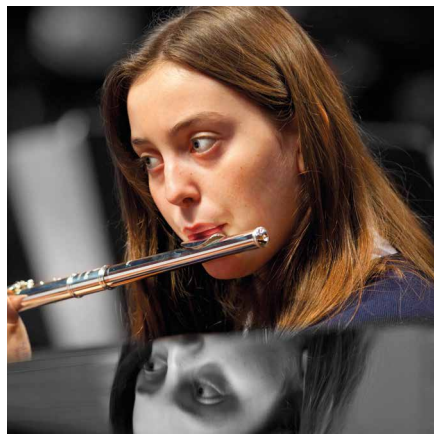
There is a busy range of evening and weekend activities with students in the older years provided with greater independence.

EXTRA-CURRICULAR

Woldingham has a rich and varied extra-curricular programme with more than 80 clubs and activities to choose from. Students are encouraged to balance study with activity, and to be committed and proud of their wider abilities.

The House system fosters community across the school, with a busy programme of activities and competitions. Woldingham has four mixed-age Houses, each of which promotes a spirit of community among students of different ages and staff. Students belong to one of four Houses named after Patrons with a close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fund-raising events, inter-House competitions and, a highlight of the year, the House Festival in September. House assemblies are held fortnightly. Each House has its own Mass and feast where students and staff celebrate together and focus their fund-raising efforts.

Woldingham has an active outreach programme to give back to the community – both locally and more widely.



SPORT

Sport is extremely important to life at Woldingham and plays a vital role in supporting physical and emotional health and wellbeing. Sport is about enjoyment, inclusion, team spirit, fitness, competition and performance. By the time our students leave, our aim is for them to have a lifelong commitment to sport and healthy living. We rightly celebrate the achievements of our athletes, some of whom represent their county and even country, and our school teams who do well in local and regional competitions.

Woldingham has excellent sports facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance/gymnastics studio. We have extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

In the autumn and spring terms, netball and hockey are our major sports. In the summer we play cricket, tennis and athletics. In addition, students compete in sports such as swimming and cross country. We place great value in being part of a team as well as excelling as an individual.

The school has a busy weekday and Saturday fixture list and participates in district and county tournaments. There are strongly contested House sport competitions throughout the year, culminating in our annual sports day. We also offer a fantastic range of sport trips within the UK and overseas.

CREATIVE AND PERFORMING ARTS

Woldingham's Millennium Centre has some of the best facilities for music and drama performance of any school in the country. The 630-seater acoustically designed Dineen Auditorium includes an orchestra pit and fully computerised sound and lighting system. The Millennium Centre also has recital and rehearsal rooms, a studio theatre, wardrobe room, dressing rooms and fantastic foyer area.

Woldingham School has an outstanding reputation for drama. The industry standard facilities and specialist drama staff support students to create productions of the very highest standard. The school has high specification technical support with state-of-the-art sound and lighting run by a highly-qualified technical crew.

The Music Department is well resourced, dynamic and busy, providing many and varied opportunities for our musicians to perform. Standards and expectations are very high. In each term there is a large-scale concert and a number of informal and formal recitals. Our musicians perform in the numerous joint productions with the Drama Department and the choirs lead the singing at Westminster Cathedral for Masses and the school carol service.

Woldingham's art facilities are outstanding with purpose-built accommodation comprising two studios, a 3-D area equipped with a range of power tools and two kilns, a dark room and a textile room. Student artwork is displayed throughout the school.

LOOKING FORWARD

As one of the top 100 independent schools in the country, we are not only ambitious for our students, we are ambitious for the school as a whole.

In July 2021 the school outlined far-reaching plans to further develop our wonderful 700-acre campus with an outdoor education and adventure centre, a new library and Sixth Form centre, a replacement swimming pool, a sports pavilion, and cookery school and vineyard.

Our fantastic Adventure and Outdoor Education Centre opened in spring 2022. In summer 2023, construction will start on a superb new Sixth Form Centre and Library, due to open in September 2024. The other projects will follow within the next few years.



The role

Job title:	Housemistress
Department:	Residential
Responsible to:	Head of Boarding
Responsible for:	Assistant Housemistress

ROLE AND PURPOSE

Woldingham has six boarding houses; Marden is home to our youngest boarders in Years 7 and 8, with Main House being home to our boarders in Years 9, 10 and 11 with three distinct boarding areas within the building. Berwick and Shanley house our Lower and Upper Sixth, respectively, and are stand-alone buildings; Shanley has en-suite facilities. All boarders in Year 10 and up have single study bedrooms whilst younger students are accommodated in dorms. All year groups are a mixture of full, weekly and flexi boarders. The School is organised horizontally in year groups with each year team consisting of a Head of Year, Housemistress and Assistant Housemistress.

The Head of Year oversees the academic and pastoral progress of all students, both day girls and boarders, with the Housemistress being primarily responsible for the boarders within the Year group. They are supported by an Assistant Housemistress who reports directly to them.

The House team is assisted by Residential Tutors on evenings and weekends. It is important for the House Staff to ensure they are familiar with Day and Boarders alike; flexi boarding is a popular initiative, and many day girls chose to board one or two nights a week each term, meaning they fall within the care of the boarding house.

SPECIFIC RESPONSIBILITIES

As a teacher, the Housemistress will be on a reduced teaching timetable. There may be circumstances where you are expected to contribute to the wider school community in a different capacity, according to the needs of the School, as determined by the Head of Boarding.

Close to London, yet in an outstandingly beautiful rural setting, Woldingham is a happy and successful Catholic boarding and day school for girls aged 11 to 18. With a strong community and caring culture, we are building on a proud heritage that stretches back over 180 years. We're now driving an exciting future that's underpinned by fresh ideas, an innovative spirit and state-of-the-art facilities.





DUTIES AND RESPONSIBILITIES

Key responsibilities

- To be concerned for each girl's development – academic, social, spiritual and personal welfare.
- To take responsibility for the happiness, well-being, health, safety and pastoral care of the girls.
- To create an orderly house, by contributing to the maintenance of discipline, behaviour and personal presentation of the girls.
- To create a 'home from home' environment in the boarding house with an atmosphere that fosters kindness, inclusion, enthusiasm for learning and participation in school life.
- To build and maintain positive and constructive relationships with pupils, in order to provide them with the best possible care and support.
- To build and maintain strong relationships with parents and guardians.
- To be the public 'face' of the boarding experience; working closely with Marketing and the Registry Team to promote the school to perspective families including undertaking tours, managing sleepover events and attending school fairs.
- To promote good relations between the school and the general public, particularly with present and prospective parents and the local community.
- To meet with prospective girls and their families and manage the effective induction of new girls.
- To manage the Assistant Housemistress alongside any Residential Tutors and Residential Graduates in your House.
- To build and maintain a strong and cohesive staff team.

To oversee the day-to-day routine including:

- To lead with the preparation of the House before the start of term and to assist with the clear-up at the end of term. This will include attendance at the Residential and full Staff Conferences.
- To welcome families at the start of the academic year, welcome girls back from the holidays and oversee boarders' departures at the end of each half term.
- To manage the allocation of bedrooms to boarders, including the arrangements for flexi-boarding before the start of each term.
- To be on wake-up and breakfast duty on a weekday rota within the boarding team.
- To support registration in the morning and afternoon.
- To be an active presence in the House during the day/evening (rest/refreshment breaks should be taken when girls are in lessons/activities in discussion with the Head of Boarding).
- Liaising with Domestic Services, Maintenance & Catering Departments regarding requirements for the House.
- Ensuring good order, tidiness and maintenance of service rooms, bedroom/common room areas.
- Ensuring effective and timely communication with Parents and Guardians via email/telephone.
- Liaising with the Health Centre regarding any girls requiring treatment, including escorting students to medical/dental appointments as needed.
- Administering medication as required and recording details in the medication log.
- To supervise students during the day and evening, including during silent study on weekday evenings.

- Ensuring that lost property around the House is dealt with in an efficient manner.
- Ensuring security of the year area including nightly 'lock-up'.

Please note this list is not exhaustive but indicative of a typical day as Housemistress.

Residential Team Membership

- Fostering, by example and encouragement, religious observances including Mass and 'Night Prayers'.
- Supervising meals and undertaking other weekend/evening duties as organised by the Head of Boarding.
- Organising Socials with other schools for your cohort.
- To escort students to dental/medical appointments.
- To be aware of the National Minimum Standards for Boarding Schools, School policies and procedures, House aims and objectives.
- To undertake ongoing professional development by attending INSET sessions in or out of School.
- To keep abreast of developments in boarding and to liaise with the Head of Year and the HOB of any strategic opportunities for improvement to the boarding experience.

The Housemistress will also attend fortnightly meetings with the Senior Deputy Head, Head of Year and Assistant Housemistress to discuss students' progress and issues of mutual concern. This does not include any ad hoc meetings as required to ensure the pastoral care of the boarders. They will also attend the weekly 'Residential/Pastoral Policy' meeting, will attend the half termly whole school Staff Meetings and the start of term Staff Conferences.



**Working Pattern**

The role will be on a shift basis in accordance with requirements and as agreed with the Head of Boarding.

Residential Requirements

This is a residential post. Private accommodation attached to the boarding house is provided. Accommodation is free although a small tax liability may be incurred. All meals when on duty can be taken in the school dining room during term time.

Please note that the accommodation provided is within a non-smoking area of the school. Pets may be accommodated in the property in discussion with the Director of Finance and Operations.

During term time, house staff are expected to reside on site when on duty and will be required to do overnight call; you should be available to the girls for unexpected illness or other such situations which may arise. You will be on a rota for fire officer duty in case evacuation of the building is required due to the fire alarm sounding.

Start Date: Late August 2023

Salary: Competitive

Pension: The Housemistress will be auto enrolled into the appropriate pension scheme, which includes life assurance.

Lunch: A free lunch is available in the dining room each working day when the kitchens are open, and other meals when on boarding duty.

Parking: There is free parking on site.

Gym and Pool: There are staff sessions for use of these facilities.

School fees: Remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet the normal entrance requirements.

The person

OPERATIONAL EXCELLENCE**Essential**

- A candidate with experience of working with young people, with teaching experience.
- A person who is fair and consistent when managing girls' behaviour.
- A person who enjoys the company of young people, is relaxed in their company and who is keen to help them with their academic studies and guide them in good habits generally.
- Excellent administrative and ICT skills.
- Experience as an AHSM or HSM

PERSONAL BEHAVIOURS**Essential**

- A person who does not seek to be overly judgmental but is kind, maternal in approach to our youngest girls, and broad-minded.
- An effective communicator with good interpersonal skills.
- A flexible and positive attitude is essential.
- Ability to work both in a team and independently.
- A sympathetic person who is patient, even-tempered and calm when under pressure.
- An energetic person with considerable stamina who is able to cope with the long hours of work that this post demands.

OPERATIONAL EXCELLENCE**Desirable**

- BSA Advanced certificate
- Degree qualification

SAFEGUARDING AND PASTORAL**Essential**

- Committed to safeguarding and promoting the welfare of children and young people.
- A satisfactory Enhanced Disclosure from the DBS.

ETHOS AND WHOLE SCHOOL VALUES**Essential**

- Able to operate at the heart of the school community.
- Committed to the Sacred Heart Values.
- Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.





How to apply

WOLDINGHAM SCHOOL IS RECRUITING A NEW HOUSEMISTRESS

The closing date for applications is 9.00am on **Friday 24 February 2023**.

Interviews will take place on the 03 March and 07 March 2023.

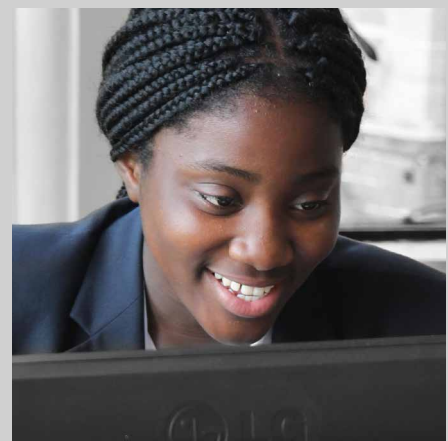
To apply please submit your completed application form to hr@woldinghamschool.co.uk with a supporting letter.

PROFESSIONAL DEVELOPMENT AND STAFF WELFARE

Our professional team of staff is Woldingham's greatest asset, and we want to ensure that everyone is supported to work in an effective, enjoyable and fulfilling way. Staff Development is a high priority, with induction and mentoring programmes for Newly Qualified Teachers and new colleagues, plus an annual cycle of Personal Professional Development planning for all colleagues and a bespoke Leadership Programme in place.

Staff are welcome to use our range of outstanding facilities including the gym, squash and tennis courts and the swimming pool. Our Staffroom Committee organises regular social events, and a range of wellbeing initiatives support staff in their working life.

Woldingham School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.





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