

BRIEF FOR THE POSITION OF

ASSISTANT HOUSEMISTRESS

RESIDENTIAL

WOLDINGHAM SCHOOL



MAY 2021



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. Our vision is to provide an outstanding education that empowers women to change the world for the better.

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.

Woldingham is increasingly popular and we expect to have more than 600 students enrolled from September 2021.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers. Woldingham is in the top 10% of schools for added value.

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. Every student is unique. Our aim is to "write your own story" at school and throughout life.

Around 50% of students board – full, weekly or flexi. Around 40% of our students live locally, 40% come from London and 20% from overseas. Our global community is very important to us and students from more than 30 different nationalities attend Woldingham.



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.

ETHOS

Woldingham is a happy and successful school where we develop 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, where we welcome girls 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 10% of schools in the UK for 'value added education.' In 2020, 72% of A Level grades were A*-A and 62% of GCSE grades were 9-8. In 2020, 10 Sixth Formers took an EPQ and seven achieved an A*.

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

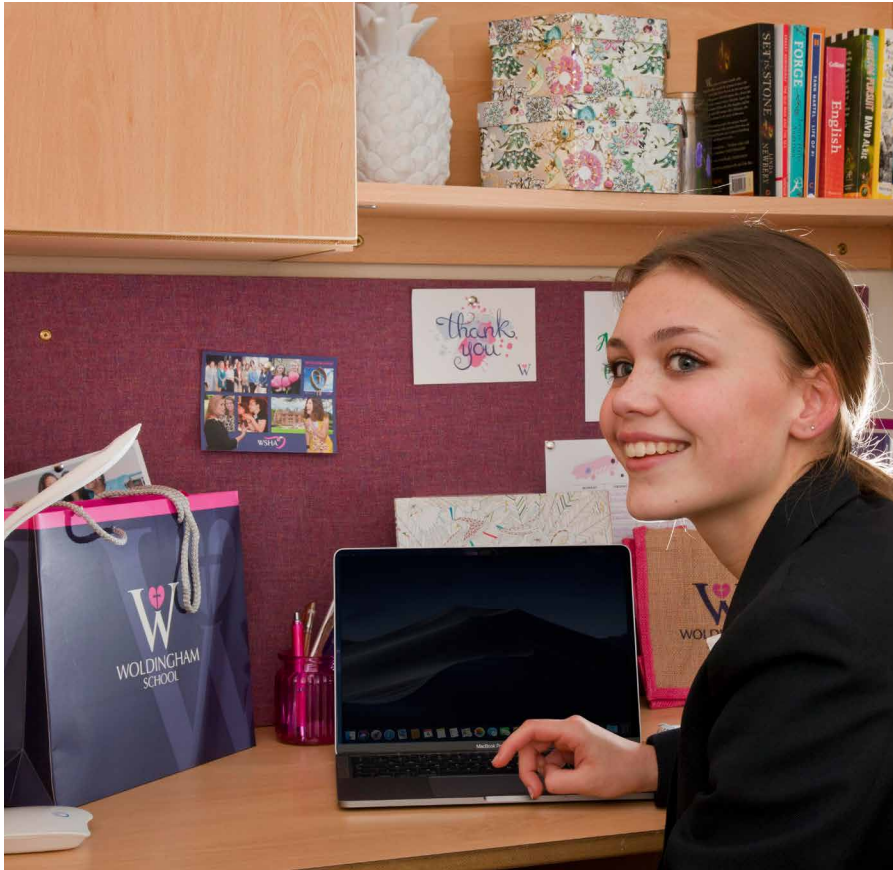
Opportunities
to maximise
all learning

Learning
is a life-long
process

Determination
to succeed

The school offers a broad curriculum with 27 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.





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.

PASTORAL CARE

Pastoral care is at the heart of the school. At Woldingham every student is known and supported as an individual by both teaching and support staff. The school supports – 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 promotes emotional well-being and enables every student to develop the growth mindset, resilience and self-worth to enjoy success

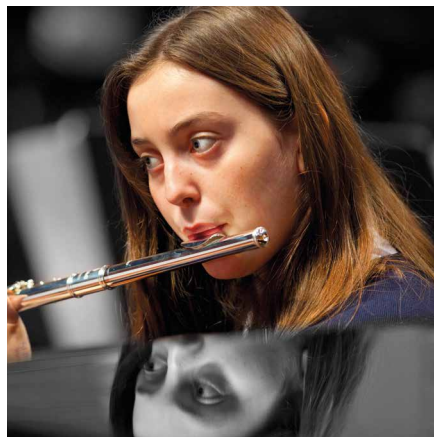
as well as learn from setbacks. It helps students face changes with flexibility, meet failure with resilience and manage their own busy lives calmly.

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



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 600-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

The school published a new five-year strategic plan in 2019 with a refreshed vision and mission. The school's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous young women.

The plan centres around six key strategic objectives: developing people; developing learning; developing ethos and community; developing infrastructure and operations; developing sustainability; and developing communications.



The role

Job title:	Assistant Housemistress
Department:	Residential
Responsible to:	Housemistress (and Head of Boarding)
Responsible for:	N/A

GENERAL

Please refer to the Recruitment Pack for further information about Woldingham School.

ROLE AND PURPOSE

Providing key support to the Housemistress in the smooth day to day running of the House, the Assistant Housemistress will also help to oversee the pastoral care and academic progress of day girls and boarders.

When on duty together, the Assistant Housemistress and Housemistress work closely to ensure the smooth running of the boarding house. Due to the working patterns, there are times during the week when the Assistant Housemistress will deputise and take lead on running the boarding house when the Housemistress is off duty. This is typically one full day a week, one evening and alternate weekends.

Whilst taking direction from the Housemistress, the Assistant Housemistress is encouraged to take the lead on several key aspects of the boarding house, including organising trips, socials and key initiatives.

If you are a teacher, the Assistant Housemistress will be on a reduced timetable. If you are not a Teacher, you will be 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.

With experience of working with young people, you will have a natural empathy with teenagers. You understand how they think - and you can help to build a strong sense of community within which every student supports each other to live happy and fulfilled lives.

As well as excellent communication skills, you should bring strong administrative abilities and a well organised approach. A friendly nurturing and sympathetic attitude is also important, alongside upholding the highest standards of discipline.

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 175 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 take responsibility for the happiness, well-being, health, safety and pastoral care of the girls.
- To be concerned for each girl's development – academic, social, spiritual and personal welfare.
- 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 support the Team in promoting the boarding experience including undertaking tours and preparing for the Boarding Taster Week.
- Assist with the effective induction of new girls to the School.
- To assist the Head of House and Housemistress as and when required so as to ensure the smooth running of the year group cohorts as a whole.
- To assist 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 Staff Conferences.
- To be on hand to welcome families at the start of the academic year, welcome girls back from the holidays and oversee girls' departures at the end of each half term.
- To assist the Housemistress with the allocation of bedrooms to boarders including the arrangements for flexi boarding before the start of each term.
- To be on wake up duty on a weekday rota within the boarding team.
- To undertake registration in the morning and afternoon and follow up on absences.
- To be an active presence in the House during the day/evening (rest/refreshment breaks should be taken when girls are in lessons/activities).
- Liaising with Domestic Services, Maintenance and Catering Departments regarding requirements for the House.
- Ensuring good order, tidiness and maintenance of service rooms, bedroom/common 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 the lost property around the House is dealt with efficiently.
- Ensuring the security of the year area, including nightly 'lock-up'.
- Maintaining individual student files including, as appropriate, individual care plans.
- Ensuring the 'handover' log book, discipline, medication, sanctions and other centralised records are kept up to date.
- The Assistant Housemistress will attend fortnightly meetings with the Senior Deputy Head, Head of House and Housemistress to discuss girls' 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, Staff INSET and the start of term Staff Conferences.





The person

SKILLS

Essential

- A candidate with experience of working with young people, with or without 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.

Desirable

- Boarding experience is desirable.

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 with the 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.

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 ASSISTANT HOUSEMISTRESS

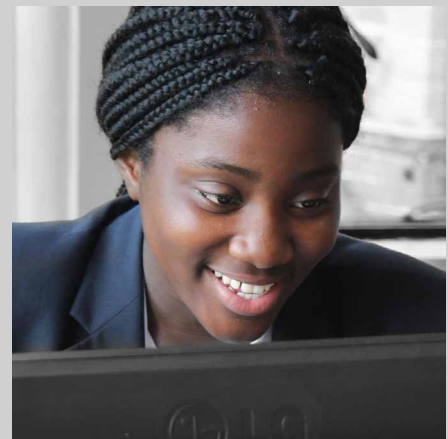
The closing date for applications is 9.00am on **24 May 2021**.
Interviews will take place in the week beginning **28 May 2021**.
To apply please submit your completed application form to
hr@woldinghamschool.co.uk with a supporting letter.

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 new Leadership Programme in development for September 2021.

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.





WOLDINGHAM
SCHOOL



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