



ST MARY'S CALNE

# ASSISTANT HOUSEPARENT RESIDENTIAL NON-TEACHING

FULL-TIME, TERM TIME  
SEPTEMBER 2024

APPLICANT PACK







Acting Head: Mrs Diana Harrison  
MA (Cantab), PGCE (Bristol), CPP (Roehampton)

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 360 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

### **The Assistant Houseparent (Residential) | Job Overview:**

The role of Assistant Houseparent is a combination of administrative and pastoral duties, underpinning the School's vision to provide outstanding care and support within a full boarding community. In addition to daytime duties, the residential Assistant Houseparent shares the overnight cover for the House with the Housemistress, working in support of the House Team to ensure every pupil is valued and well-cared for and that the Boarding House provides a well organised, safe and ambitious environment for pupils to grow and develop. This vacancy is available in one of our fourth form houses (ages 11 -13). The successful candidate will be offered suitable accommodation within the boarding house.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check. We are an equal opportunities employer and committed to ensuring all applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.





# THE SCHOOL: ITS ETHOS AND AIMS

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.

Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Co-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.

Our latest Co-Curricular  
Booklet & Weekend  
Programme



CO-CURRICULAR AND WEEKEND  
PROGRAMME  
AUTUMN 2023





# THE SCHOOL VALUES

## AMBITION

Deliver a tailored and specialised curriculum to inspire a love of learning and enable our students to achieve top class academic results

Guide and support every student to challenge themselves and reach their full potential

Prepare our students for higher education, careers, leadership and the challenges of a fast-changing global world



## COMMUNITY

Be a vibrant, warm, open and inclusive community, where boarders and day students live with empathy and respect

Encourage our students to become proactive, engaged citizens who make a positive difference to the world

Connect, collaborate and communicate with our dynamic, supportive and extensive alumnae network



## INNOVATION

Spearhead research and practice in adolescent development

Foster creativity in the arts and sciences, encouraging freedom of thought and self-expression

Embrace new developments in technology to prepare our students for the future



## OPPORTUNITY

Deliver a breadth of academic and co-curricular opportunities to meet each student's ability, needs and interests

Create opportunities for adventure, exploration and discovery for all members of our community

Provide opportunities for girls from diverse backgrounds who would benefit from a St Mary's Calne education





# BENEFITS OF WORKING AT ST MARY'S

St Mary's Calne offers an enriching working environment within the beautiful Wiltshire countryside, with easy transport links from Chippenham and Swindon.

The school is set in its own attractive 24 acre grounds shared with St Margaret's Prep School whose pupils also enjoy use of the school shop.

The school boasts a homely atmosphere and friendly, supportive colleagues.

With a new incoming Head joining the school from September 2024, this is an exciting time to join the team.

The benefits of working at St Mary's include:

- **Membership to a pension scheme with generous employer contributions.**
- **Employee Life Cover for eligible employees**
- **Discounted membership of the on-site St Mary's Calne Sports Club for eligible employees, offering a variety of fitness classes including yoga, pilates, zumba & spinning, plus use of the gym and swimming pool, all included in the membership**
- Complimentary meals in the Dining Hall during term time.
- Free on-site parking.
- Employee Assistance Programme offering free services and access to experts to aid professional and personal life, such as legal and finance advice in addition to health, well-being and medical support.
- Access to the School Library services.
- School Fee remission for daughters educated at St Mary's Calne (day or boarding for ages 11-18), and for sons or daughters educated at St Margaret's Prep School (day school and nursery for ages 2 to 11).





# MAIN DUTIES & RESPONSIBILITIES

It is essential for the Assistant Houseparent to be able to demonstrate an empathy with and understanding of children and young people. The Assistant Houseparent will have a genuine concern for the pupils' well-being and active involvement in their personal development.

The Assistant Houseparent is required to positively encourage the pupils, without discrimination or favouritism in their interests and activities, and to develop a professional and nurturing relationship with them. As a member of the House team, they must help

## Main Responsibilities

The Assistant Houseparent will:

- provide direct support to pupils and staff, assisting with managing all aspects of the health, welfare and pastoral care of pupils, adhering to relevant school policies at all times;
- provide support for the Houseparent with a wide range of administrative duties relating to pupils and their parents;
- work closely with the operational management team to ensure that the House maintains domestic and maintenance standards, in accordance with School policy and operating specifications.

## Duties

### Looking after the pupils

More specifically, the Assistant Houseparent will need to demonstrate a full knowledge of safeguarding policy and current legislation relating to DFE safeguarding policy, as defined in the latest Keeping Children Safe in Education policy. The Assistant Houseparent will be expected to work closely with other staff in the House and School to provide comprehensive pastoral care for the pupils; such care is of paramount importance for all. They are encouraged to be involved in a myriad of activities with the pupils and are required to ensure that the School's pastoral care and behavioural policies are adhered to at all times.

The Assistant Houseparent is expected:

- to maintain close liaison with the Houseparent, Tutors, Teachers and Senior Staff where appropriate; to consult about pupils and inform them of any reasons for concern noticed within the House, using the communication structures in place;
- to help supervise the pupils and ensure that the House is clean and tidy at all times;
- to ensure that rotas for the various duties in the House to be performed by the pupils in their care (such as clearing of common rooms, etc.) are adhered to;
- to assist in the organisation and running of extra-curricular activities;





- to provide continuity of care for the pupils' health;
- to liaise with Health Centre staff, informing them of any causes for concern and provide escort duty where required;
- to dispense everyday medication (e.g. paracetamol) and administer First Aid when necessary;
- to ensure pupils have good personal hygiene and, in common with all members of staff, to ensure the tidy appearance and the wearing of correct, clean school uniform (including hair and nail checks and clean shoes);
- to attend and represent the House Team at meetings where the Houseparent cannot be present, as appropriate;
- to liaise with the logistics and catering managers and parents regarding pupils' travel and catering;
- to communicate effectively with parents of the pupils in the House;
- to supervise bedtimes and remain on duty as required as part of the House Team;
- to be on call overnight as part of the overnight team, in case girls are ill, need assistance or are arriving back late or leaving early (you may request time off in lieu for overnight disturbances);
- to see that bed linen and clothing are changed when necessary; organising the collection and despatch of linen and clothes to the School Laundry; ensuring laundry is distributed on its return to the House;
- to act as an escort when necessary, including for emergency hospital visits.

### Looking after the House

- Checking that the House is in good repair, reporting any defects or breakages.
- Ensuring all administration is up-to-date for the House with efficient records kept.
- Taking part in all training related to boarding duties and Health and Safety, in order to promote and safeguard the welfare of pupils in the House.
- Being present until pupils have left school at the start of Fixed Exeats and Half Terms, to check the House thoroughly at these times for tidiness, ensuring that everything is switched off and that windows and doors are closed.
- Taking a turn on rotation during each academic year at covering for late leavers and early returnees at Half Term, along with the Houseparent.

### Working in the wider School

- Working under the direction of the Deputy Head Pastoral playing an integral part in the wider Pastoral Team including attending meetings as required
- Playing a role in the weekend activity programme, as required.
- Being aware of and actively promote the School's Health and Safety Policy in all respects.
- Taking part in all training related to boarding duties and health and safety, in order to promote and safeguard the welfare of pupils in the House.





# PERSON SPECIFICATION

## Essential Requirements

- A desire to work with young people and their parents
- An ability to work flexibly in a team
- Good, demonstrable organisational skills with the ability to prioritise, and manage time effectively
- Excellent communication skills with pupils, parents and staff
- Good IT skills (Word, Excel, etc)
- An ability to show an empathetic approach
- An ability to define appropriate boundaries
- A willingness to contribute to the wider school community
- To be committed to continual professional development including acquiring knowledge of the school information system (iSAMs) and BSA professional development
- An ability to work in an enthusiastic manner bringing new ideas and suggestions
- The desire for excellence in all areas

## Desirable Requirements

- Experience in a similar residential role or pastoral equivalent
- A BSA qualification
- A First Aid qualification
- A clean driving licence and ability to drive a minibus

## Working Hours & Salary

The Assistant Houseparent acts as one half of the full weekly cover in house during term time, shared alongside Houseparent. Shifts may include days, evenings, weekends and overnights according to need. Off duty time consists of one full 24 hour period, plus additional night off per week during 35 term time weeks. The remaining weeks of the year are not considered to be working weeks to allow for sufficient rest time (in agreed circumstances, some work may be requested during holiday periods).

The salary for this post is £23,968 per annum. This is a full time salary and not subject to pro-ration.





# FURTHER DETAILS AND HOW TO APPLY

Research tells us that applicants (especially those from under-represented groups) can be put off from applying for a role if they do not meet all the criteria. If you think you would be a good match for this role and can demonstrate some transferable experience please apply, regardless of whether you tick every box.

Further information about the school may be viewed on the website:  
[www.stmaryscalne.org](http://www.stmaryscalne.org)

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a school application form which can be downloaded from the Vacancies page of the school website or can be sent on request from:

**Clare Oatley, HR Administrator**

**Email: [recruitment@stmaryscalne.org](mailto:recruitment@stmaryscalne.org)**

**St Mary's School, Calne, SN11 0DF Tel: 01249 857 339**

A fully completed application form, together with a covering letter explaining your suitability and/or vision for the role, should be sent to the above email address.

Receipt of an application will be acknowledged as soon as possible.

**Closing date for applications: 0900 Monday 13th May 2024**

**Proposed interview date: w/c 20th May 2024 (date TBC)**

**The start date for this role is September 2024**

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures which includes undertaking necessary training. An enhanced DBS check is required for every member of school staff, this will be carried out by the school on appointment of a new staff member. For information, extracts from the school's Child Protection policy are appended on the final page of this document.





## APPENDIX 1:

# EXTRACT FROM ST MARY'S SCHOOL CHILD PROTECTION

### **St Mary's Calne and St Margaret's Prep fully recognises its responsibilities for Child Protection.**

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2023" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2023" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2022).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

### **What is safeguarding?**

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

### **Staff:**

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

### **What is child protection?**

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.