



---

Recruitment Information Pack

---

# Houseparent

## Crossways House – Prep School

Location - Holt, North Norfolk, UK

**Required for:** September 2020

*Gresham's 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.*

# Message from Douglas Robb, Senior School Headmaster

---

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,

A handwritten signature in black ink, reading 'Douglas Robb', followed by a long horizontal line.

# Message from Cathy Braithwaite, Head of Prep School

---

Thank you for your interest in Gresham's Prep School. We are a thriving community of learners and warmly invite you to find out a little more about our School in the hope that you will be keen to apply for this position. Please do not hesitate to contact the School if you wish to learn more; we would love to speak to you or invite you to visit us.

We welcome pupils from the age of 2 to 7 years old into our vibrant Nursery and Pre-Prep, based in Old School House. Our children transfer to our nearby purpose built Prep School site in Year 3, where they remain until Year 8. The Prep School has its own curriculum, following schemes of work which have been written by our Heads of Department to incorporate the best aspects of the National Curriculum, the Common Entrance Syllabus and our own bespoke enrichment programme.

Our wonderful environment and excellent facilities allow children the freedom and opportunities to develop themselves to the full. As well as bright, spacious and well-equipped classrooms we have a purpose built Art, Design Technology and ICT building (the Butterwick Centre), a modern Music School and spacious grounds and playing fields. We share the use of many excellent facilities at the Senior School including the Auden Theatre, the Britten Music Building, the Chapel and superb sporting facilities including a 25-metre swimming pool, two full size astro turf hockey pitches, squash courts, a large sports hall and a shooting range. Our brand new Outdoor Education Centre in the School woods provides fantastic opportunities for practical learning about the environment as well as fun and adventure.

Although most of our pupils come to the School daily, boarding is central to the life of the School. Our two boarding houses, Crossways and Kenwyn, are homely and comfortable and are the base for all pupils whether day children or boarders. Many day children opt to join our boarders as flexi-boarders for up to three nights a week. Our extensive activities programme runs until 7.00pm and large numbers of children opt to stay to take part in this. Of course, our greatest asset is our talented, dedicated and inspirational staff team who providing outstanding teaching and pastoral care. The key message in our Gresham's Code is to be kind and this is central to all that we do.

With Best Wishes,

Cathy Braithwaite





## Boarding at Gresham's Prep School

---

The Prep School has two boarding houses, Kenwyn (boys) and Crossways (girls). Our children love the boarding experience and it is helpful for busy parents. Around a quarter of our 230 pupils are boarders and many others take advantage of our flexi-boarding on a regular basis. We ensure that children have the structure that they need as well as some freedom and plenty of fun. This allows children to develop independence and self-discipline in a supportive environment.

Boarders may go home at the weekend from 3.30pm on Saturdays and may return on either Sunday evening or Monday morning. Those children who stay at school at the weekend enjoy an entertaining programme of organised trips and adventures, including beach walks, shopping trips, muddy fun runs, swimming and manhunt in our spacious woodlands.





## Crossways House

---

Crossways is the girls' boarding house at the Prep School and home to around 120 girls aged between 7 and 13. Crossways provides a safe, secure and nurturing environment and is a base for all the girls; there is complete integration between day pupils and boarders.



On some evenings there is a small, happy group of around 10 girls staying in Crossways, on busy nights this may be as many as 36. Special flexi-boarding nights in recent months have included pamper nights, karaoke, discos and a Harry Potter themed event.



The house is a warm and friendly space, which provides cosy and pretty rooms for the girls who board there. There are also bright and attractive common rooms and a small kitchen within the house.

# JOB DESCRIPTION AND PERSON SPECIFICATION

---

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

## JOB DESCRIPTION: Houseparent (Crossways)

---

REPORTING TO: Head of Prep School

### **The Role: Houseparent**

The House is integral to life at Gresham's, and it follows that the Houseparent body is critical to the success of the School. We are lucky to have an outstanding team, whose dedication to the welfare and happiness of our pupils is exemplary. As Houseparent of Crossways, you will be *in loco parentis* and have overall responsibility for the girls in your care. You will be the chief source of support and guidance for boarders and will be expected to play a key role in the academic and personal development of all girls at the Prep School (day girls and boarders).

Our Houseparents work hard to get to know and understand every individual in their care so that they may guide each towards whatever success and happiness look like for them. They develop trusting relationships with the pupils, enabling them to talk honestly about their feelings, fears and aspirations so that problems can be dealt with sensitively, effectively and quickly.

A strong rapport with young people and well-developed emotional intelligence are therefore essential. Our Houseparents aim to foster an atmosphere in the House which is 'home from home', and in which a positive culture of kindness, hard work and participation in wider School and House life can thrive. To help this, they also develop healthy and mutually-supportive relationships with parents and guardians through regular contact.

Each Houseparent is supported by a strong staff team that includes a House Tutor, Matron and a team of Gap Assistants, which they must manage sensitively to promote the mental and physical health and wellbeing of the pupils in the House.

The Houseparent will also teach an academic subject. Any subject relevant to our curriculum will be considered. Applicants who are short-listed for the post will be expected to teach a lesson as part of the interview process. After appointment, we will arrange opportunities for you to meet and get to know the pupils, their parents and the House staff, and will encourage you to visit Gresham's during the academic year prior to joining us. In the August before starting in the post, you will have a comprehensive induction with other new colleagues.

The Houseparent role comes with a family house (attached to the pupils' accommodation) and a private garden. With the beautiful beaches and countryside of North Norfolk only minutes away, it is an idyllic place to live, work, and raise a family.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance.

### **Teaching**

- To inspire our pupils through a shared passion for learning.
- To be an outstanding role model to our children in the classroom: kind, hardworking, honest and striving for your best at all times.
- To teach pupils in Years 3-8.
- To plan lessons carefully and deliver them professionally in accordance with the departmental schemes of work and regulatory standards.
- To develop strong and sympathetic relationships with pupils, and plan and teach in light of pupils' educational needs. Appropriate setting and marking of work will be carried out, with a strong focus on the efficacy of feedback.



- To grade and record pupils work, assessing progress, attainment and attitude to learning of pupils in order to ensure that all pupils fulfil their potential.
- To write individual and formative reports and offer thoughtful remarks to the Head of Teaching and Learning when relevant.
- To have high expectations of the pupils, and uphold the behaviour of all pupils at all times, with particular focus on attitudes to learning.
- To incorporate concrete resources into teaching, including use of ICT to promote learning effectively.
- To contribute to the academic enrichment of pupils, the extension of the most able and preparation for future schooling.
- To assist with revision sessions and targeted catch up work under the direction of the Head of Teaching and Learning.
- To attend Parent Consultations, preparing for these appropriately and following up on actions agreed to enhance pupil outcomes.
- To offer innovative and exciting sessions for the new Saturday School enrichment programme.

### **Wider expectations**

- To attend staff briefings, INSET and staff meetings.
- To take an active role in own professional development, attending courses as required and sharing information with colleagues as appropriate to encourage development of other members of staff.
- To cover lessons and invigilate exams when requested.
- To make good use of the School information management system (SIMS) and School email, replying to colleagues, pupils and parents appropriately and in a timely manner.
- To contribute significantly to the co-curricular life of the School as appropriate, including active participation in the evening activities programme, Games coaching and School productions.



## PERSON SPECIFICATION

Qualifications	Essential	Desirable
Educated to Degree level or equivalent in a relevant subject	✓	
PGCE (QTS)	✓	
Pastoral / pupil-welfare-based qualifications / training		✓
First Aid qualifications		✓
Skills and Experience	Essential	Desirable
Track record of excellent teaching, including expert classroom management and a strong rapport with pupils	✓	
Pastoral experience of boarding (probably in a similar school)	✓	
Experience in Boarding House management (at least one year at Assistant level)		✓
Strong IT skills	✓	
Track record of outstanding professional relationships with parents	✓	
Personal Qualities	Essential	Desirable
Well-developed pastoral instincts	✓	
Dynamic, with charisma and warmth	✓	
High personal and professional standards	✓	
The confidence, honesty, warmth and integrity to deal effectively with pupils, parents and colleagues	✓	
Personable, supportive with the ability to motivate and work well within a team	✓	
Patience and a sense of humour	✓	
Excellent communication skills in person and in public; in various contexts and media	✓	
Stamina, emotional intelligence and resilience	✓	
Ability to work at pace	✓	
Excellent timekeeping	✓	
Outstanding level of commitment	✓	
Ability to remain calm in all situations	✓	
Outstanding role model to colleagues and pupils	✓	
Interest in maintaining an aesthetically welcoming, interesting, homely environment	✓	

### REMUNERATION AND OTHER BENEFITS

The salary band for this position is based on our Gresham's Academic Staff Pay Structure, dependent on experience.

- TPS (Teachers' Pension Scheme)/APTIS (Aviva Pension Trust for Independent Schools)
- Fee Remission
- Private Health Scheme
- Free school breakfast, lunch and tea during term-time
- Free hot drinks, fruit and biscuits available in the common room
- Free car parking on site is widely available



# PERSONAL DETAILS

---

## Eligibility to work

For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers.

For more information, visit the Home Office website at <https://www.gov.uk/browse/visas-immigration/work-visas>

## Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

## Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (The Data Protection policy is available on our website: [www.greshams.com](http://www.greshams.com).)

**Disclosure and Barring Service:** Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

## Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **passport and/or UK driving licence (including a photo-card);**
- **a UK birth certificate;**
- **UK firearms licence;**
- **EU photo identity card;**
- **a utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

**For Teaching Posts:** You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

**Support Posts:** As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

### **Conditional Offer of Appointment**

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- completion of Educare Child Protection Training.

### **Safeguarding**

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

### **Warning**

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children, the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

### **Queries**

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email [hr@greshams.com](mailto:hr@greshams.com).



## Houseparent

If you would like to apply for the position of Houseparent at the Prep School, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

### Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, however this must not be submitted in place of the application form;
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

### Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

### References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

**Please note**, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

**Submission of applications** - All application forms should be returned to, [applications@greshams.com](mailto:applications@greshams.com) or by post to:

HR Department  
Gresham's School  
Old School House  
Church Street  
NR25 6BB

Please submit your application by **12 noon on the closing date of Friday 7<sup>th</sup> February 2020**. If your application is submitted after this time, we will not be able to accept it. Interviews will be held during the week commencing 10<sup>th</sup> February 2020.

**Start Date: September 2020**

---

*Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.*



*THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:  
TEACHER TO PUPIL, PUPIL TO TEACHER, AS WELL AS PUPIL TO PUPIL AND TO THE WIDER COMMUNITY.*



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

01263 714500

[www.greshams.com](http://www.greshams.com)

Registered Charity No: 1105500