



APPOINTMENT OF HEAD OF BOYS' BOARDING

SEPTEMBER 2018

AN INTRODUCTION TO WOODHOUSE GROVE SCHOOL

Woodhouse Grove is situated on a beautiful 70-acre campus within easy reach of Leeds and Bradford. The school provides a first class all-round education for boys and girls, day pupils and boarders alike. Day pupils are drawn from a wide and well-populated catchment area both within and beyond the West Yorkshire (Leeds and Bradford) conurbation. The school runs seven bespoke bus services at the start and end of each school day and benefits from a recently opened railway station situated across the road from the school campus.

Since 1996 the school has grown from 750 to its current total of 1060 pupils (aged 3 to 18) and has a sixth form of more than 200 students. It has benefited from substantial capital investment in recent years that has significantly improved the school's teaching, sporting and performing arts facilities. The recent (March 2017) ISI Inspection graded Woodhouse Grove as 'Excellent' in all areas.

The school has an enviable reputation for meeting the needs of a wide range of children including the top 5% of the ability cohort and those with specific learning needs. An acknowledged centre of sporting excellence, pupils from Woodhouse Grove regularly achieve places in county, regional and even national teams and recently the school's 1st XV won the Daily Mail Trophy and the 1st XI won the National T:20 Schools Cricket Championship. As well as sport, the school has a thriving and well respected tradition of performing arts with several major productions and concerts throughout the year.

Woodhouse Grove is both academically ambitious and academically sensitive. The school routinely achieves outstanding results from a non-selective intake, meeting a range of learning needs in its well established Learning Support Unit and provides an excellent academic education that means its leavers regularly succeed in their applications to the most successful universities including Oxford and Cambridge as well as preparing students for more vocational options available at colleges of further education. At A level the school usually achieves a 100% pass rate with >80% A*-C and >60% A*-B. At GCSE the pass rate (A*-C) usually exceeds 90% with >40% A*/A.

Woodhouse Grove's junior school, Brontë House, was opened in 1934 and the pre-prep (Early Years) department, Ashdown Lodge, was opened in 1993. Academically our results at KS1 and KS2 are consistently well above national expectations and class sizes are kept small to give the children the individual attention that they need. The junior school offers a wide range of extra-curricular opportunities for all the pupils.



APPOINTMENT OF HEAD OF BOYS' BOARDING

SEPTEMBER 2018

JOB DESCRIPTION

The Head of Boys' Boarding is responsible to the Headmaster through the Assistant Head (Boarding & Compliance); he plays a vital role in leading the academic, pastoral, moral and co-curricular development of the boys in their care, and preparing them for the world beyond school. Further to the boys in their care, he is responsible for the house staff and support staff who work in Brodwell House and its Annexe.

In view of the pastoral significance of this post, it is envisaged that this is a non-teaching role.

House staff are required to live in their accommodation during term time for the better performance of their duties. High quality family accommodation within Brodwell House is provided with this post.

The successful candidate will be wholly committed to the values, ideals and mission of Woodhouse Grove School and to boarding in particular.

Responsibilities:

- overseeing all aspects of the academic and pastoral welfare of all the pupils in the House, which will include an awareness of each pupil's progress and developing maturity;
- to provide support for any boarder and to help seek solutions to the cause of and problems/distress;
- leading and managing the House team, consisting of resident and non-resident staff, and taking responsibility for overnight supervision arrangements;
- working closely with each Head of Year and other academic staff to ensure that each pupil achieves his full potential in all areas of school life;
- creating an environment in which each individual is equally valued and in which each individual has an opportunity to contribute;
- implementing systems and routines which ensure the smooth and consistent running of the house in an open and fair manner;
- maintaining the boys' standards of appearance, behaviour and conduct, in line with school policies;
- make suitable arrangements for temporary boarders;
- being the principal point of contact for parents/guardians, and ensuring that channels of communication between House, tutor and parent/guardian are clear and pro-active;



- holding regular formal and informal House team meetings in order to disseminate information relating to the progress of pupils and their welfare;
- keeping records, maintaining confidentiality of information, (in line with the School's Child Protection Policy) and managing House funds/budget with careful control over expenditure;
- writing reports and checking tutors reports for the pupils in the House, in accordance with the published schedule;
- regularly reviewing, maintaining and updating documentation relating to the House (e.g. House handbook, house diary, website entry, Twitter feed, contact/consent details, guardianship arrangements, specific health issues etc.);
- organising social functions/activities for pupils within the House, with the assistance of the House team, where appropriate;
- agreeing the weekend programme with the Head of Girls' Boarding to deliver a depth and breadth of activities and trips for the boarding community to enjoy;
- ensuring compliance with the relevant Health and Safety regulations, Child Protection requirements and National Minimum Standards for Boarding;
- attending regular meetings, and INSET sessions as appropriate;
- ensuring boys' medical requirements are properly catered for, supported by the Medical Centre staff;
- overseeing the fabric and contents of the House in liaison with the support staff to ensure that boarders are well looked after, as if by a parent;
- at the beginning and end of terms to ensure the packing/unpacking arrangements, including suitcase movements and the state in which the house and house property is presented or left;
- at the beginning and end of terms to ensure the appropriate "meeting and greeting" systems are in place;
- promoting the School and assisting in the recruitment of new pupils, in liaison with the Assistant Head (Boarding & Compliance) and the Admissions department;
- to keep the Assistant Head (Boarding & Compliance) fully informed of any issues relating to boarders or other matters in boarding;
- undertaking any other tasks reasonably assigned by the Headmaster.



Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have, and can demonstrate:

Attributes	Essential	Desirable	Assessment Method
Experience	<ul style="list-style-type: none"> ● Pastoral experience managing teenagers ● Experience of managing teams and colleagues 	<ul style="list-style-type: none"> ● Pastoral leadership in a boarding/residential context 	Application form, Interview and Assessment
Education & qualifications	<ul style="list-style-type: none"> ● We welcome applications from non-teaching and teaching staff 	<ul style="list-style-type: none"> ● Postgraduate Certificate in Education or equivalent in secondary education ● A recognised boarding accreditation 	Evidence of qualifications at interview
Skills/abilities (general)	<ul style="list-style-type: none"> ● Resilient ● Excellent inter-personal skills ● Strategic vision ● A good sense of humour ● Have a strong empathy with teenagers 	<ul style="list-style-type: none"> ● Have an understanding of and appreciation for boarding 	Interview References
Skills/abilities specific to the post	<ul style="list-style-type: none"> ● Good organisational skills ● An eye for detail ● Excellent time-management ● Experience of managing/leading teams 		Interview plus Written task
Safeguarding	<ul style="list-style-type: none"> ● Suitable to work with children ● A full DBS check will be completed on the successful candidate 	<ul style="list-style-type: none"> ● Evidence of child protection/safeguarding training 	Interview References