Applications are invited for the post of Housemaster [HoMM] of Hilton Boys with effect from September 2015.

THE SUCCESSFUL APPLICANT:

Leading a boarding house is a thrilling and demanding vocation. First and foremost, the successful application will have abundant enthusiasm for boarding life, and for helping teenage boys to live happy and purposeful lives. The position would suit someone with at least five years’ teaching and pastoral experience in an independent school and experience of looking after UK and international students. Educational qualification to graduate level and professional teaching qualifications are expected.

THE POSITION:

Following the appointment of the current Housemaster to the position of Deputy Headmaster (Pastoral) at Framlingham College, we are seeking to appoint a new Housemaster with the drive and vision to run a happy and thriving boarding house.

Hilton House is a one of two boys’ boarding houses opened in September 2003 and offers attractive modern accommodation for up to 65 boys from Year 9 to the Lower 6th Form. All Upper 6th Form students (boys and girls) are housed in separate purpose-built Upper 6th Form Houses that allows them more freedom and responsibility. The Housemaster leads the House team, including an Assistant Housemaster, a team of tutors, a non-residential Matron, and a team of cleaners assigned to the House.

The role of a boarding housemaster is very intense and emotionally demanding on the one hand, and correspondingly rewarding and fulfilling on the other. The hours are long and must, by their nature, be flexible. A full understanding of the role, and family support is essential for a boarding housemaster to enjoy the role and be successful. The boarding culture at Ardingly is strong, and weekend activity is vibrant. The position of Housemaster is well-respected within the College, and is acknowledged to be excellent preparation for further promotion to a position as Deputy Head or other senior management position.

Given the demands of this position, the remuneration package and accommodation are generous, as is the reduction in teaching load.

REPORTING AND MENTORING

Housemasters report to the Deputy Head. Housemasters are supported with mentoring in the first year in post, and opportunities for further professional development such as BSA courses and other means of enhancing their sense of fulfilment in the role.
Main duties and responsibilities

The duties and responsibilities of a Housemaster at Ardingly College are outlined below. Please note that in order to effectively discharge his duties, the Housemaster will be expected to reside in the School accommodation provided for the duration of each School term.

- Throughout the term, the Housemaster is directly responsible for all aspects of the organisation and operation of the House. To assist in the effective management of his boarding house, the Housemaster has a resident Assistant Housemaster, a team of tutors, a matron, and cleaning and domestic staff.
- As a guide, the Housemaster is expected to be on duty, but not necessarily constantly out and about in the House, for at least five nights per week. The Assistant Housemaster is expected to be on duty for the remaining two nights per week.
- The Housemaster should also expect to be on duty for two weekends out of three during term time. The Housemaster may expect his Assistant to look after the House one weekend in three. The House does, however, ultimately remain his responsibility and the demands of the House may not allow this.
- The Housemaster is responsible for the smooth running of all aspects of his House including:
  - Maintaining a visually and palpably stimulating environment
  - Monitoring the maintenance of the fabric of the Boarding House
  - The allocation of duties for House staff and tutors
  - Publishing and maintaining appropriate duty rosters
  - Co-ordinating all teaching staff assigned to the House and developing a strong sense of commitment and teamwork in those staff
  - Liaising with the Director of Operations regarding domestic staff in the House.
- The Housemaster is responsible for organising activities for those boarders, including at weekends. He will also be expected to arrange social events with other Houses.
- The Housemaster is expected to attend and contribute to weekly HoMMs’ Meetings (Housemasters and Housemistresses).
- The Housemaster is expected to maintain all of the required documentation (House handbooks etc) in good order and health and safety procedures complied with.
- The Housemaster is expected to attend School events in which boys in his House are involved.
- The Housemaster must maintain an accurate and up-to-date record of the whereabouts of his boys.

Pupil welfare, progress and discipline

The Housemaster is responsible for the emotional and physical well-being of the boys in the House. Every boy in the House will be different in personality, talents and in the way they respond to the pressures of teenage life. For most boys, the Housemaster is the central pillar of their lives at school, and is expected to provide the stability, wisdom, fairness and enthusiasm to help them enjoy their school lives and to make the most of their talents and opportunities.

Providing the right academic environment and expectations is also an important part of the role of a Housemaster. This involves, among other things, liaising with tutors, parents and set teachers to ensure that all students are achieving their full academic potential.
The Housemaster is responsible for maintaining discipline within the House and works closely with the Deputy Head or Headmaster on more serious breaches of the School rules.

**Communication with parents**

Effective pastoral care requires a strong partnership between the school and parents. Communication with parents is therefore an essential skill for a Housemaster. This requires regular and supporting communication with individual parents, and an ability to understand their perspectives, whilst also upholding decisions that are consistent with the values and expectations of the House and the College. Regular communications to all parents about the life of the House is also expected, so that parents are engaged and supportive.

**External marketing**

Housemasters are also expected to contribute to marketing the House and College in a variety of ways. Internal marketing requires confident advocacy of the benefits of boarding within the College. External marketing requires contributing to the College’s visits to feeder schools and occasional trips abroad for the purposes of marketing and recruitment. The ability to play an active role in marketing and recruitment is an important facet of a successful boarding housemaster.
PERSON SPECIFICATION

Essential:
- Good Honours degree (subject is not important)
- QTS with teaching experience in a boarding environment
- Good understanding of Boarding School ethos
- Strong empathy with young people and an ability to lead them effectively
- Good listener and communicator
- Good organisational skills
- Ability to manage resources including a budget
- Ability to manage staff

Desirable:
- Experience as an Assistant Housemaster or Residential Tutor
- Able to offer Co-Curricular activities
- Awareness of careers and UCAS advice
- Attendance of BSA course/diploma
- Positive personality
- A creative thinker
- Track record of team leadership
- Ability to prioritise effectively and balance competing pressures
- Ability to see a task through to completion
- Demonstrable commitment to a Whole School project
The College

Ardingly College is a 2 – 18 school situated in a spectacular setting in the Sussex Weald. As a Woodard school, the College puts the human flourishing of each pupil at the heart of its educational purpose, and has a strong recent record of innovation and development. It is a school that looks to the future with imagination and enthusiasm to create the best of 21st century education.

The College comprises three schools:

The Pre-Prep School on the southern edge of the campus is a Nursery and Pre-Preparatory School catering for 110 pupils from 2 to 7 years of age.

The Prep School, which is situated in and around the north-western wing of the main school building, caters for 260 girls and boys from 7 to 13 years of age. The Prep School shares some of its facilities with the Senior School, but is a separate school in its own right.

The Senior School is a co-educational day and boarding school with approximately 560 pupils from 13 – 18. The Senior School provides an all-round education centred on a strong academic core that offers students the choice of A Levels or the IB Diploma in the Sixth Form. The most recent ISI report judged the College to be Outstanding in every aspect: academic provision and the quality of teaching, the personal development of the pupils, and governance and leadership.

Ardingly achieves high academic standards at GCSE, AS, A Level and IB. Last year had a 100% pass rate at A Level/IB, with 75% of those passes being A*-B and an IB average of 37 points. College life is based on a strong boarding and all-round ethos, and all staff are expected to contribute to the pastoral and co-curricular life and duties in this busy and successful school. The school offers an outstanding range of co-curricular activities and has a proud tradition of sporting achievement, especially in Football, Hockey, Shooting, Cricket and Tennis.

Over the past ten years, the College has built a new Sports Hall, three new boarding houses and a Music Recital Room. The Prep School has been re-located and now enjoys first rate teaching facilities, and at the top end of the Senior School, a new £6 million co-educational Upper Sixth House was opened in 2013. A second all-weather astro-turf pitch is currently under construction. Future development include improvements to facilities for girls’ boarding, Drama and Science.

Ardingly has a strong international perspective and approximately 20% of the students are from overseas. Around 30 nationalities are represented at Ardingly, with the largest contingent coming from mainland Europe. This is seen as one of the College’s strength, as the diverse range of international students adds considerably to College life.
REMUNERATION:

The generous allowances and concessions set out below are commensurate with the status and responsibility of this important position:

- **Teaching Load:** The Housemaster will be expected to teach 24 periods per fortnight, which is roughly 63% of a full timetable. In addition, the Housemaster is expected to play a full role in the sport and activities programme and to be available to do this in all three terms.

- **Salary:** In addition to his normal teaching salary (Ardingly College currently has a generous 38 point salary scale), the Housemaster will receive a responsibility allowance of £7,677 per annum.

- **Accommodation:** Accommodation attached to the boarding house will be provided free of charge for the Housemaster and his family (if appropriate), along with all heating, power, lighting and Council Tax. Taxation of these “benefits in kind” remains the responsibility of the Housemaster.

- **Other Benefits:** A remission of 65% of day fees is available for the successful applicant’s children when they enrol in the Reception or above at Ardingly assuming a place is available and entry requirements are met.

- **Tenure:** The appointment of a Housemaster is normally for a maximum of 10 years, although this period could be extended by mutual agreement.

The appointment is pensionable and the College participates in the Teachers’ Pension Scheme.

APPLICATION PROCEDURE:

Written applications should be made to the Headmaster of Ardingly College, Haywards Heath, West Sussex RH17 6SQ and should include a short letter setting out the candidate’s suitability for this post, a completed Employment Application Form [www.latestvacancies.com/ardingly](http://www.latestvacancies.com/ardingly/) and the names, addresses and telephone numbers of two referees, one of whom must be the applicant’s current Head.

Ardingly College is committed to ensuring the welfare of our pupils and appropriate checks will be made before the appointment is finalised.

**The closing date for applications is Thursday 8th January 2015** although applications will be considered upon receipt, and interviews are expected to take place at the College in the week commencing **12th January 2015**.

Ben Figgis  
Headmaster  

December 2014