



# Cobham Hall

**Job Description**  
Assistant Houseparent



The UK's only Round  
Square Boarding and Day  
School for Girls aged  
11-18, and Co-Educational  
in Sixth Form

## ABOUT THE ROLE

The Assistant Housemaster will support the Housemistress and efficiently help to manage the organisation and resources of the House; to provide for the safety, good discipline and pastoral wellbeing of all pupils in the House.

## KEY TASKS AND RESPONSIBILITIES

- To contribute to the induction arrangements for new pupils joining the house; to ensure that any “settling in” problems are resolved
- To provide a sympathetic presence in the House and to be sensitive to those who are having difficulties coping with school life; to liaise closely with other relevant staff concerning the progress and welfare of pupils
- To be responsible for the care, supervision, cleanliness and presentation of pupils in the House, co-ordinating and liaising with other boarding staff as necessary
- To be aware of the school uniform and clothing requirements of pupils, and to ensure that they have all the items they require; to be responsible for the good standard of clothing of pupils, arranging for clothing to be sent to and return from the Laundry
- To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- To implement supervision; to ensure the safety and security (including emotional) of all pupils at all times when they are in the school’s charge (including meal times, prep time, weekends and on expeditions and outings)
- To liaise with the School Nurse to ensure that pupils’ medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle
- To ensure that pupils clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect
- To develop, in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate
- To ensure that pupils make use of the full and varied programme of extra-curricular activities available and pupils are appropriately occupied, especially at weekends
- To be aware of the academic strengths and weaknesses of pupils; to regularly consult the Students Causing Concern spreadsheet; to ensure that the conditions and supervision in evening prep are conducive to effective academic progress
- To ensure that family incidents and problems are brought to the attention of the House mistress or Head of Boarding
- To keep suitable records of pupils’ progress, welfare, health, emotional problems, achievements and misconduct; to provide such reports and references as may reasonably be required
- To counsel pupils at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to fulfil the requirements of the school’s policy on Child Protection
- To take part in appropriate staff cover arrangements for other staff if needed



- To arrange and book medical appointments for students as appropriate and to arrange escorts if required
- To attend boarding staff meetings as required
- To support the school's Disciplinary Policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the Code of Conduct of the House and school, to inform the Head in any cases of severe bullying, substance misuse or sexual misconduct
- To ensure that you are familiar with the school's policies and procedures for child protection, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas
- At the end of the holidays (especially if the House has been used for holiday lettings), to supervise the preparation of bedrooms; to carry out a check on furnishings to ensure that all are in good order, repairs carried out, and that bedrooms are clean and presentable.
- After the end of term, to assist with the clearing up and cleaning of the house; to carry out a check of all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required for submission to the Bursar
- To take part in such performance management or staff review arrangements made by the school
- Provide teaching assistance in Degree-related subjects if available and appropriate

To perform any other key tasks which a member of the Leadership Team may reasonably assign.

## PERSON SPECIFICATION, SKILLS AND QUALITIES

### Qualifications

- A teaching qualification is desirable but not essential
- Relevant first aid qualification is desirable

### Personal Skills

#### Able to:

- Motivate and inspire all pupils
- Work as part of the boarding staff team, and the wider whole school staff team
- Communicate efficiently and unambiguously with pupils, staff and parents
- Be a good administrator
- Apply sound IT skills.





### Personal Qualities

- Commitment to the ethos of the school, especially its commitment to internationalism and inclusivity
- Enthusiasm and stamina - boarding staff work long hours and need to be able to be positive at all times
- Approachability
- Professionalism and integrity
- Cope under pressure and meet deadlines
- Have a sense of humour!

## PAY, BENEFITS AND HOURS

**Role:** Full time, permanent

**Salary:** £24,885

**Hours:** Boarding

**Reporting Manager:** Housemistress and Head of Boarding

**Other useful information:** Accommodation and meals will be provided. Inclusive of rates and utilities within our Boarding House

The School also offers:

- Contributory Pension Scheme
- Comprehensive induction and on-going opportunities for Professional Development
- Use of the School fitness room, tennis courts and swimming pool
- Free onsite parking
- Lunches and refreshments provided
- Access to 150 acres of Grade II\* designed parkland



# HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

**APPLY**

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by Monday 18 September 2023.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Foundation reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill School Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Foundation apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the Schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form online. Employment with the Foundation is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



# INFORMATION ABOUT COBHAM HALL

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a single sex Boarding and Day school for girls aged 11 to 18. It is a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's moto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

Our small class sizes ensure that each student is supported on their educational journey and enables lessons to be dynamic and engaging.

Our Headmistress, Mrs Wendy Barrett, took up this role in 2020 having previously held the post of Deputy Headmistress. Under her guidance, the School has developed an ambitious strategy to drive up standards and ensure that our students leave with the academic and character skills necessary to adapt to, and thrive in, an ever changing World.

In March 2021, Cobham Hall merged with the Mill Hill School Foundation, a merger that has opened up new opportunities for investment and collaboration. The School is currently consulting parents on the introduction of boys into the Sixth Form.

Full details of Cobham Hall's most recent inspections are available on our website at [www.cobhamhall.com](http://www.cobhamhall.com). In summary, a full integrated ISI inspection in 2015 found the majority of areas looked at to be excellent, with the remainder all found to be good, whilst in 2019 the School received an incredibly positive report from CREStED.

For further details about Cobham Hall please refer to the School's website. The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to a DBS check.





There is more in you than you think



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