



King's High School



**Assistant House Parent and Pastoral Assistant
(Full-Time)**

A Message from the Head



I am delighted that you are taking the time to find out more about joining King's High – a remarkable school and a very special community.

I hope that this brochure conveys a sense of the inspiring and dynamic culture at our school and across our Foundation.

King's High is an extraordinary place, where we strive for excellence and to make a difference in our world. Our community strength lies in our relationships – between staff, pupils, parents, across our Foundation family of schools, our alumnae and partnerships with our local community.

King's High is an exceptionally vibrant environment in which to work with a forward-looking, innovative ethos. Our expert staff show exceptional commitment to our students both in the classroom and in their wider endeavours.

I very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.

Dr Burley
Head Master



The School

Founded in 1879, King's High School provides independent, single sex, education for approximately 830 girls aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere and its strong reputation as a centre of educational innovation. It is founded on a distinguished academic tradition tailored to the individual needs of our students. We pride ourselves on the outstanding academic performance and broader creative and co-curricular passions of our pupils.

We value friendship, social responsibility, intellectual curiosity and creative thinking. Students are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our pupils to grow into happy, confident and compassionate young women with the ability to reason, analyse, learn independently and exercise strong judgement and leadership.

As we celebrated our 140th year, the school moved into its stunning new home on the Myton Road Foundation campus in September 2019, joining Warwick School and Warwick Preparatory School. In 2021 The Kingsley School in Leamington Spa also joined our Foundation.

King's High School has recently been crowned Winner of the Future Readiness Award at the Independent Schools Association Awards 2023-2024. We were also Finalists for Outstanding Community Engagement and Outstanding Sport. Our school was also honoured to be shortlisted again for Girls' School of the Year in the 2022 Awards, following on from our accolade as Senior School of the Year 2021, when we also won the Excellence and Innovation in Performing Arts Award.

We are proud to be a Tatler School and were named a 'School of the Future' in the Tatler Schools Guide 2022.

School Sport Magazine recently ranked King's High amongst the very top UK Independent Girls' Sporting Schools in the UK.

Above all, we are proud of our warm, friendly and positive ethos which places our students at the heart of all that we do.

www.kingshighwarwick.co.uk



Warwick Schools Foundation comprises King's High with Warwick Preparatory School, Warwick School with Warwick Junior School and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



The Role

Reporting to the Senior Deputy Head and the Houseparent of Way House, the successful applicant will:

- Provide support and mentoring in the role of Assistant House Parent in our Boarding House.
- Work closely with students requiring additional wellbeing and mental health support.
- Offer general administrative support for the School Office.

This role is full-time for 37.5 hours per week, term time only plus inset and one week at 20 hours during the school holidays.

The Assistant Houseparent role comes with a one-bedroom apartment in the Boarding House, free of charge. Bills and utilities are covered by the school and free school meals during term time are provided. The successful applicant will carry out a share of evening and weekend duties as determined by the duty rota.



Job Description

Pastoral Assistance

- working with students to remain in lesson, monitoring those who require regular 'time out' from lessons and maintaining relationships with them to return them to lessons efficiently.
- mentoring students, on a one-to-one basis, providing advice on managing revision and timetable commitments and ideas for new revision methods.
- meeting on a one-to-one to support pastoral needs of students.
- working with students on school pastoral projects, such as Safer Internet Day, Young Carers provision and managing Pride Club.
- helping to create PowerPoint presentations and other resources required for assemblies and form time, working alongside students where necessary.
- supervising students in the Oasis private study space whilst being available to them for pastoral support.

Administrative Assistance

- carrying out office procedures such as trip phone management and supporting the introduction of new procedures.
- assisting with visiting speaker checks for pastoral talks.
- helping to monitor students who sign in during morning or afternoon registration.
- managing the stock levels within the stationary cupboard, placing orders through ESPO and reorganising when needed.
- franking the post daily.
- ordering and purchasing furniture and equipment.
- managing the school uniform stock and noting who is borrowing uniform from the School.
- assisting with the creation of the student planner for the academic year.
- costings for various operational changes.
- administration relating to whole year group and other trips.
- helping to organise admissions and other events.

Assistant House Parent

- To deputise for House Parents in their absence or when off-duty (this will include week nights and regular weekends).
- To be 'on call' at specific times during the week/weekend and carry out a share of final checks.
- To assist the House Parents in the supervision of breakfast.



- To provide assistance overnight in the event of an emergency or if support or medical treatment is required by pupils.
- To work with the House Parents to cover the House at the beginnings and ends of each half-term.
- To attend some Chapel Services in the year.

Pupils

- To uphold the House ethos and support the House Parents in ensuring that pupils meet the standards of behaviour, manners and dress expected.
- To ensure that pupils treat their personal belongings and those of others, and the fabric and furnishings of the House, with respect.
- To encourage in pupils a sense of commitment and responsibility to the House and the rest of the School.
- To collaborate closely with House Parents and Boarding Matron on the pastoral care and welfare of pupils, liaising closely with the Senior Deputy Head (Pastoral), Heads of Year and Head of Sixth Form as necessary, and help ensure that every pupil in the House reaches their social and academic potential.
- To assist in the management of the House Prefect Team, ensuring they carry out their tasks effectively, according to their particular roles and responsibilities.
- To help plan for a full and varied programme of cocurricular activities so that pupils are appropriately occupied at weekends.
- To support pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural issues they may have; to liaise with the School Pastoral team where appropriate; to inform the School's DSL, Mrs Shirley Watson, and or any of the Deputy DSLs of any safeguarding concerns and if any referral to outside agencies is required; to fulfil the requirements of the School's policy on child protection.
- To provide, in conjunction with other school staff, appropriate advice and support on planning and decisions for subject options and higher education courses, liaising with the Heads of Sixth Form and Deputy Head Academic where appropriate.

Administration

- Responsibility for assisting the House Parents in the effective administration of the House.
- To be conversant with the National Boarding Standards and their application within the Boarding community.
- To work closely with the other Boarding Staff to devise and manage the Boarders' activities programme including the management and arrangements for excursions off-site.
- To contribute to the management of the Boarders' Council.
- Assisting House Parents with the induction of new staff and pupils.



Further Details

The Employer is the Warwick Schools Foundation.

Salary

The salary scale for this role is Point 16 – Point 19 and is for term-time only plus inset days and 1 week at 20 hours during the school holidays. The salary for this role is P16 £18,936 to P19 £20,304 (Actual).

The remuneration for the role of House Parent is 2 Incentive Allowances which equates to £3,294 per annum. Free accommodation, with utility bills paid, is provided.

Benefits for Staff

- Staff Fee remission at our Warwick Campus
- Complimentary lunch and refreshments
- Free parking
- Use of the Sports Complex for staff
- A strong, supportive staff community

Pension

Applicants will automatically be enrolled into the Foundation Pension scheme.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method

Interview

The Application Form

Candidates must submit a letter of application outlining how they meet the job and person specification and what they can offer to the Department and the School.

If you have any queries about the completion of the form, please contact Mrs Sarah Norton (Head's PA) s.norton@kingshighwarwick.co.uk



Appointment Timetable

Deadline for submission of applications (on the standard application form): Wednesday 6th December 2023

Interview date: Friday 8th December 2023



Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Completed a broad education to A level or equivalent. GCSE Grade C (or above in English Language and Mathematics (or equivalent) 	<ul style="list-style-type: none"> Further therapeutic training or qualification in working with children and young people. Degree relating to pastoral work e.g., psychology. A professional qualification in counselling or equivalent 	<ul style="list-style-type: none"> Contents of the Application Form Copies of qualifications
Experience	<ul style="list-style-type: none"> Experience of working to support the emotional and pastoral needs of young people. 	<ul style="list-style-type: none"> Experience of handling pastoral issues in school Experience of being involved in a teaching environment. Experience of supporting academic issues Previous experience within an office environment 	<ul style="list-style-type: none"> Contents of the Application Form Interview Professional references
Skills/Abilities	<ul style="list-style-type: none"> Ability to communicate effectively with colleagues, students and parents and other external agencies/people. Strong skills of evaluation Accuracy of written English Ability to prioritise and make decisions. Excellent time management and organisational skills Ability to work independently and use initiative. Ability to work under pressure. Flexibility to work with a developing organisation. Ability to work with change. Proficiency in ICT 		<ul style="list-style-type: none"> Contents of the Application Form Interview Professional references
Knowledge	<ul style="list-style-type: none"> An understanding of the developmental, emotional, social and educational issues of children and young people with particular 	<ul style="list-style-type: none"> Knowledge of school environments and in particular all students. 	<ul style="list-style-type: none"> Contents of the Application Form Interview Lesson



	<p>reference to students. Understanding of the factors that influence students' behaviour.</p> <ul style="list-style-type: none"> • Knowledge of how to manage different pastoral situations. 		<ul style="list-style-type: none"> • Professional references
Personal competencies and qualities	<p>A wholly professional attitude to include:</p> <ul style="list-style-type: none"> • A personal interest, enthusiasm and energy when dealing with students. • An ability to empathise. • To enjoy working on a one-to-one basis with individual students • A patient and kind manner • Commitment to high standards and achievement and to raising these standards. • Commitment to own professional development. • Commitment to school life and events • Support for school aims and policies. • Ability to be positive. • Ability to cope with pressure/workload. • Tact and discretion • Loyalty • Initiative • Confidence • Dependability • Soundness of judgement • Time management • Ability to make decisions. • Ability to prioritise. • Ability to organise self. • Ability to listen. • Ability to work in a team 		<ul style="list-style-type: none"> • Interview • Lesson • Professional references



Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> • A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies • A willingness to adhere to the school's policy on safeguarding and to undertake training as required. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 		<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	<ul style="list-style-type: none"> • Understanding of the requirements of Equality and Diversity 		





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Warwick Preparatory School

King's High School
Banbury Road, Warwick CV34 6YE
01926 494485
www.kingshighwarwick.co.uk

Warwick Preparatory School
Banbury Road, Warwick CV34 6PL
01926 491545
www.warwickprep.com