



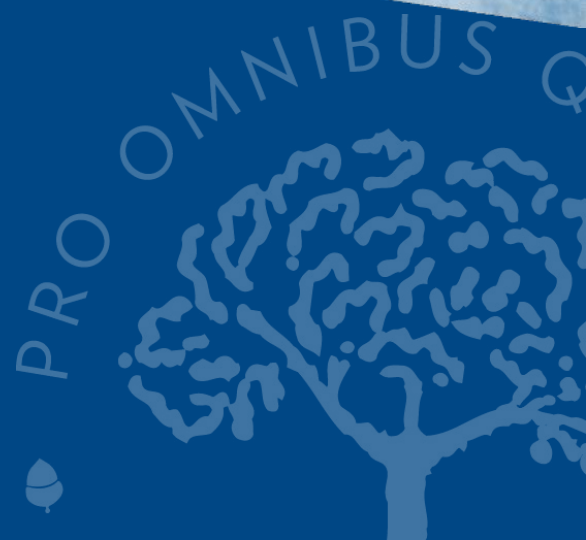
BADMINTON
SCHOOL



Badminton School

SIXTH FORM HOUSEMISTRESS

VACANCY AUGUST 2026




Message from the Head

Dear Candidate

Thank you for taking an interest in the role of Sixth Form Housemistress at Badminton School. We are a thriving day and boarding school, which has remained at the forefront of girls' education for over 160 years, and we are excited to see how the successful applicant for this role will bring forward their ideas and energy to support the boarding team.

I hope that you find this brochure helpful and informative, but, should you require any further guidance, please do contact our HR team who will be happy to assist further.

I look forward to receiving your application.

A handwritten signature in black ink that reads "Jessica Miles". The signature is fluid and cursive, with a large 'J' and 'M'.

Mrs Jessica Miles
Head



Sixth Form Housemistress (Teaching/Non-Teaching)

Job Description

Salary

Badminton operates its own pay scale. Staff joining Badminton School are assimilated on to the Badminton Scale at a point appropriate to their qualifications and experience and the post to which they are appointed. Salary will also be dependent on whether the Housemistress is teaching or non-teaching. The school offers membership of a contributory pension scheme and has a contractual sick pay scheme.

Additional benefits include:

- Meals and accommodation are provided;
- Free onsite parking;
- Use of the school gym and heated swimming pool (at designated times) and access to free fitness classes;

Hours

The post is a full-time role. During the week, each member of house staff will be entitled to the equivalent of up to 48 hours, which includes a night when you may be away from school and away from the house. Off duty time is timetabled by the Assistant Head (Boarding). The timetabling of time off will be subject to the constraints of other staff's teaching or school commitments such as attending concerts and other major school events.

At weekends, time off will be according to the rota agreed at the beginning of each term with the Assistant Head (Boarding). Staff will be expected to be in post for up to one week before the start of any new academic year and for several days before the start of term. Staff will be expected to remain behind in school at the end of term to ensure that their houses are closed down appropriately.

There will be no set period of 48 hours off in the first or last week of any term but Housemistresses will endeavour to find a period of up to 24 hours "down time" for each of their staff on a rota. In addition, where a half term starts mid-week staff who might usually have a period of 48 hours off will only have 24 hours so that they are in post to help with travel arrangements and shutting down the house.

Aim

The Sixth Form Housemistress will lead their house, providing support and guidance to each pupil. They will promote all aspects of pupil development including those that are beyond academic and extra-curricular (e.g. leadership, consideration for others, courtesy etc.). They will manage the staffing, organisation and resources of the house efficiently, provide for the safety, good discipline and pastoral well-being of all pupils and promote and develop recruitment to the house. They will have the confidence and experience to work independently but also be a part of the Boarding Team. They will be committed to the whole school community and its development and to the ethos of the house, as well as that of the whole school.

Sixth Form Housemistress (Teaching/Non-Teaching)

Job Description

Meet the Department: Boarding

Boarders and day girls are well integrated at Badminton and the year group is the primary focus for pastoral care, and for monitoring academic and personal progress; each year group is managed by a Pastoral Head who is a member of the academic teaching staff and the relevant Housemistress, who have a weekly timetabled meeting.

The Assistant Head (Boarding), under the direction of the Deputy Head (Pastoral) and the Head, is responsible for boarding throughout the school, ensuring that all boarders live in well-presented and comfortable Houses which offer a stimulating environment. The Assistant Head (Boarding) leads the team of resident staff.

All resident staff at Badminton are responsible to the Head for the social development and care of girls within their year group(s).

Boarders at Badminton are accommodated in three houses on the campus. The school Health Centre is located within the school campus and is equipped with a surgery and relevant medical facilities and staffed by a registered nurse and two Healthcare Assistants.

The Boarding Houses

Boarders at Badminton are accommodated in three houses on the campus:

Bartlett House is home for girls in Years 5, 6, 7 and 8. It has its own common room and is situated within School House. Rooms accommodate on average four girls. In line with our policy of encouraging girls to become increasingly independent, Year 8 are permitted some unsupervised access to the local village at weekends.

Younger boarders are always escorted when they leave the school grounds.

Boarders in Years 9, 10, and 11 live in Sanderson House which was opened in 2008. The modern design of the building, with its good environmental credentials and far-reaching views, offers a comfortable environment for 94 girls, and six members of staff. Two Housemistresses, two Deputy Housemistresses and two Graduate Boarding Assistants live in the house.

The Sixth Form Centre offers double or single study bedrooms for boarders and study rooms for day girls who share fully in the common room, kitchens and other facilities. The ethos of the Sixth Form Centre is that of an undergraduate hall of residence in which girls are prepared academically for top universities and to make a confident transition to student life. There is a strong pastoral team working with the girls consisting of the Assistant Head (Boarding), Head of Sixth Form, Housemistress, Deputy Housemistresses and Graduate Boarding Assistants.

Sixth Form Housemistress (Teaching/Non-Teaching)

Job Description

Life in Boarding

All boarders have access to computer rooms, a well-resourced school library, Creative Arts Centre, Music School, indoor swimming pool, internet, careers library and all sports facilities. In addition to a wide choice of clubs and activities, the school utilises the opportunities of boarding in a lively, university city. Older boarders may join sports clubs (e.g. Clifton Ladies' hockey, squash and badminton clubs) and some have attended kick-boxing classes; girls who are keen on dance attend a local dance school for ballet and modern dance classes; others may belong to orchestras and drama groups in the city. The Duke of Edinburgh Award is popular at Badminton and boarders undertake a wide range of community service and voluntary work.

The Deputy Head (Pastoral) and Assistant Head (Boarding), under the direction of the Head, are responsible for boarding throughout the school, ensuring that all boarders live in well-presented and comfortable houses which offer a stimulating environment. They lead the team of resident staff.

Accountability

The Sixth Form Housemistress is responsible to the Assistant Head (Boarding). They will be responsible for their Deputy Housemistresses and Graduate Boarding Assistants. The Sixth Form Housemistress will keep the Deputy Head (Pastoral) informed of any matters felt necessary. All house staff are responsible to the Deputy Head (Pastoral) on matters of welfare and discipline and ultimately to the Head.



Sixth Form Housemistress (Teaching/Non-Teaching)

Job Description

General Responsibilities

- Participate in appropriate meetings with colleagues and parents;
- Participate in appraisal arrangements;
- Support major school occasions;
- Attend all relevant Inset days and any relevant external courses recommended by the Deputy Head (Pastoral).

Specific Responsibilities

- Be resident within the house at all times during term time (excluding off duty time as agreed) and to supervise pupils in house during evenings and weekends;
- Maintain high standards of prompt arrival for house responsibilities and appropriate professional appearance;
- Ensure that the welfare and well-being of pupils is, at all times, paramount;
- Maintain the discipline and appearance of pupils, and foster a secure and caring atmosphere within the house;
- Be present and support boarders at events e.g. concerts, competitions and sports fixtures.
- Ensure that the individual circumstances, needs and strengths of each pupil are identified and known by staff as appropriate, so that individual needs, opportunities, talents and potential are developed and maximised;
- Use every opportunity to cultivate contact and communication with parents, to ensure that they are fully informed about their daughter's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know;
- Implement all necessary documentation in line with ISI and National Minimum Standards for Boarding;
- Provide half termly house reports for the Deputy Head(Pastoral) and Head;
- Attend weekly meetings with the Pastoral Team, Boarding Team and Senior Nurse;
- Share meal times with the boarders and other members of staff as frequently as possible in the dining room and to establish routines to ensure a healthy diet for each girl and happy civilised meal times, where good manners are promoted;
- Participate in the induction of new staff into the house;
- Work with the other house teams at times to ensure the smooth and happy transition of boarders between houses;
- Plan and lead taster weekends for prospective pupils;
- Carry out a sensitive and thorough induction programme for all new boarders; at whatever point in the year they join;
- Welcome day girls into the boarding house and integrate them wherever possible in all aspects of boarding life.
- Liaise with the nurses in the Health Centre, the School Doctor and parents in a spirit of partnership so that pupils' health and welfare requirements are properly catered for;
- Initiate and participate in Pastoral Care Plans as required;

Sixth Form Housemistress (Teaching/Non-Teaching)

Job Description

- Develop in 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;
- Liaise with the Estates Manager and the Domestic Services Manager and his team, at the end of every session (including half terms), to ensure that the house is safe and secure and left in good order for effective cleaning to take place;
- Be responsible for the expenditure of house funds and to ensure that proper receipts are kept and submitted to the Finance team as required.

Further areas

- Prepare Governors reports and a House Development Plan including management and welfare targets for the coming year, to be submitted to the Deputy Head (Pastoral) when required;
- Actively promote the recruitment of pupils to the house by ensuring tours by prospective parents are well handled;
- Undertake training on a regular basis and obtain and maintain appropriate qualifications as required;
- Perform any other key tasks which the Head, Deputy Head (Pastoral), or Assistant Head (Boarding) may reasonably assign;
- The Housemistress is expected to make a contribution to life in a busy boarding school e.g. by helping with extracurricular activities.

This is not an exhaustive list of tasks. Further details of the responsibilities and duties of staff may be found in the Staff Handbook.

This job description is subject to regular discussion and review.

Training and other out-of-term time activities

All house staff are required to be on-site for three weeks during the school holiday periods to attend training, prepare

the house for the start of each new term and ensure it is appropriately closed at the end of term. Additionally, the Housemistress will also be expected to carry out the equivalent of a further week's work across the academic year to

be in email contact with boarders' parents as needed.

Accommodation

Accommodation will be provided in a two-bedroom flat within the boarding house.

Sixth Form Housemistress (Teaching/Non-Teaching)

Job Description (for teaching colleagues only)

Aim

- To teach your subject(s) in an interesting and challenging manner, enabling each pupil to realise her potential
- To stimulate and foster enthusiasm for your subject(s) within the school
- To adhere to all school policies and procedures (e.g. Child Protection, Health and Safety, Appraisal), including all school and departmental educational policies;
- To support the school's vision and values.

Accountability

You are responsible firstly to your Line Manager. All teachers are responsible to the Deputy Head (Academic) on academic matters, to the Deputy Head (Pastoral) on matters of discipline, pastoral, welfare and safeguarding, and ultimately to the Head.

Purpose

Under the direction of the Head of Department/Head of Subject:

- a) To contribute to the teaching of the department.
- b) To participate in the development of appropriate specifications, materials and schemes of work.

Key Responsibilities – Academic

- Under the direction of the relevant Head of Department/ Head of Subject to:
- Contribute to the teaching of the department as set out in the timetable;
- Prepare lessons taking account of the pupils' abilities within each teaching group/set;
- Identify, encourage and help to realise each pupil's academic potential;
- Employing good subject knowledge, become fully acquainted with the appropriate specifications and schemes of work and carry out the requirements thereof;
- To keep abreast of all developments in your subject(s);
- Be a good ambassador for the subject; attend departmental meetings, subject meetings and INSET courses as appropriate;
- Take a proportional share of responsibilities for departmental activities (e.g. trips, lectures, societies, intranet maintenance, HE advice), new initiatives and provision and maintenance of resources (e.g. the writing and updating of schemes of work, the display of pupils' work, etc);
- Manage the classroom environment in a way conducive to successful learning and the maintenance of good pupil discipline, making use of sanctions and rewards in line with school policies;
- Check the attendance of and keep necessary academic records for groups taught and apply the school's assessment framework;
- Maintain an up-to-date knowledge of pupils with special needs and facilitate their work accordingly;
- Set and mark a proportional share of the internal examinations, entrance papers, scholarship papers, mark coursework, write reports and grades according to school policy;

Sixth Form Housemistress (Teaching/Non-Teaching)

Job Description (for teaching colleagues only)

- To support the Departmental Development Plan;
- As appropriate, be aware of all departmental and school health and safety requirements including relevant risk assessments and contribute to their development as necessary.

Other academic responsibilities

- To attend all relevant meetings (with staff, parents, pupils, prospective parents and pupils, and visitors);
- When occasion demands, to communicate politely, helpfully and effectively with parents and guardians;
- To write references as necessary;
- To ensure that appropriate use is made of ICT;
- To adhere to the Staff Dates List and attend staff meetings, In-Service Training, a limited number of whole school events as identified by the Head and to support school activities;
- To participate in the school's scheme of staff appraisal and engage in CPD and peer observation.
- To foster and maintain good relationships with other schools, professional organisations and outside bodies;
- To invigilate internal and external examinations and to provide cover, within reasonable limits, for absent colleagues as required;
- To carry out any other task at the reasonable request of the Head;
- To supervise projects, such as extended essays, as requested.

Sixth Form Housemistress (Teaching/Non-Teaching)

Job Description

Key Responsibilities - Pastoral

All staff are expected to conduct themselves in an appropriate manner at all times and to support and foster the vision and values of the school. Each member of staff is also associated with one of the 6 houses and is expected to support their house events and activities. All staff must ensure that they are familiar with the school's Child Protection, Safeguarding, Health & Safety and ICT acceptable use guidance.

Key Responsibilities - General

- To share in the responsibility for maintaining high standards of discipline, courtesy, and appearance among the pupils, while promoting their welfare, safety, and happiness;
- To exercise a duty of care to promote the safeguarding and wellbeing of pupils and contribute to the maintenance of a safe and secure school environment;
- To always behave with an awareness of the ambassadorial role that teaching at Badminton entails;
- To support the school's Development Plan;
- To attend meetings as required.

This is not an exhaustive list of tasks. This job description is subject to regular discussion and review. The post holder will be expected to adopt a flexible attitude towards these duties, which may have to be varied subject to the needs of the school and the Badminton Group.

This job description is subject to regular discussion and review.



Sixth Form Housemistress (Teaching/Non-Teaching)

The successful applicant will have:

Qualifications

Essential:

- Degree or equivalent qualification

Desirable:

- Qualified Teacher Status
- BSA Boarding qualification

Experience

Essential:

- Working with young people

Desirable:

- Previous experience of working in boarding

Knowledge & Skills

Essential:

- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Ability to motivate individuals and teams to work effectively
- Highly developed interpersonal skills including influencing skills
- Ability to work under pressure and meet deadlines
- Ability to work and communicate with young people
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Highly organised with excellent administrative and record-keeping skills
- A good knowledge of higher education

Desirable:

- Driving licence with D1 (minibus) category

Personal Qualities

- Seek to work collaboratively and resolve conflict
- Willingness to constructively challenge the work of self and others to continually improve own and team performance
- Empathy
- Cheerful outlook
- Energy and stamina
- Positive, can-do attitude
- Flexible approach in relation to work

Sixth Form Housemistress (Teaching/Non-Teaching)

For teaching Housemistresses only:

Education and Qualifications

- Applicants must have appropriate academic qualifications for the role, which for most teaching posts means a good degree in the relevant subject.
- Their subject knowledge will be excellent, and they will be capable of sharing their expertise at levels commensurate with the age and abilities of their classes.
- Applicants should have qualified teacher status, although the school may also from time to time accept applicants who are on an accredited programme working towards Qualified Teacher Status.

Teaching Experience

Some teaching experience in the subject applied for is generally desirable, although not essential if candidates are applying for a first post in teaching. All applicants, however, should have experience of working with young people in some capacity and should have some knowledge of how to enthuse, lead and manage teams and groups.

Knowledge and Understanding

Applicants should demonstrate a clear understanding of their subject, have an ability to employ a range of effective teaching, learning styles and assessment methods and possess the ability to use assessment data to inform planning and set targets.

Teaching and Learning

Applicants must be motivated to work with young people, be able to form and maintain appropriate relationships with pupils and establish personal boundaries, have emotional resilience and be able to maintain good order.

They will be thorough in preparing lessons and in assessing and monitoring progress. They will keep full records and write detailed reports.

Sixth Form Housemistress (Teaching/Non-Teaching)

All applicants are expected to share the school's vision of the benefits that single sex education provides. In addition to the above, the successful applicant will be expected to:

- Promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- Be supportive of and committed to the school's policies on child protection;
- Be supportive of the school's policies on equal opportunities;
- Be mindful of their personal responsibilities relating to safety, health and the environment;
- Be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the school as confidential;
- Be accepting of the need to follow all other school policies and procedures as appropriate and relevant to their post.

Application Process

For information about the application deadline for this vacancy, and to apply, please visit the careers page on our website [here](#).

Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made. Applicants are therefore strongly encouraged to apply early.

Please be aware that we do not accept or review curriculum vitae, so please do not enclose these. All applications will be acknowledged upon receipt.

References & Employment History

It is school policy that we request employment references for all short-listed candidates prior to interview and we may approach any previous employers for information to verify particular experience or qualifications, before interview. All applicants will be asked the reason for leaving previous roles if this is not explained on the application form. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Online Searches

Badminton School will conduct online searches for shortlisted candidates in accordance with the requirement set out in Keeping Children Safe in Education, in order to ensure the suitability of individuals to work within our school. These checks will be conducted by an external third party to ensure objectivity, and HR will only share the results of this check with the panel if and when findings are of concern. The panel will explore any concerns passed to them as part of our due diligence process.

Further Checks

The offer of a post will be made subject to satisfactory written references, health declaration and enhanced DBS check.

Further information about the application and recruitment process can be found in our Recruitment Policy [here](#). Thank you once again for your interest and we look forward to receiving your application.



Additional Information

Compliance

The School underwent an ISI Regulatory Compliance Inspection in October 2022; the full report is available via a link from our website [here](#) or from the ISI website [here](#). We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

All posts in the school are offered subject to the receipt by the school of a satisfactory Enhanced DBS Disclosure, Criminal Records Declaration, satisfactory references, verification of any qualifications cited and proof of the right to work in the UK. A probationary period will also apply to any offers made. Candidates are advised to disclose any possible impediment to appointment at the time of applying and failure to do so could result in an appointment not being confirmed or being withdrawn.

Commitment to Safeguarding

In the education sector, we have a responsibility to safeguard young adults and children in our care. Under current legislation, we are required to obtain full employment and education history including dates, as such please ensure that any gaps in your employment history since the age of 16 years are explained. We are also required to undertake a number of other compliance checks as well as seeking and verifying references.

Candidates are therefore asked to read the full requirements on the Application Form and to provide all of the information requested in order to avoid their application being delayed or rejected.

Badminton School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and are required to adhere to the school's Safeguarding Policy and related procedures.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he or she must report any concerns to the Designated Safeguarding Lead or other appropriate person as set out in the Policy.

To read the Badminton School Safeguarding Children Policy, please click [here](#) where you can download the policy.

Equal Opportunities

Badminton School is an equal opportunities employer and there shall be no discrimination on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation. We are an inclusive organisation and welcome all applications from a wide range of candidates. Selection for roles will be on merit alone.

Badminton Benefits

What it is like to work at Badminton School

Big enough to matter,
small enough to care

Cycle to work
scheme

Staff Induction
Program and
Mentoring
scheme

Friendly
colleague
S

Boarding
and Day

Homely Environment

Beautiful grounds and
well-maintained
buildings

Girls aged
4 – 18
years on

Central
location
Bristol

Free use of sports
centre, pool, gym
and tennis courts

Ambitious and
high-achieving pupils

Generous
holidays

Social
Calendar

Consultation and
communication via our Saff

Diverse and
international yet also
local

All girls

Free School lunch

Pension
scheme from
day one

Internal and external
professional
development

On-site
parking

Online
learning/training

Dedicated
support
staff

Supportive Culture

Initiatives to
support and
promote staff
wellbeing

Disciplined
yet informal
teaching
environment

Quality IT environment
for Teaching Staff

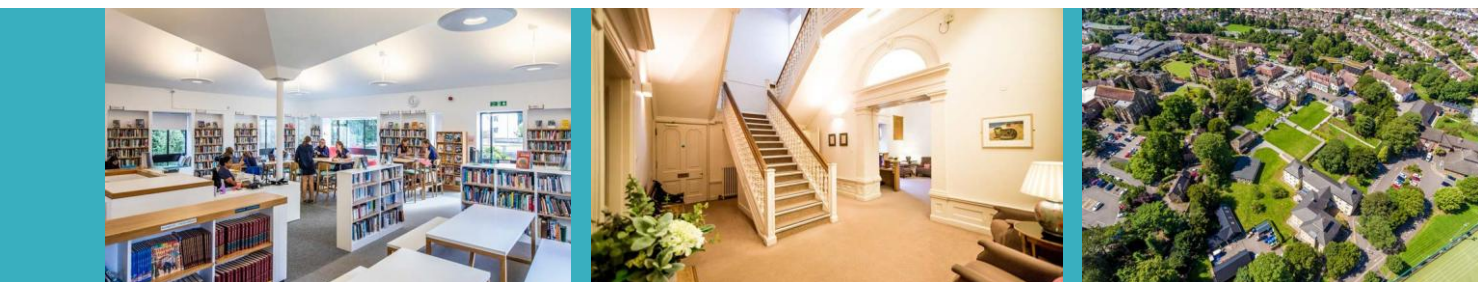
Line Management
opportunities

Badminton School



Badminton School is an independent day and boarding school for girls aged 4 – 18 years. Its location in Westbury-on-Trym on the leafy outskirts of the university city of Bristol provides all the amenities and opportunities of a diverse city, mixed with the green open space of the surrounding areas. The school itself has an enviable sense of community, which is felt the moment you step through the gates to the enclosed campus of beautiful buildings and pleasant gardens.

The school consistently achieves impressive academic results, which enables the girls to access a wealth of world-class universities, music conservatoires and art colleges. Badminton has a holistic approach to learning and girls are encouraged to develop as individuals, pursue their own interests and expand and explore their ambitions, both in their academic work and co-curricular activities. The aim at Badminton is to encourage the pupils to become curious, confident and enthusiastic learners within a community that is supportive, friendly and fun!



The happiness and welfare of our pupils is paramount to everyone at Badminton. We currently have around 550 pupils in our strong community; small class sizes mean that there is a focus on the pupils as individuals, leaving no opportunity for anyone to be anonymous. Awareness of responsibility is cultivated and the community code of conduct makes pupils aware that other people matter. The pupils' mutual respect and support for not only their peers, but also for the whole community, goes right to the heart of the school's ethos.

In the Prep School there are approximately 110 girls, most of whom are day pupils; in the Senior School there are over 400 girls of whom approximately half are Boarders.

Why Bristol?

7 reasons why it is one of the best cities in which to live and work*

1 Quality of life



Bristol has something for everyone, from idyllic landscapes to a host of trendy bars and restaurants. In recent years, this has been supplemented by low unemployment, excellent public services and falling crime rates. The city is a hub of cultural activity, home to a thriving technology scene and a host of big-name companies.

2

Local economy



Continued investment in Bristol shows confidence in the area remains high. The local economy is expected to keep growing for the next few years.

3

Cycle everywhere

Bristol was the UK's first cycling city. You only have to look outside to see how cycling mad the city of Bristol is. There is an impressive number of urban cycle routes and the first bit of the National Cycle Network was built



4 Location and transport

In Bristol you are only ever a short drive away from gorgeous beaches and scenery, whilst journeys to London, Cardiff, Plymouth and Birmingham can all be made in under two hours via the train. The M32 runs directly into the centre, with the M4 and M5 close by. Buses serve the city centre well too.



5

Culture

There are plenty of attractions in the city, notably Bristol Zoo Project], Brunel's SS Great Britain and the Clifton Suspension Bridge, along with a host of parks, museums, religious sites and activity centres. Looking for somewhere to eat and drink? Bristol has long enjoyed a reputation as having one of

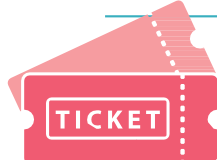
6

the best food scenes in the UK.

7



Bristol was the first British city to be named European Green Capital in 2015. Bristol is a place where people care, where you can do your bit to protect the environment by learning more about sustainability. Join one of many sustainability campaigns or local charities and grab the opportunities



Parklife

B
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ol has got some of the best green spaces around; from Brandon Hill to the Downs, take your pick. And the city works hard to keep them nice and clean.



*According a Survey in the Sunday Times in 2017, Bristol was the best place to live in the UK.



BADMINTON
SCHOOL



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