



CHAFYN GROVE SCHOOL SALISBURY

Boarding Houseparent from September 2022



CHAFYN GROVE SCHOOL

Chafyn Grove is a thriving day and boarding prep school having approximately 200 boys and girls aged between three and thirteen years.

Chafyn Grove School is situated on the edge of Salisbury within 10 acres of land. The site has excellent academic facilities, with two large Science Labs, a superb Creative Arts Centre, impressive sports hall, heated outdoor pool, large astro hockey pitch and two all-weather tennis/netball courts.

The school provides a first class and broad-based education in which excellent teaching in the classroom is combined with the opportunity for children to develop their talents in music, art, drama, sport and outdoor pursuits. Academic standards are high across the ability range of the children; the School has a strong record of scholarship and Common Entrance success, as well as sending several pupils to Salisbury's grammar schools at 11. Cricket, tennis, athletics and swimming are the principal summer sports. Rugby, hockey, netball and squash are played in the winter terms. We are particularly strong at Hockey, with many teams regularly making the national prep school finals. Regular plays, concerts and art exhibitions confirm our commitment to the creative side of the children.

Our aim is to provide a relaxed but purposeful environment in which children can flourish, and in which each child is valued as an individual, yet can also experience the invaluable lessons of teamwork and community life. The school takes pride in the good manners and politeness of the children. Discipline is firm but kind, and is based on mutual respect between children and staff.

THE ROLE

Chafyn Grove is seeking to recruit a new houseparent for its boarding house for September 2022. The ideal candidate will be able to build on the caring and enjoyable environment of the house, as well as have excellent administrative skills. An ability to contribute to the school beyond the house is an advantage, but the prime focus of this role is the wellbeing of the boarders. The role comes with accommodation and there are other residential staff who form part of the team the houseparent will lead. The position can be treated as a job-share between a couple as circumstances prefer.



KEY RESPONSIBILITIES

1. Leading a happy, consistent environment where pupils feel secure and valued.
2. Developing boarders' good habits of personal organisation and being part of a community.
3. Being responsible for the running of the boarding house, and having oversight of the activities and welfare of all the boarding pupils.
4. Promoting the boarding house.
5. Establishing and maintaining positive relationships with parents, agents and guardians with frequent communication.
6. Attending weekly meetings with the Headmaster, suggesting agenda items as appropriate.
7. Leading the boarding team.
8. Ensuring that boarding reports are completed at the end of report terms.
9. Overseeing the good order and tidiness of the boarding house. Ensuring that possessions are stored neatly, only appropriate posters are hung and all rooms are in such a condition as to be acceptable for viewing by prospective parents and inhabited by boarders.
10. The upkeep of boarding areas and the efficient and appropriate use of boarding facilities and equipment.
11. Ensuring good habits of personal organisation, hygiene and tidy appearance are fostered in the boarding pupils.
12. Keeping up to date with boarding regulations nationally, via the BSA, INSET and by being familiar with, and responding appropriately to, key requirements and publications (such as the School's own handbooks and statements on Boarding).
13. Keeping up to date with the Boarding Schools' Association National Minimum Standards and ensuring compliance for inspection.
14. Setting and maintaining a positive tone, a friendly but purposeful ethos and high standards in the House areas.
15. Sustaining an environment in which it is pleasant to live and which is conducive both to boarders' academic study specifically and to their personal development generally.

16. Having responsibility for Health and Safety within the boarding house and reporting any concerns or issues to the Estate Managers and Bursar.
17. Being prepared to act in an emergency, even when not 'on duty'.
18. Liaising with other colleagues, including the Medical Matron (for medical matters), the DSL (for Child Protection matters), the Catering Manager (weekly to review menu choices and weekend planning), Maintenance and Domestic (when necessary via the Bursar).
19. Acting 'in loco parentis' to students in your care for whenever you are on duty and overnight.
20. Collating the weekend arrangements and following up with emails to parents and/or guardians to check permissions.
21. Maintaining good order and adequate supervision of boarders at all times.
22. Ensuring the smooth operation of effective House routines, both for the students and in respect of the staff duty rota.
23. Helping to maintain complete and up-to-date files on boarders including visa requirements for both Gaps students and pupils.
24. Ensuring the boarders are engaged in the appropriate activity at the appropriate time.
25. Leading suitable activities for boarding students in the evening and weekend.
26. Attending and chairing any relevant Boarding or pastoral meetings, as required.
27. Being in the House at the beginning and end of each half term to meet and greet students, families and play an active role in induction of students.

Line Management

28. Recruitment and training of all new staff, including Gaps within the boarding house.
29. Appraisals and managing performance of all boarding staff.
30. Attending any relevant boarding courses, as required.
31. Keeping up to date with any inspection or safeguarding requirements within the boarding house.
32. Chairing and attending any boarder or pastoral meetings.

The role will either be combined with that of Head of Boarding from the outset, or assume that responsibility in due course depending on the experience of the successful candidate.

Development Planning

33. Responsibility for the management of the boarding house budget and for working with the Head and Bursar to oversee and take the leading role to increase profitability of the boarding house.
34. Build awareness of the importance and role of boarding, exploiting all opportunities to promote boarding at Chafyn Grove both internally and externally
35. Considering the needs of individuals and the department for INSET.
36. Submissions to the Bursar on capital expenditure requirements.
37. Carrying out regular reviews of the department, with appropriate consultation and reporting to the Headmaster.
38. Advising the Estates Manager on the Health and Safety Policy relating to the department.

General Management Duties

39. Ensure that all boarding house activity safeguards the health & safety of pupils, staff and visitors, wherever it takes place, and conforms to the school's Health & Safety Policy.
40. Encouraging and planning of outings, as appropriate. Early consultation with the Academic Deputy and the School Office regarding the feasibility of dates. Confirmation to both of the above.
41. Ensuring that the boarding house is well represented in displays within the school.
42. Lead INSET, assisting the Headmaster in development of boarding house expertise.
43. Advise the Headmaster on the employment of staff in the boarding house.

General Duties

44. Represent Chafyn Grove School in a professional and confident manner, ensuring all events are delivered to a high standard and within budget.

45. Ensure that the safety and welfare of the pupils is paramount. Follow rigorously the advice given by the DSL (Designated Safeguarding Lead) and the instructions in the Chafyn Grove Safeguarding Policy.
46. Contribute to the overall ethos, mission and aims of the School.
47. To comply with the School's Code of Conduct agreement and interaction with pupil's policy.
48. Uphold all the School policies and rule.
49. Appreciate and support the roles of all support staff and teachers.
50. Work in a co-operative, diplomatic and flexible manner.
51. To participate and support the School's appraisal of employees.
52. Undertake any duties or activities as reasonably required by the Headmaster to fulfil the requirements of this role and to contribute to the normal expectation and tradition of an independent boarding school.

Remuneration

Dependent on experience and skill set. Generous benefits package including onsite living accommodation, all meals during term time, Aviva Pension including death in service and long-term sickness cover.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Person Specification

Boarding Houseparent

	Essential	Desirable
Qualifications	General education.	Child Safeguarding Training. First Aid Training. Experience of working in education.
Knowledge and Skills	Excellent organisational and administrative skills. The ability to develop good working relationships with staff, pupils and parents.	
Personal requirements	Good interpersonal and communication skills. Commitment to promoting and safeguarding the welfare of children and young persons. A good sense of humour. A flexible approach and willingness to work as part of a team.	

HOW TO APPLY

Please contact the school office on 01722 333423 or email kstraker@chafyngrove.co.uk or download an application pack from the school website: www.chafyngrove.co.uk.

The application form should be returned to Mrs Katie Straker, HR & Compliance Officer via e-mail or post with a short covering letter addressed to the Headmaster, Mr Simon Head explaining the reason that you are applying for the role.

The closing date for all applications is midday on Monday 22nd November 2021. Initial Interviews will take place on Thursday 25th November 2021.