



CANDIDATE BRIEF

Housemaster/Housemistress





WELCOME TO SIBFORD

Sibford School is a co-educational, independent day and boarding school for children aged 3-18.

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your teaching journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that educators, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your teaching potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. Whether you are joining us to teach

traditional academics, creative arts, technology, or horticulture, you'll have the opportunity to guide students on their unique journeys. In small, dedicated classes, you'll be the mentor, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Beyond the classroom, we invite you to contribute to a myriad of co-curricular activities. These experiences not only foster skill development in the students but also create strong connections based on shared interests, forming a deep sense of belonging within our community.

Sibford is more than just a school; it's a place where educators are partners in the growth and development of future leaders and citizens. If you're seeking a teaching environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

Rebecca Evans, Head





EMPLOYEE BENEFITS FOR TEACHERS

Salary	Sibford Teaching Scale Aims to mirror national teaching pay scales
Pension Employer's contribution	18%
Pension Employee's contribution	5% minimum
Group Life Assurance	4 x annual salary
Group Income Protection	50% of basic salary Payable for up to 3 years
Staff Fee Remission Discount on school fees	66.6% pro-rata'd for part time
Paid Holidays	18 weeks - Including bank holidays
Academic term	34 weeks term time
Sick Pay entitlement	1 month full & 1 month half pay per year of service – up to maximum of 6 months
Free School lunch	Provided on working days
Free car parking	Parking is on the school site
Free use of School Swimming pool for staff	Allocated times



THE ROLE - Housemaster/Housemistress

- **Full Time**
- **Competitive Employment Package (depending on experience) including boarding house accommodation**

We are seeking to appoint a resident Housemistress/housemaster to have a presence in boarding and leading the supervision and guidance of staff for the safety and welfare of boarding students.

The ideal candidate will bring effective exceptional experience and knowledge, a passion for motivating and inspiring pupils across all age ranges and a keen desire to be part of the whole school community. The ideal candidate should have:-

- Obtained a good honours degree in a chosen subject to meet the teaching requirements of the role
- Previous experience in a pastoral/boarding role
- Excellent communication and interpersonal skills with the ability to communicate effectively with pupils, parents/guardians and staff
- An excellent team member with the ability to lead a small staff team
- The ability to relate well to adolescents and enjoy their company
- Tact, sensitivity and the ability to handle confidential information with discretion
- Efficient, with good IT, organisational and administrative skills
- A commitment to safeguarding and promoting the welfare of children and young people, and adhere to and comply with the School's Child Protection Policy statement at all times

Previous experience of successfully managing a boarding house would be an advantage but not essential.

Safeguarding Responsibilities:

- To know the identity of the School's Designated Safeguarding Lead and Deputies.
- Proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the School's procedure.
- Be aware of the School's Safeguarding and Child Protection Policy and to follow its requirements.
- Attend training relating to Safeguarding of Children provided by the School as required.
- Engage in safe practice and professional conduct to safeguard children to mitigate against the potential for misunderstandings or situations being misconstrued.
- The School is fully committed to safeguarding the welfare of all pupils and expects the same from its volunteers, employees and representatives.



THE ROLE - Housemaster/Housemistress

Overall Purpose: To be a presence in boarding leading the supervision and guidance of staff for the safety and welfare of boarding students.

Reports to: Head of Boarding

Key contacts: Director of Co-Curricular and Enrichment, Senior Leadership Team, Heads of Drama, Music & Director of Sport, Educational Visits Coordinator, other teaching and administrative colleagues, pupils and parents, external service providers and venues and Prep schools.

Key Responsibilities:

- To be resident within the House at all times during term time (excluding off duty time) and to be responsible to the Head of Boarding for the general welfare and personal development of all the boarders in the House in accordance with the policy of the School and the detailed guidance in the Children Act.
- To get to know each of the boarders as individuals.
- To manage the relevant staff, ensuring excellent academic and pastoral care for the boarders.
- To promote excellent working relationships with parents and guardians and to respond to their concerns.
- To draw up a development plan for the House as required by the Head or Deputy Head and to be responsible for its implementation.
- To play an active part in marketing the School through attendance at, all relevant marketing events (on or off site) and through giving tours for prospective parents.
- To manage the budget delegated to the House effectively.
- Alongside the Head of Boarding and Director of Co-Curricular and Enrichment to organise a programme of activities for the House which include opportunities for social interaction, charity activities and acts of community service.
- To teach or otherwise contribute for approximately half a teaching timetable.
- To be a positive member of the wider School Community, always promoting the highest professional standards.
- To keep in contact with parents and guardians in every possible way, and to get to know them personally, while maintaining a strong sense of professionalism.
- To ensure that the presence of boarders is checked individually and personally at the times required by the Head or Leadership Team (LT) and that this responsibility is effectively carried out by other members of the House Team when, i.e. off duty.
- To have an oversight of prep and study periods and ensure that during these times pupils work quietly at their studies.
- Liaise closely with the Head's of Key Stage and Tutors regarding problems with pupils' work as you work together to oversee the academic programme.
- Collaborate with the Head of Boarding to foster a supportive coeducational environment within the boarding community.
- Ensure that the boarding provision answers the needs of all boarding pupils so that outcomes both curricular and co-curricular are excellent.
- To deal with disciplinary problems in a firm but caring manner, and to liaise with the Deputy Head in any matter of serious concern and alerting relevant staff to any disciplinary matter.



PERSON SPECIFICATION

Requirements	Essential	Desirable
Skills and aptitudes required	A team player and the ability to work flexibly with a range of stakeholders	
	Ability to lead and inspire pupils of all ages and levels	
	Excellent communication and interpersonal skills. Punctuality and the ability to prioritise workload and meet deadlines	
	Excellent organisational skills and the ability to prioritise workload and comply with tight deadlines	
Interests	Commitment to continued professional development.	
Personal qualities required	Professional manner, results driven and the desire for continual development and improvement, ensuring excellence.	
	Confidentiality, a sense of humour, organisation, creativity, reliability.	
Circumstances	Participate fully and actively in the boarding life of the school with associated duties and responsibilities.	



PERSON SPECIFICATION

Requirements	Essential	Desirable
Educational attainment	A good honours degree, in chosen subject, in order to meet the teaching requirements of the role	
Knowledge required	Significant teaching experience (with QTS) at senior school level	
Experience required	Previous experience in a pastoral/boarding role	Previous experience successfully managing a boarding house
	Outstanding track record as teacher	
	Excellent communication and interpersonal skills with the ability to communicate effectively with pupils, parents/guardians and staff	
	Strong IT skills, especially in data-handling and analysis	



THE APPLICATION PROCESS

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here: [Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department: hr@sibfordschool.co.uk or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Sibford 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 offers of employment are subject to DBS clearance at Enhanced level.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school.

Closing date for applications:
Monday 29th April 2024 at 12pm

Interview date:
Week of 29th April or week of 6th May 2024.

