



THE **Leys**
CAMBRIDGE

**HOUSEMASTER/
HOUSEMISTRESS
(TEACHING)**

candidate information

Housemaster/mistress

Junior Day/Boarding House

Founded in 1875, The Leys is a hugely warm and welcoming community situated in the wonderful city of Cambridge. We are a very successful school academically and in terms of our wider curricular achievements and have just been named East Anglian Independent School of the Year for 2024 in the Sunday Times Schools Guide. The School achieved an excellent ISI report in 2022 and is full and in a robust position financially. We are known for our strong pastoral care and helping individual pupils to achieve their potential both in and out of the classroom.

Due to the restrictions of Covid, a number of our boarding staff asked to complete extra years and are now coming to the end of their boarding roles as HsM at the same time. We therefore have a number of posts available for colleagues aspiring to pastoral leadership. We regard this as a great opportunity for us to develop and shape our boarding provision as we move forward over the next few years.

This is therefore an exciting time to be joining the cohesive and collegiate HsM body at The Leys and we hope you will be interested in the opportunity to join our committed pastoral team in a school that takes boarding and pastoral care very seriously.

Moulton House

Moulton House was opened in September 2000. It consists of a Day House on the main school site which contains 56 pupils across Years 7 and 8. There is also a Boarding House very close to the main school, which can accommodate 23 pupils, both boys and girls. Pupils in Moulton are valued as individuals and as members of a unique house within the school. Moultonites take part in the majority of school competitions, often with great success. They also benefit from being in particularly small class sizes which prepares them for being in Year 9 when they move from a year groups of no more than 30 to a year group of around 100 pupils.

The Moulton HsM is expected to be resident in the house. They will be supported by a resident matron and a non-resident Assistant HsM. They will also be supported by a team of non-resident academic tutors.





Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

Role Profile

Main purpose of the role

Moulton is a unique house comprising of both day and boarding junior pupils (Years 7&8). The HsM will oversee the daily running of the house. They will determine, within the context of general School policy, the ethos of the House. They will establish the spirit and mood of the House and oversee the house team comprising of tutors and a residential house matron. Dealing daily with parents to ensure the smooth flow of communication and assist a pupil in how they manage each day.

Reporting to:

Deputy Head (Pastoral)

Line management responsibility for:

Lead a team of house staff, co-ordinating rotas, and ensuring the provision of high levels of care.

Key tasks

- Take overall responsibility for all the pupils in the house ensuring clear pastoral guidance and appropriate support for all.
- Create a safe, well-ordered, warm, and friendly environment with pupil welfare at the centre.
- Communicate professionally with parents and all stakeholders at the school.
- Lead a team of house staff, co-ordinating rotas, and ensuring the provision of high levels of care.
- Maintain detailed students records with particular attention to confidentiality, privacy, and sensitivity.
- Ensure that high levels of discipline and behaviour are met, in line with the school rules.
- Ensure school policies are implemented consistently.
- Support all pupils in the house in their academic and co-curricular activities.
- Organise and actively contribute to activities run in the house where appropriate (eg Christmas party)
- Ensure safeguarding practises are always upheld.
- To supervise the boarders' daily routine and to deal with any general matters of behaviour to ensure a happy, purposeful atmosphere in the House.
- To report any more serious discipline to the Deputy Head (Pastoral), DSL or Head as appropriate
- To undertake regular supervisory duties – evening, pre-school and weekends as per contract and the roster drawn up by the Deputy Head (Pastoral)
- To act as a personal tutor to a group of boarding pupils, to monitor closely their personal development and organisation, including money management and study skills, to offer general personal support.
- To liaise with tutors and teaching staff on matters concerning the welfare, academic and social development of boarding students.
- To attend weekly meetings organised by the Deputy Head (Pastoral) to facilitate effective communication, training and development and the sharing of information and ideas.
- To be responsible for locking up any buildings used by the boarding pupils, at the end of each day to ensure effective site security.
- At the start and end of holidays - to help oversee the close down process, and to help prepare for the preparation and opening of the boarding house
- To maintain the boarder's documentation as directed by the Deputy Head (Pastoral) to ensure all paperwork/records are being consistently updated.
- To undertake any other reasonable duty at the request of the Deputy Head (Pastoral) or the Deputy Head (Academic)

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Director Pastoral Care, Headmaster/ Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.



Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Degree level qualification and teaching experience (all subjects taught at the school considered) 		<ul style="list-style-type: none"> Production of the applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Previous experience in pastoral position (Form Tutor, Assistant HsM, Head of Year) 	<ul style="list-style-type: none"> Boarding school experience Willingness to contribute to the wider life of the school (e.g. Duke of Edinburgh, sport) 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Skills	<ul style="list-style-type: none"> Emotional Intelligence A high level of resilience Excellent inter-personal skills Excellent administration, oral and written communication skills 		<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Knowledge	<ul style="list-style-type: none"> Ability to be flexible in demanding situations Ability to manage your own time efficiently 		<ul style="list-style-type: none"> Contents of the application form Interview Professional references



How to *Apply*

If you are interested in applying, please submit a completed application form including covering letter explaining why you are suitable for the role, to The Recruitment Team (recruitment@theleys.net), The Leys School, Cambridge, CB2 7AD by **09.00 am on Friday 14 February 2024**. Interviews will take place w/c 26 February 2024.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an Enhanced DBS Check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK required as applicable.

The Foundation is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.

Charity no: 1144035.





THE **Leys**
C A M B R I D G E