



THE **Leys**
CAMBRIDGE

A photograph of three students in school uniforms walking outdoors. On the left is a young man with curly hair, in the middle is a young woman with long blonde hair, and on the right is another young man. They are all smiling and looking at each other. The woman in the middle is holding several folders. The background is a blurred green field.

**HOUSEMASTER/
HOUSEMISTRESS
(TEACHING)**

candidate information

Join our Pastoral Team

at The Leys

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 Housemaster/mistress (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.

Housemaster/Housemistress Roles available:

Barrett House (Day House)

Barrett House, a co-educational day house for Years 9-13, is situated on the ground floor of the historic North B building, looking across the Upper Quad to the Chapel. It was opened in 2005 by Dr John Barrett, a former Headmaster, after whom it was named. The facilities of the house include two common rooms, a work room, kitchen and changing rooms. There are also two Sixth Form common rooms in the 'North B' building. Each pupil has their own lockers in which to store both their books and their games kit.

The Housemaster/mistress is supported by a non-resident Assistant HsM and two Matrons who support the three day houses. Accommodation may be available off site.



West House (Boys' Boarding House)

West House is a boys' boarding house which is a 'home from home' for up to up 64 boys in Years 9 to Upper Sixth. It was founded in 1878 and the current building was opened by the late Queen Mother in 1961. West has a proud sporting heritage and also encourages all boys to make the most of the academic and cultural opportunities available. West boys are friendly, purposeful and supportive of each other.

The West Housemaster is expected to be resident in house and family accommodation is provided, attached to the house. He will be supported by a resident Assistant HsM and a resident tutor. He will also be supported by a non-resident Matron and a team of non-resident academic tutors.



Fen House (Girls' Boarding House)

Fen House is located on the west side of the school grounds, close to Great Hall. The biggest house on site, it is home to 65 girls aged 13 to 18 – "home" in the sense that the full boarders live here throughout term, whilst the Home Boarders go home each evening after they have completed their homework. Fen is a purpose-built boarding house which gives plenty of space in which to live, work and relax. Fen girls access all areas of the school life and are enthusiastic about enriching their lives through the opportunities on offer at The Leys, in the classroom, in Music, Drama, Sport, Art and outreach activities.

The Fen Housemistress is expected to be resident in house and family accommodation is provided attached to the house. She will be supported by a resident Assistant HsM and a resident tutor. She will also be supported by a non-resident Matron and a team of non-resident academic tutors.



Granta House (Girls' Sixth Form Boarding House)

Granta House is a Sixth Form only girls' boarding house, home to up to 26 pupils. Founded in 1985, Granta House is centrally placed at the heart of The Leys, next to the Dining Hall and Chapel. Granta is a modern and recently refurbished house. Spread across three floors, the girls come from both the UK and farther afield and make a full contribution to the life of the school.

The Granta Housemistress is expected to be resident in house and accommodation is provided attached to the house. She will be supported by a resident Assistant HsM and by a non-resident Matron. They will also be supported by a team of non-resident academic tutors.

We are also looking for a Housemaster/mistress for our Junior Day/Boarding House (Moulton House). Please see our separate Information pack for this role.





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

The Leys has 11 houses – one Junior Day/Boarding House (Years 7-8), three Day houses (Years 9-Upper Sixth), 5 boarding houses (Years 9-Upper Sixth) and 2 Sixth Form only Boarding Houses. 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 and need to lead by example. They will create a positive climate and ethos within the House and provide professional leadership including overseeing the House Team comprising of a group of tutors and a House Matron. The HsM will liaise regularly with parents to ensure efficient and timely communication, supporting pupils in their day to day lives and encouraging them to achieve their potential. HsMs are also important in the marketing of the school and as part of their role they will be expected to meet with prospective parents as directed by the Admissions Team and to take tours of the House.

All boarding staff are expected to contribute to the wider life of the school both in the classroom and by contributing to the programme as well as the wider curriculum programme.

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

- Manage all aspects of the running of the house:
- Take overall responsibility for all pupils in the house, establishing clear pastoral guidance and appropriate support ensuring the safeguarding and welfare of all children in the house.
- 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 pupil 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 wider-curricular activities.
- Organise and actively contribute to activities run in the house and supporting House competitions.
- Ensure safeguarding practices are always upheld.
- Meet with pupils including Heads of House and others to ensure that there is an opportunity for pupil voice to be heard and that all year groups feel listened to

Key tasks – For boarding HsM only

- To supervise the boarders' daily routines and to deal with any general matters of behaviour to ensure a happy, purposeful atmosphere in the House
- To implement and maintain the National Minimum Standards for Boarding Schools for welfare and pastoral care 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 (including some Sunday Chapels)

- To act as a personal tutor to a group of boarding pupils and to monitor closely their personal development and organisation.
- To liaise with tutors and teaching staff on matters concerning the welfare, academic and social development of boarding pupils.
- To attend weekly meetings organised by the Deputy Head (Pastoral) to facilitate effective communication, training and development of best practice and to share information and ideas with other HsMs.
- Ensuring health and safety guidelines are followed in keeping with school policies.
- To be available before the start and after the end of the school terms to ensure support for pupils, including those from overseas who may have more complex travel arrangements.
- To maintain Boarders' 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**
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