

APPOINTMENT OF RESIDENT HOUSEPARENT (non-teaching)

Fixed Term until End June 2024



ST GEORGE'S
EDINBURGH



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St George's School, Garscube Terrace, Edinburgh, EH12 6BG
HR Department Tel: 0131 311 8059 Email: office@stge.org.uk

MESSAGE FROM THE HEAD MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully



What makes St George's special?

Our warmth, expertise and personalised approach builds ambitious, fearless young women with personality. We amplify the voice of every girl and equip them to be robust, empathetic change-makers. Over 95% of girls achieve their first-choice destination after leaving school.

Why work for St George's School, Edinburgh?

- We are specialists in all-girls education since the days of our pioneering founders in 1888. We remain equally ambitious for students today by confronting stereotypes and enabling each girl to find and use their voice.
- We have a supportive, aspirational culture where staff inspire girls to achieve their best through positive relationships, high expectations and expert teaching.
- We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.
- We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge, to apprenticeships and highly competitive Art Foundation courses.

Opportunity and empowerment

St George's genuinely offers an all-round education. The breadth of choice in our academic curriculum, range of clubs and activities on offer, and the emphasis on giving a voice to the students helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin.

An all-through school

St George's is one of Scotland's largest girls' schools and the only all-through girls' school in Edinburgh for girls from 3 to 18 years. Boys are welcome in the nursery and to the end of P3.

Nearly 700 girls from ages 3 through to 18 flourish in their own sections of the school. Nursery accommodates children from the term of their 3rd birthday through to age 5; Junior School takes pupils from age 5 to 10 through P1 to P5. In our unique structure, Lower School follows for girls from ages 10 to 13 (P6, P7, S1); Upper School is the final phase from age 13 to 18.



Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.

Houses: Pupils are attached to a particular house throughout their time at St George's and family members all belong to the same house.

Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Scottish Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Scottish Higher and Advanced Higher. We offer exceptional qualification pathways.

Students are highly motivated to achieve the best of their abilities. Most achieve their first choice of post-school destination. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the Sixth Form enrichment programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors.

Co-curriculum

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.

International perspective

We facilitate international education through global partnerships and exchanges. With overseas boarders and ESOL support, we prepare students to thrive in global opportunities.

Campus and facilities

Located on two inter-linking sites, St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield. Our Senior School, Junior School and Nursery are on the main campus. Our Lower School is on the Lansdowne Campus which is across the road and adjacent to the main site.



Location

Located in the heart of Edinburgh, we have excellent transport links and access to a cosmopolitan, cultural hub.

Pastoral and community

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Our community is one where we want every individual to feel they belong and are celebrated. Open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for.



VACANCY DESCRIPTION

RESIDENT HOUSEPARENT

The role of Houseparent is one of great importance, we are looking for a skilled, competent, enthusiastic and caring individual with a genuine interest in pastoral work and in developing their experiences by contributing to the smooth running of Houldsworth House. The postholder will be a valued member of the Houldsworth staff team, assisting the Housemistress, who has overall responsibility for the care and academic progress of the boarders and for leading the Houldsworth staff team.

In partnership with the Housemistress, Houseparents collectively hold the responsibility for up to 50 boarders between 10- 18yrs. The successful candidate will join a co-operative, caring and very forward-looking community which is committed to supporting the development and welfare of our students and supporting partnership with parents. The staff throughout the school are in regular contact with the boarding house and our parents are enormously supportive.

PLEASE NOTE:

Due to the nature of the role, (provision of services to young females), this role is exempt as a Genuine Occupational Requirement (GOR) under Schedule 9 of The Equality Act (2010) and is therefore restricted to female only applicants.

Job Purpose

- To assist the Housemistress in the running of Houldsworth House in accordance with the policy of the school and in the light of current legislation and recommendations concerning the welfare of children.
- To be resident in Houldsworth during term time (according to the staff rota) and for a sufficient time before and after each term.
- To be responsible for the safety, welfare and pastoral care of the boarders in Houldsworth House.
- To work closely with the Housemistress in ensuring continuity of care for each of the boarders and the proper running of the boarding house.
- To build a strong personal relationship with each of the girls in her care, to sound out the needs of each and to work continuously towards meeting those needs.
- To keep in touch with parents and guardians and to respond to their concerns.

Accountable to

Resident Housemistress



VACANCY DESCRIPTION

RESIDENT HOUSEPARENT

Duties and Responsibilities

To Boarders

- To liaise with the Housemistress to ensure for each boarder the provision of a comfortable living environment and to ensure that all her requirements are met.
- To establish and help maintain a healthy routine of life for each boarder, and to make sure that standards of cleanliness and personal hygiene are taught and carried out.
- To ensure that appropriate care is given to boarders of all ages, and that the individual needs of each group are met.
- To be aware of and respond to the special needs of individual boarders, including those from different cultural backgrounds, and to be aware of the changing needs of all girls as they develop.
- To eat with the boarders as frequently as possible, and to establish routines to ensure a healthy diet for each, and happy and civilised mealtimes.
- To be part of the team ensuring that boarders have access to and participate in a lively programme of leisure activities in the evenings and at weekends.
- Spend time with the boarders participating in activities and providing academic support where appropriate.
- Be willing to accompany outings, trips and visits with groups of students. Completing risk assessments and itineraries when required.
- To ensure that all boarders have sufficient rest, and that bed-time routines appropriate to each age group are established and maintained.
- To liaise with the school's doctor and nurse concerning the general health and lifestyle of the boarders, and to keep closely in touch with them and with parents in case of individual illness.
- To deal with disciplinary problems in a firm but caring manner, and to liaise with the Housemistress and the Senior Deputy in any matter of concern.
- To welcome day pupils into the House, and to integrate them as far as possible in all aspects of the life of the school.
- To ensure that the House is never left unattended and that boarders are always adequately supervised at all times outside the teaching day, including weekends.
- To be prepared to work at any time to care for the boarders in times of emergency.



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RESIDENT HOUSEPARENT

- To follow the instructions of the Housemistress and the fire officer to ensure that all fire regulations are rigorously met, and regular fire drills carried out.
- To ensure that legislation and school guidelines affecting the health and safety of boarders are properly implemented.
- To ensure that any unauthorised absence of students is reported to the Senior Deputy immediately, and to work with her and the Housemistress to ensure that the parents and the proper authorities are informed, and the safe return of the boarder ensured.
- To ensure that visitors to the House are welcomed and carefully monitored, and that the bedroom accommodation, including the corridors, is private to the boarders and to members of the House Team only, and to parents at the appropriate times; to ensure that no other visitor, including members of the families of house staff, is permitted to enter these areas unless there is an emergency.

To Parents

- To liaise with the Housemistress and be part of the team ensuring that the House is ready to welcome parents as they bring their children back after every holiday.
- To respond to the concerns of parents.
- To keep in contact with parents and guardians in every possible way, and to get to know them personally.
- To keep parents and guardians informed by telephone, letter or email of any matter affecting the welfare or happiness of their children.
- To obtain parental permission for any visit by a boarder to another family at any time.
- To obtain parental permission for any overnight stay away from school, including trips home.
- To obtain confirmation from the host family of any overnight stay away from school, and to ensure tactfully that such visits will be supervised by an adult who will take responsibility for the boarder.

To the House Team

- To work with the Housemistress to help induct and to integrate into the House Team all new colleagues, and to support them in accordance with the school's induction programme.
- To take a turn of taking minutes at half termly House Team meetings and circulate to the Senior Leadership Team as well as members of the House Team.
- To work closely with each member of the House Team.



VACANCY DESCRIPTION

RESIDENT HOUSEPARENT

- To participate herself in the school's system of appraisal of performance.
- To represent the interests of the House, its boarders and the House Team within the School, and at meetings arranged by the Housemistress or Senior Deputy.

To the School

- To maintain regular contact with and a flow of information to the Housemistress on all matters concerning the welfare of individual boarders and the house in general.
- To work with colleagues in maintaining high standards of behaviour by pupils in the House and in all areas of school life.
- To work with the Housemistress and appropriate Year Head to help any boarder who needs care or advice.
- To maintain high personal standards of prompt arrival for House responsibilities and events, and appropriate professional appearance.
- To participate in appropriate supervisory duties shared by all members of staff.
- To contribute towards pupil care plans, before the deadlines.
- To seek the Head's authorisation for any absence from school, and to give notice as early as possible in case of unavoidable absence through sickness, with appropriate guidance for replacement.
- To return by 10:30pm and sleep in the house throughout the term, as per the staff rota, except with the explicit authorisation of the Housemistress and Senior Deputy.
- To assist the Housemistress in the smooth running of the House in the event of absence of any member of the House Team.
- To attend all relevant staff meetings and In-service days, and any relevant external courses recommended by the Senior Deputy.
- To maintain accurate records of all personal information relevant to the care of individual pupils, and to liaise with the school office to keep records up to date.
- To liaise the Housemistress and Senior Deputy to ensure that the House is ready in all respects for the use of students at the beginning of term, and that the house is left in a properly secured and organised state after the departure of the last student at the end of term.
- Use the electronic reporting systems to report issues noted with I.T or facilities.
- When required, take part with the Senior Deputy and the Housemistress in the process of planning for the improvement of the Boarding House and the provision for the welfare of boarders in all respects.

Essential Aspects Required

- To have, or to hold relevant qualifications meaning eligibility for professional registration with the Scottish Social Services Council as a Worker in a residential school care accommodation service within 6 months of taking up post, or be prepared to work towards this, or to have registration with another recognised regulatory body e.g. General Teaching Council for Scotland, Nursing and Midwifery Council, Health and Care Professionals Council. Please refer to the following link for a full list: <https://www.sssc.uk.com/registration/who-can-register/>;
- The ability to offer experience of working with young people aged 10 to 18.
- Well-developed organisational, time management and prioritisation skills.
- Demonstrable motivation and the ability to take the initiative to manage multiple tasks.
- Ability to deliver a professional, high quality, customer-focused service.
- Experience of using Word for Windows and a knowledge of databases. IT literacy will be required, for instance, in the use of email correspondence and the internet.

VACANCY DESCRIPTION

RESIDENT HOUSEPARENT

Personal Qualities

- Proven ability and commitment to work within a team and a willingness to help at all levels.
- Experience of working independently and using initiative and judgement to respond to queries, to resolve problems and to deal with unforeseen circumstances.
- Ability to effectively manage own work priorities, demonstrating self-motivation, initiative and resilience in achieving results and delivering work.
- Good inter-personal and communication skills, both written and spoken.
- An ability to deal with sensitive issues discreetly and confidentially.
- Excellent interpersonal skills and the ability to foster positive working relationships and deal with sensitive issues with discretion and empathy, and to maintain confidentiality.
- A willingness to be flexible.
- Ability to retain calmness under pressure and work effectively in a busy environment.

Note: This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post. Further guidance on the duties and responsibilities of members of staff is found in the Staff Handbook



Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution
- Staff lunches
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Generous annual leave entitlement
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunities for teaching staff to apply annually to undertake a collaborative professional development exchange / visit with partner school (s)
- Opportunity to join our community and contribute to social, music, drama and other events and activities

Salary Details

- £3,905.42 for the duration of the fixed-term role (approx. 1 term)
- Above salary is pro-rata of FTE - £22,561.50 per annum

Hours of Work

- Fixed Term - until End of June 2024
- 32.5 hours per week
- Term Time Only
- Live-In Role (with flexibility to be off-site fully on days/nights off)

Key dates

- Closing Date - Sunday 10th March 2024

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