



St Leonards
St Andrews

NON-RESIDENT HOUSE TUTOR

INFORMATION PACK



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DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 600 pupils from Year 1 to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022, and most recently was named Scottish Independent school of the Year for Academic performance 2024 (A Level/IB)

The average IB Diploma points score in 2023 was 35, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, *Ad Vitam*.



Non-Resident House Tutor

Responsible to:	Housemistress/Housemaster
Responsible for:	N/A
Salary:	£12.52 per hour
Hours of work:	40 hours per week, temporary contract for a period of 9 weeks, starting 12 th January 2026. Term-Time Only.

Job Overview

The Non-Resident House Tutor is expected to uphold and actively promote the ethos of St Leonards School. The post-holder is a member of the School's Boarding team and will report directly to the Housemaster/Housemistress of the House in which they are resident. There may be times when the post-holder will also be required to support other Boarding House teams. Ultimately the Non-Resident House Tutor is accountable to the Head via the Deputy Head (Pastoral) and Head of Boarding.

The focus of the role is to ensure high-quality care and welfare of residential students, aged from 10 to 18 years. The role will also involve supervisory and care responsibilities for the School's day students.

Boarding at St Leonards

St Leonards has three boarding houses, each with their own strong identity and spirit.

St Rule is a co-educational house for younger pupils aged between 10 and 13/14 (i.e. Year 5/6 to Year 11/Pre-IB). Ollerenshaw is a boys' house for pupils aged between 14 and 18 (Years 11/Pre-IB to 13); Bishopshall is the equivalent girls' house for pupils aged between 14 and 18 (Years 11/Pre-IB to 13).

Following the refurbishment of the boarding houses, there has been an increase in overall capacity and the intention is to increase the number of boarders from 120-130 to 150.

Strategic Focus 2023 - 2027

St Leonards has been at the forefront of pioneering education since it was founded in 1877. As we look forward to celebrating our 150th anniversary in 2027, we remain focused on our fundamental purpose: to educate young people for life.

This is Our Strategic Focus for St Leonards, for 2023-2027, which outlines our purpose, our vision, our mission, our learner values and our areas of focus between now and the School's anniversary year.

JOB DESCRIPTION

Main Areas of Responsibility:

The primary concern of each Housemaster/Housemistress is the care and welfare of all boarding students and he/she is considered to be in loco parentis. The House Tutor must ultimately support the Housemaster/Housemistress in this task. Under the direction of the Housemaster/Housemistress, the House Tutor will be required to undertake the following daily operational duties:

- Maintain effective communication with the Housemaster/Housemistress to plan for and carry out daily, weekly, termly duties under their direction;
- Supervise boarding students at all times, from early morning routines through to lights out, including weekends
- Maintain high expectations and levels of discipline to encourage students to be polite, punctual, diligent and supportive of one another;
- Foster the physical, social, cultural and spiritual development of all students, both boarding and day students;
- Be familiar with the Student Handbook and encourage the high standards of appearance and behaviour, which are required of St Leonards students;
- Adopt a zero-tolerance approach to bullying, harassment, alcohol or substance abuse, raising any concerns to the Housemaster/Housemistress or Deputy Head (pastoral);
- Undertake house duties which may include general cleaning and tidying, laundry etc. as and when required;
- Accompany students for weekend or evening trips, sporting fixtures etc;
- Help students and colleagues to organise social events for students;
- With other House Tutors, help out with staffing the airport at the start and end of term and half-terms;
- Working closely with boarding colleagues, administer and oversee travel arrangements at the start and end of term/half term for boarding students;
- Ensure that office practice is observed in the duty room areas during office hours; 7.00am to 11.00pm;
- Under the direction of the Housemaster/Housemistress, liaise with the School's Medical Centre with regards to the general health and welfare of boarding students;
- Monitor the security of the Boarding House and challenge students and/or visitors if that security is deemed to be breached;
- Working in conjunction with Admissions and Marketing departments, welcome visitors and prospective families to the Boarding House and conduct tours of the House, as and when required;
- Raise Maintenance requests through the Helpdesk for any problems encountered e.g. repairs, on behalf of boarding students
- Maintain awareness of Health & Safety regulations, applying Health and Safety principles within the Boarding House and carrying out spot checks, as and when required;
- Participate in regular fire practices and test the fire alarm on a weekly basis, documenting these on behalf of the Fire Officer. Should the fire alarm sound when on duty, command the evacuation of the boarding house along with other boarding colleagues or support whoever is on duty at the time;
- Maintain accurate records of incidents, concerns, conversations, sanctions, accidents on the school systems(Engage and Google Workspace)
- Attend house staff meetings and lead student boarder meetings within the house, as required.

JOB DESCRIPTION

National and School Standards

- Demonstrate an understanding of and adhere to guidelines as set out in the St Leonards School Child Protection policy;
- Adhere to, uphold and support all the School's policies and the School's Development Plans;
- Demonstrate a working knowledge of contractual, pastoral and legal responsibilities;
- Actively contribute to the ethos of the School, for example, by maintaining a positive attitude and fostering positive working relationships amongst staff, parents and children;
- Report to the Housemistress/Housemaster any concerns about the welfare, progress or behaviour of the students;
- Understand the way roles and responsibilities are shared amongst staff and support colleagues, including those with responsibility for the curriculum, guidance, learning support and staff development;
- Willing to gain an understanding of the IB Diploma programmes;
- Familiarise yourself with and adhere to the Scottish Social Services Council (SSSC) Codes of Practice;
- Register with SSSC and maintain the online post registration training and learning (PRTL) log.

NB. All pastoral staff who are not registered with the General Teaching Council of Scotland (GTCS) must register with the Scottish Social Services Council (SSSC). Registration must occur within three months of starting in post. Within three years of registration, you will be required to obtain the Children and Young People Scottish Vocational Qualification (SVQ3). St Leonards will fund one attempt at obtaining this qualification with any further attempts being self-funded. Failure to secure this qualification will prohibit the School from employing you in a care role and may result in the termination of your employment with the School.

Hours of Work, Rota System and Accommodation

- For Residential House Tutors, the hours of work are term time only with one day off per week (24 hours) and one weekend off (the 'exeat' weekend) per half term.
- House Tutors must be in residence prior to the boarders' return at term start, and prior to the In-service days at the start of term. For new House Tutors, they must be in residence the evening prior to the new staff induction day, if that is earlier than the In-service day. All House Tutors will be expected to be available for any Induction Programmes or INSET provided by St Leonards.
- Residential House Tutors must be in residence by at least 6pm on the day students return at half-term and, on a rotation basis, to be on duty from 1pm on this day.
- On a rotation basis, the House Tutors must service the start of term/half-term airport runs. In the case of the start of the half-term holidays, this requires working before Houses open and this day's work is paid.
- For the purpose of tidying the House, the House Tutors must be in residence /on duty for up to 24 hours after the end of term and to be in residence /on duty for up to 5 hours after the end of half-term.
- Each week the House Tutor will be expected to be on duty for their contracted hours, including their boarding support hours, between 7.00am and 11.00pm each day. Hours of work will generally remain fixed from week to week. However, from time to time shift swaps sanctioned by the HsM have to be implemented to facilitate staffing.
- Overnight, Residential House Tutors may be designated as being 'available' in the event of an emergency. If sleep is disturbed by St Leonards' business, the Residential House Tutor will be paid for these disturbed hours of work.
- Single accommodation is provided in the boarding house for Residential House Tutors.
- There may be a requirement to sleep in other Boarding Houses, when needed, and staff are expected to be flexible and co-operate with this requirement.
- Meals are available and free of charge in the school dining room during term-time.
- The House Tutor may, from time to time, be asked to support the wider needs of the School e.g. school trips, chaperoning sport fixtures or hospital visits etc.

This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post holder will participate in other reasonable activities which may be required to meet the needs of the School or for better fulfillment of the role.

PERSON SPECIFICATION

Education, Training and Qualifications

Essential

- Educated to HND/Degree Level.

Desirable

- SVQ3 Children and Young People qualification

Experience

Essential

- Experience and understanding of pastoral support.
- Relevant experience of working in a care environment.

Desirable

- Experience of working with teenage students in an education setting.

Skills

Essential

- Ability to listen to, understand and support the issues faced by teenage students.
- Good oral and written communication skills with an excellent telephone manner.
- Strong ICT skills.
- Enthusiasm to inspire in students a desire to learn and participate.

Desirable

- Skills and experience which can contribute to extra-curricular activities.

Interpersonal Skills

Essential

- Ability to confidently deal with a wide range of people including staff, students and parents.
- Resilient
- An 'above and beyond' attitude to work and supporting the team.
- Approachable and empathetic to the needs of others.
- Able to handle sensitive, confidential issues with a degree of maturity and professionalism.
- Ability to work independently and use initiative where appropriate.
- Well-organised with excellent attention to detail.
- Ability to work calmly under pressure and keep to deadlines.
- Commitment, goodwill and a caring, positive outlook towards life.
- Flexible: Able to deal with a change of plans at very short notice.
- Professional manner and appearance.

Desirable

- Empathy with teenage children and the benefits of secondary education.
- Comfortable working with people from a variety of backgrounds, countries and cultures.
- A full clean driving license

APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

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. The post is subject to a Criminal Record Check, PVG (Disclosure Scotland) membership and two satisfactory references, one of which must be the current employer.

Applications should be made via email to recruitment@stleonards-fife.org and should include the completed Application Form, which can be downloaded from the school website.

Closing time and date for applications is 12 noon on Monday 26 August.

Any questions may be directed to Julianne Pennycook, Head of Boarding at recruitment@stleonards-fife.org in the first instance. Interviews will be held shortly after the closing date.





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