



# Loretto

**Boarding**

**Housemaster/Housemistress**

**Information Pack**



# Loretto

## Would you like to join our Team?

When you think of Musselburgh what springs to mind? Is it its famous coastline with stunning views over the Firth of Forth? Is it its famous racecourse, popular with horse racing aficionados? Is it the famous moniker 'The Honest Toun'? Or is it the fact it's the home to one of Britain's leading co-educational boarding and day schools?

Loretto School, established in 1827, is set in extensive, leafy grounds with stunning views of East Lothian's beautiful coast. We provide a friendly and enriching environment. Our campuses embed comprehensive sporting facilities, including extensive games pitches, tennis and fives courts, a sports hall and our Golf Academy, with both Indoor and Outdoor Centres.

At Loretto, we're always on the lookout to enrich our already strong team. We welcome diversity and encourage anyone who has the necessary skills and experience to apply to join our school. As a forward-thinking institution, we're not only a home for academics aspiring to conduct world-class teaching and education - we also offer exceptional careers.

Join us and you'll find that we support ambition, recognise achievement and encourage innovation in every one of our people. Whatever your role, working at Loretto School is beyond a job, it's a future full of progression and reward.

In addition to your basic salary, the benefits of working with the School include:  
Spacious family home

- Generous pension scheme
- Enhanced holiday allowance
- Family friendly policies
- Free lunches during term time
- Annual review and opportunities for training and continued professional development
- A range of enhanced staff benefits including Bike to Work Scheme
- Employee Assistance programme
- Opportunities for involvement in the wider school community

Balcarres House is located in a beautiful setting within a walled garden. The Housemaster/Housemistress is provided with family accommodation which is connected to the boarding house.

We aim to attract and retain a diverse group of talented people, who are committed to upholding the school's ethos. As an Equal Opportunities employer, we welcome applications from all sections of the community.



## Boarding Housemaster/Housemistress

**Loretto School is one of Britain's leading independent boarding and day schools located on the outskirts of Edinburgh. We have an exciting opportunity for an enthusiastic individual to join our team as a Housemaster or Housemistress within Balcarres House, a Senior Girls House for both boarding and day children.**

The right candidate will enjoy working in an exciting but busy environment and form an integral part of the School community.

### Main Purpose of the Role

You will be responsible to the Head through the Deputy Head (Pastoral) for duties relating to the work of the school and for the specific pastoral welfare and academic monitoring of pupils assigned to you.

This role involves the leadership of a boarding house in which a family environment is developed and maintained to meet the aims of the School and the principles of boarding. We want our students to be happy and the pastoral and academic responsibilities are therefore of equal importance.

Whilst Housemasters/Housemistresses are assisted by Assistant Housemasters/Housemistresses, House Managers and resident and non-resident boarding assistants, they bear the ultimate responsibility for the House and must be prepared to provide cover for all duties pertaining to the safe running of the boarding house.

### Experience & Skills

We welcome applications from individuals with experience coaching sport, especially hockey, at a high level, who have a military background and would be prepared to be involved in the school's Combined Cadet Force (CCF) and any teaching subject. Evidence of working in a boarding house is desirable.

This is a permanent, full-time post working term-time only. Applicants must be willing to contribute to life in a busy boarding school. The salary will be commensurate with the individual's experience and aptitude for the role.

All residential boarding staff in Scotland are required to have professional registration. For this appointment, you will be required to have or be capable of achieving GTCS registration or register with the Scottish Social Services Council and undertake the necessary training and professional development to maintain your registration.

### Benefits

- Spacious family home
- Generous pension scheme
- Enhanced holiday allowance
- Family friendly policies
- Free lunches during term time
- Annual review and opportunities for training and continued professional development



- A range of enhanced staff benefits including Bike to Work Scheme
- Employee Assistance programme
- Opportunities for involvement in the wider school community

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### **Application**

If you think this is the right opportunity for you please visit our website [Join Our Team - Loretto School](#) for an application form. You should return your completed application form and covering letter to [jobs@loretto.com](mailto:jobs@loretto.com)

**Closing Date: Friday 29<sup>th</sup> November 2024 at 10.00am (GMT)**

**It is anticipated interviews will be held on Wednesday 4<sup>th</sup> December 2024.**

*The School is committed to equal opportunities for all its pupils and staff.*

*Loretto is committed to safeguarding and promoting the welfare of children. Loretto meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to Disclosure Scotland Protecting Vulnerable Groups (PVG) Scheme checks before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of this application will be met by the School. Annually, every member of staff at the School is required to undergo, complete, and sign to confirm that they have received child protection training and will uphold it.*

*At Loretto, we're always on the lookout for new talent to enrich our strong team. We welcome diversity and encourage anyone who has the necessary skills and experience to get in touch.*

*Applicants must be able to provide evidence of having the right to live and work in the UK. Loretto School is an equal opportunities employer.*



## Our School



Loretto's distinctive ethos and atmosphere are moulded by its unusual history and its willingness to stand by its convictions. The Senior School (12-18) and the Junior School (3-12) have traditionally been deliberately small and virtually entirely boarding.

Loretto has always placed great emphasis on each pupil being known individually by fellow pupils and by staff, particularly the Head: the ideal of a school as a family is considered achievable. The distinctive philosophy of Loretto, shaped by the formative early Headmaster, Dr Hely Hutchinson Almond, stressed the importance of full development of mind, body and spirit within a community based on the dictates of reason.

Loretto Senior School remains primarily a boarding school, with an increasing number of day and flexi boarding pupils. Our boarding school ethos, facilities and atmosphere allow the development of the whole person to be pursued fully. In the Senior School there are currently almost 400 pupils across six Houses, two boys' Houses and two girls' Houses and a coeducational boarding house for younger students.

## Our pupils

Lorettonians come from a wide range of backgrounds. Some are first generation, some are fifth. 20% of pupils are on reduced fees - 105% bursaries in some cases. We are co-ed, with half girls, and half boys aged from 12 to 19.

One third of pupils are highly academic and should achieve top grades in their exams. Nearly all students will achieve A-level grades sufficient for entry to universities. Some of the boys and girls may have been offered a place because they have a particular talent in music, art or sport and may decide to pursue these areas after school.



## Our Staff

We have a very friendly and supportive Common Room with a wide range of interests and life stories. The demographic of the staff is varied from newly qualified teachers to those who know the school and its history inside out. Some teachers have joined straight from university; others after taking a PGCE and some have taught in the Independent Sector before. In addition, several members of staff have also taught internationally. Naturally with such a wide range of backgrounds and experience the staff at Loretto are professional and encouraging of each other.

All staff members are enthusiastic about their subject and have a willingness to be involved in the life of the school beyond normal school hours. All staff are involved with extra-curricular activities and all have a passion for helping the children's learning experience outside the classroom. Staff at Loretto go the extra mile for the pupils in their care.

### **Wider school responsibilities**

Loretto operates for seven days a week in term time and all members of staff have broader roles in the pastoral care of children.



### **Terms of the Post**

This is a permanent, full time post. Loretto has its own salary scale and salary will be determined by experience and aptitude for the role. There is also a fee remission for staff with children at the School.

### **Interview procedure**

It is anticipated that the first-round interviews candidates will be interviewed by the Head of Pastoral Care and the Head of Loretto School. The interview will include: in-tray exercise, coffee with the Hm's and Heads of Year and interviews with the House Manager, school nurse, pupil panel, Deputy Head (Pastoral) and Head. The anticipated date of interview is the **Wednesday, 4<sup>th</sup> December 2024**.

