



# RESIDENT BOARDING ASSISTANT



HOLYPORT  
COLLEGE

# **WELCOME FROM THE DEPUTY HEAD MASTER STEVE GARDNER**

*Holyport College is a co-educational state day and boarding school for pupils aged 11 – 19 years, providing an outstanding, all-round education. We run a busy co-curriculum programme for all students, with the school day finishing at 5pm (3.45pm on Fridays).*

Dear Colleague,

Thank you for your interest in Holyport College and for considering us as your next career move.

Schools are not defined by OFSTED and, whilst we are exceptionally proud of our *Outstanding* OFSTED rating and the *Good* rating of our boarding provision, we are also continually working to be the best school we can be, not for OFSTED, but for our students, staff and community. That said, there are a number of comments in our OFSTED report which we think prospective employees should consider:

- *The school is a harmonious community where all groups coexist and cooperate together.*
- *Pupils are thoughtful, respectful and friendly. Behaviour is impeccable.*
- *The school's pastoral system is a real strength.*
- *Pupils are encouraged to develop as confident, articulate young people with an enthusiasm for learning and life.*

We are honoured to have Eton College as our educational sponsor. Eton's fine traditions, its educational expertise and exceptional pastoral care help us to create a school where students aspire, achieve and succeed. And yet we are forging our own path and identity to become one of the country's best schools.

Our website and Twitter feeds [@holy\\_board](#), [@holyportheadmaster](#) and [@holyportheadmaster](#) will help you to get a further flavour of the school. We are happy to arrange informal conversations prior to the closing date. If you would like to arrange this, please contact me on the email address below.



**Steve Gardner**

[deputyheadmaster@holyportheadmaster.org.uk](mailto:deputyheadmaster@holyportheadmaster.org.uk)



Outdoor Classroom, 2021



# **JOB DESCRIPTION**

**REPORTS TO:** Deputy Head Master

**START DATE:** September 2021

**CONTRACT:** Full-time, Term-time

**SALARY:** £15,000 FTE (actual salary pre-rata), plus attractive one bed self-contained flat, including all bills and utilities

## **THE POST**

Holyport College seeks to recruit an outstanding individual to the post of Resident Boarding Assistant.

## **THE ROLE**

The Resident Boarding Assistant will work in the boarding houses to assist in the supervision of boarders. Duties include a variety of daytime, evening and weekend work. A commitment to ensuring the best possible experience for the boarders in the houses is a must, as is the ability to balance the necessary rigidity of routines with a warm and inclusive approach.

## **KEY RESPONSIBILITIES**

- Assist the House Masters/Mistresses with administrative duties;
- Assist in the supervision and coordination of evening and weekend activities;
- Encourage pupils to engage in clubs/activities and societies;
- Maintain good order, appearance and behaviour in the boarding house;
- Alert the House Masters/Mistresses to any issues promptly;
- Provide cover for absent colleagues in the boarding environment;
- Provide medical cover, one day a week, taking pupils to appointments, collecting medication etc as necessary.

## **COLLEGE CULTURE**

- Support the College's values and ethos by contributing to the development and implementation of policies, practices and procedures;
- Help create a strong College community, characterised by consistent, orderly behaviour and caring, respectful relationships;
- Help develop a culture and ethos that is committed to achievement.

## OTHER

- Undertake other various responsibilities under the reasonable direction of the Head Master and/or Deputy Head Master;
- Be in residence overnight whilst the boarding house is in operation during term time (accommodation is, of course, available all year round);
- You will be entitled to eat all meals in the School Refectory during term time.



Ducklings @ HC!



Journey to the Centre of the Earth, 2021

# PERSON SPECIFICATION

- Qualified to degree level (or equivalent) and/or relevant experience of working with young people in a residential setting;
- Right to work in the UK.

## SKILLS AND ATTRIBUTES

- Enjoy working with young people and assisting them with their personal and social development;
- Have a keen sense of humour;
- Be energetic, flexible and positive;
- Be imaginative, articulate, adaptable and keen to make a difference;
- Act professionally and as a role model for pupils when on site;
- Commitment to the safeguarding and promoting the welfare of all pupils;
- Possess excellent ICT skills;
- Be able to make a contribution to the College's co-curricular programme, in sport, music, drama and/or other areas likely to be of interest to young people.

# WHY WORK FOR US?

- A genuine commitment to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued.
- A school where teachers really can teach: students behave very well at Holyport College and they want to learn. Teachers at Holyport College will teach across the full age and ability range, however we will always work to make sure that we take their strengths and preferences into account.
- Two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks.
- Exceptional opportunities for CPD through our partnership of Eton College and membership with the BSA.
- An excellent career move: we actively seek to further the careers of our staff and to promote from within where possible. Staff have moved on from Holyport College to their choice of comprehensive, grammar and independent schools.



Boarders' BBQ, 2021



Boarders' Return, 2021

# BEN MCCAREY

## HEAD MASTER



Holyport College is a truly unique and exciting school. Since opening in 2014, we have developed into a vibrant, diverse and happy community where the learning and wellbeing of every individual really is at the heart of all we do.

Our boarding provision is at the centre of College life and our boarders are, quite simply, amazing. As a relatively young organisation we are always open fresh ideas and opportunities and our philosophy is a simple one: we believe that education should be a joyous experience and that young people who are happy, who have great opportunities on offer and who are well supported will thrive both personally and educationally.

If working in an environment which prioritises the quality of experience and the happiness of the students and staff above all else sounds of interest then I would be delighted to welcome you to Holyport College and to show you around in person.

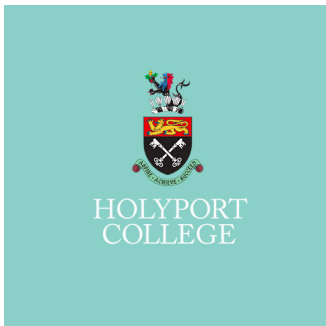
**Ben McCarey**  
**Head Master**

**Closing Date:** Noon on Monday 14th June

**Email completed applications to:** [careers@holyporthcollege.org.uk](mailto:careers@holyporthcollege.org.uk)

**Interviews:** w/c 21st June

*We reserve the right to consider applications on receipt and to appoint before the deadline.*



## **DISCLOSURE AND BARRING SERVICES**

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

## **EQUAL OPPORTUNITIES**

Holyport College welcomes applications from all sectors of the community.

## **APPLICATIONS**

Applications should be returned by e-mail to [careers@holyporthcollege.org.uk](mailto:careers@holyporthcollege.org.uk). Interviews will be held on receipt of application.

Applications must contain the following:

- A fully completed Support Staff Application Form;
- A fully completed Recruitment Monitoring Form;
- A fully completed Equal Opportunities Form.

Applicants may also provide Curriculum Vitae to supplement information given in the Application Form.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.