



The  
**3-18**  
Education  
Trust

## Applicant Information Pack

### Houseparent – Boarding House



*Respect - Resilience - Success*



## Information about our School

Thank you for the interest you have shown in our school. I am proud to be the Headteacher of The Thomas Adams School, a successful co-educational community school, sixth form and boarding house in the centre of Wem. Established in 1976 and with a strong history dating back to 1650, we provide quality teaching and learning for our 1200 students, aged 11 – 18 years old. Thomas Adams is now a member of the 3-18 Education Trust, a collaboration of successful schools in Shropshire, all with the same goal of excellence in education.

We have two main sites on our 30 acre campus in Wem, a small rural market town. Although many of our students live in Wem, our extensive transport links allow students from across North Shropshire to access our excellent provision. Our Lowe Hill buildings cater for years 7 – 11, providing excellent facilities for all curricular areas. At our Noble Street site, we have our Sixth Form, housed in the attractive grammar school building. We also have our thriving boarding provision, Adams House, which accommodates students from throughout the UK and overseas.

Large enough to offer choice and opportunity, we pride ourselves on seeing all students as individuals, providing a quality pastoral care throughout a student's academic journey with us.

The school is renowned for its Music, Drama and Sport. We have specialist centres for all of these subjects, with full performance facilities. We also have a multi-use sports centre and extensive playing fields, along with additional facilities including; tennis courts, basketball courts, hard surface play areas and many pitches for team games. We encourage all students to engage and get involved in our extra-curricular programme, be that a member of the sports team, working towards their Duke of Edinburgh award or taking part in the many educational or leisure trips on offer.

We are committed to continuous professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

Please visit our website <https://thomasadams.net/> for further information.

You can also find out the latest news via our social media pages



<https://www.facebook.com/ThomasAdamsWem>



<https://www.instagram.com/thomasadamswem/>



**Mark Cooper, Headteacher**

### Our Vision

***Outstanding education and care that will allow  
every young person to reach their potential,  
regardless of their starting point: life opportunities***

## Information about the Trust

Thank you for expressing an interest in working within our Trust. Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School (which acts as the lead school in our sponsoring MAT) and St Martins, a 3-16 school in North Shropshire. In July 2017, we were joined by Coleham Primary School, a 4-11 school in Shrewsbury. In March 2020, Thomas Adams, an 11-18 co-educational community school, sixth form and boarding house in the centre of Wem joined the Trust.

The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

### **“The value of the individual, the benefit of the team”**

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

### Benefits of working at Thomas Adams School, part of the 3-18 Education Trust

- Attractive, open air site
- Development and career opportunities available across the Trust
- Employee Assistance Programme (access to free financial, legal, health, counselling advice)
- Member of the Valued Worker Scheme (accredited to the Trust by NASUWT, Unison and GMB)
- Disability Confident Employer
- Cycle to Work Scheme
- Canteen with freshly cooked menus each day

### Teaching School Hub

The Trust has Teaching School Status, with The Priory School, Shrewsbury being selected to provide high-quality professional development to teachers and leaders and has recently become a Teaching School Hub; this provides development opportunities for any future applicant.



***Michael Barratt, Chief Executive Officer, 3-18 Education Trust***

## Information about Adams House

Adams House is a state boarding school in Wem, Shropshire, for students aged 11-18.

At Adams House we offer priceless life lessons of self-reliance, respect and self-confidence, with many opportunities for young people to learn to depend on themselves under the watchful eyes of qualified and experienced staff. It's a unique setting that promotes common experience, friendship, trust and honesty between young people and adults. We are known as 'the biggest family in Shropshire'.

We celebrate diversity and are pleased to welcome students and staff from a variety of cultural, religious and ethnic backgrounds. Admission to state boarding schools in the UK is limited to children who are eligible to hold a full UK passport, or to those who have the right of residence in the UK.

Increasingly, parents are choosing state boarding schools ahead of boarding in the independent sector as they see that they can obtain the education and pastoral care they are seeking for a fraction of the cost.

Parents pay only for boarding, and the government pays for education as it would at any other state school in England and Wales. All state boarding schools follow the National Curriculum, and students take the same exams that they would in a state day school.

By selecting a state boarding school parents are choosing top quality boarding care, with staff who are absolutely committed to the wellbeing of young people.

### **A caring environment**

Giving young people a chance to live independently will make them better prepared for their next steps in life, such as college or university.

Living with others of their own age around the clock teaches young people how to get along with one another and compromise. They learn interpersonal skills and how to cope with life's highs and lows within a community of peers who are experiencing the same things. The lessons in life learned in a state boarding school will lay a solid foundation for adulthood, and friendships are made that last forever.

Young people live, play, study and socialise among their peers in an environment in which they are engaged, active and interested. A diverse boarding school setting with students from different backgrounds offers a special opportunity for growth and learning. Students expand their perspectives and horizons as they learn together both in and out of the classroom.



## Job Description

<b>Title of Post</b>	Houseparent
<b>Grade and SCP</b>	Grade 6 (SCP 7-11)
<b>Post Status</b>	Permanent
<b>Accountable to</b>	Head of Boarding



The  
**3-18**  
Education  
Trust

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Act in 'loco parentis' and therefore be responsible for all aspects of the pastoral welfare of the boarders in Adams House by forming constructive relationships and interacting with their individual needs.
- Be aware of and support equal opportunities for all including the inclusion and acceptance of all boarders.
- Work in line with school and boarding house policy and practice and National Boarding Standards.

### DAILY DUTIES AND RESPONSIBILITIES (within a shift rota)

- Manage the individual needs of all boarders.
- At the start of every shift, read the duty book in order to be fully aware of any ongoing relevant information about boarders / situations which may impact on the shift.
- Ensure that all relevant information on boarders is recorded appropriately, being aware of the importance of confidentiality and informing colleagues and Head of Boarding on a 'need to know' basis.
- Check on the wellbeing of all boarders by 8.30am and report any sick boarders to the Adams House Secretary by 9.00am.
- Organise the care of ill boarders throughout the day and night.
- Responsible for the full open up of Adams House premises each morning and for securing these premises at night.
- Administer medication (prescription and non-prescription) to boarders according to instructions from the doctor and / or recommended directions from the manufacturer. Accurately record the administration of this medication and organise repeat prescriptions / purchasing of more non-prescription medication as necessary.
- Use a variety of methods to facilitate behaviour management.
- Launder boarders' clothing and bedding as required, monitoring and reporting any concerns over personal hygiene / welfare to the Head of Boarding.
- Take responsibility for the supervision of homework, liaising with teaching staff where necessary.
- Ensure all boarders are up, dressed and ready for school / college on time.
- Regularly check Adams House premises and report any concerns immediately to Senior Houseparent / Head of Boarding / Police.
- Take responsibility for knowing where all boarders are throughout the shift by monitoring the signing out book, daily register and regular site checks.

### SPECIFIC DUTIES AND RESPONSIBILITIES

- Attend weekly staff meetings.
- Take responsibility for and manage the individual medical needs of all boarders. This involves attending relevant training (specific and general First Aid), and accompanying boarders to medical appointments, planned and emergency, ensuring relevant information is available to health care professionals.
- Administer First Aid when required and make appropriate, informed decisions about the need to seek medical attention.



- Assist with addressing Child Protection issues under the guidance of the Head of Boarding.
- Be responsible for the monitoring and organising purchase of daily provisions for boarders.
- Be familiar with the Risk Assessments and trip checklists for Adams House organised trips and inform the Head of Boarding if appropriate measures are not in place.
- Drive the school minibus and boarding house car to transport boarders with pupils on board in accordance with the Highway Code (appropriate training will be provided).

The post holder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the line manager in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard level of education</li> <li>• 5 GCSEs or equivalent, including English and Maths</li> <li>• NVQ Level 4 or equivalent, or willingness to undertake this qualification</li> <li>• Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>• Work with small groups of young people or individuals</li> </ul>	<ul style="list-style-type: none"> <li>• At least five years' experience of working in an educational setting or other relevant environment</li> </ul>
<b>Knowledge and Understanding</b>		<ul style="list-style-type: none"> <li>• An in-depth and detailed knowledge of school based education including child development</li> <li>• Good numeracy and literacy skills</li> <li>• Ability to work with non-school based support agencies</li> <li>• Working knowledge of relevant policies/codes of practice</li> </ul>
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to young people, staff and parents</li> <li>• Ability to drive minibus and boarding house car with pupils on board</li> <li>• Willingness to participate in training and development opportunities</li> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to plan and organise effectively</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to bring to the role initiative, enthusiasm and commitment</li> <li>• Ability to relate well to young people and adults</li> <li>• Ability to work well as part of a team</li> <li>• Flexibility and reliability</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to work under pressure</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	



### **The Thomas Adams School**

Lowes Hill, Wem, Shropshire, SY4 5UB. Tel: 01939 237000

Email: [enquiries@thomasadams.net](mailto:enquiries@thomasadams.net)

### **Houseparent**

Grade 6, 37 hours per week, term-time only

£10.60 to £11.47 per hour (£16,946 to £18,337 per annum)

Permanent, subject to a six-month probationary period

Work as part of a rota: daytime, evenings and overnight, principally at weekends

£37.72 per night for overnight sleep-in duties

Required September 2022

We are looking to appoint a Houseparent to help support an increase in the number of boarders at Adams House.

We expect the successful applicant to be energetic and enthusiastic, willing to work flexibly as part of a team supporting and supervising children and young people aged 11 to 19. The right candidate will have good communication skills, and the ability to relate well with young people and adults. Possession of a full clean driving licence is a requirement, and a first aid certificate would be an advantage

An Applicant Pack and Application Form can be found on our website <https://thomasadams.net/vacancies>

or contact Mrs Belinda Howells at [bjh@thomasadams.net](mailto:bjh@thomasadams.net)

**Closing date** for applications is Thursday 11 August 2022

**Interviews** will be held shortly afterwards

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website at <https://thomasadams.net/key-information>*

*This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.*