

Candidate pack

# Houseparent (Day House)

*Stowe*



# Our Vision and Ethos

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and colleagues as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of colleagues as an individual. Our vision is inspired

by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support colleagues, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support colleagues. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.



*Anthony Wallersteiner*

Dr Anthony Wallersteiner  
**Head of The Stowe Group**

**“Stowe is educating  
a generation of  
Change Makers  
ready to transform  
the world.”**

# THE *Stowe* GROUP

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and over 850 colleagues. The Schools occupy sites of historical significance in Swanbourne (Buckinghamshire), the market town of Brackley (Northamptonshire) and the world-famous landscape gardens at Stowe (Buckinghamshire), where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all colleagues to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.



**Stowe School**



**Swanbourne House School**



**Winchester House School**

*Stowe*

**SWANBOURNE HOUSE**  
BUCKINGHAMSHIRE

**WINCHESTER**  
**HOUSE** 



# We are Change Makers

who are:

PROFESSIONAL

CREATIVE PROBLEM  
SOLVERS

KIND

FLEXIBLE

COLLABORATIVE

COMMUNICATORS

# Our values

## PROFESSIONAL

01

We are ambassadors for The Stowe Group to the outside world. We are proud and passionate about working for The Stowe Group at all times. Colleagues are courteous, address everyone respectfully, and are always punctual and presentable. We present a professional image by effectively prioritising, being knowledgeable in our area of expertise and following through on our work commitments and initiatives. We work efficiently to enhance the pupil and parent experience. We do not wait to be asked, we are trusted to use our initiative to see what needs to be done. We act with reliability, diligence and consistency to deliver work outcomes to high quality standards and timescales. We maintain a positive attitude and demeanour and are flexible and cooperative, possessing an open mind and are self-reflective.

## CREATIVE PROBLEM SOLVERS

02

We are adept at identifying a problem, looking for possible solutions and moving these forward to deliver the best course of action. We are committed to solving problems and completing all assigned work. Creative problem solvers are dynamic and therefore find new opportunities and solutions for problems by looking beyond current practices and using innovative thinking we are not afraid to think outside the 'box'. We are positively progressive in bringing new ideas and reinvent our processes to benefit our customers (pupils and parents) and the wider Stowe Group. As creative problem solvers we identify new opportunities to achieve goals and are willing to positively/appropriately challenge ideas or perceptions based on new information or contrary evidence which is presented. We find solutions through experimentation, imagination, questioning, collaboration and analytical methods and we look for ways to embrace technology and practical automation. We will look to acquire new knowledge, are inquisitive, and believe there is always more to learn.

## KIND

03

We act with honesty, respect and integrity in our actions and decisions. Our interaction with others enriches the working experience as we look to genuinely build and maintain the trust of others. We show respect and patience for others and their working environment at all times, even when under pressure or when having a bad day. Kindness doesn't have to be mellow or soft – in many cases, it takes courage, vulnerability, compassion, empathy, and transparency. The ability to actively listen to others, be dependable, considerate and curious all create a culture of contagious kindness. The ability to thank and celebrate the success of others encourages growth, along with offering actionable constructive feedback. We are also kind to ourselves recognising when we need to manage our own energy levels or reach out for support.

# Our values

## FLEXIBLE

04

We are able to adapt successfully and swiftly to changing situations, keeping calm and being resilient in the face of difficulties. We plan ahead and have alternative options so are ready for all challenges. We are able to think quickly to respond to sudden changes in circumstances and take on new challenges at short notice. We are open to change and will look to explore external trends to build our own knowledge and skillset. The ability to balance and juggle a busy day job is countered by being empowered to use our initiative. We are adept at dealing with changing priorities and workload and succeed through the strong support network within The Stowe Group.

## COLLABORATIVE

05

We make an invaluable and positive contribution to our immediate team and the wider Stowe Group team. We demonstrate calmness, leadership, collaboration and are great at coordinating with others to reach a common goal or outcome. We are honest, polite, and fair when working with others. We will look for ways to help others and provide assistance and encourage collaboration with other departments. We seek to find ways to empower others not to blame. We have a positive impact in the workplace and improve the positive energy level of the team. We work well and develop effective respectful relationships with a diversity of colleagues by listening and showing interest in others and their concerns.

## COMMUNICATORS

06

We are clear, concise, confident and consistent in our communication to others. We actively listen to others and know when to adapt our communication to colleagues around us, encouraging open discussions. In a team or group setting, we show respect, knowing when to take part in a discussion, remaining open-minded and allowing others to speak without interruption. We share relevant information with others to ensure they are updated and also allowed an opportunity to share their ideas and thoughts for consideration. Opportunities to simplify communication are identified and we will not shy away from offering positive challenge or questioning to others. We act with positive body language and look for the body language clues that others offer to adapt to their communication style.

# Job details

**Appointment of:** Houseparent (Day House)

**Department:** Houseparents

**Accountable to:** Deputy Head (Pastoral)/ Head of Boarding

**Number of direct reports:** Matron, Assistant Houseparent, Under Houseparent

**Location:** Stowe School

**Salary:** An attractive and competitive salary

## **Purpose of the role:**

To provide the highest standards of pastoral care to the pupils in the day boarding house.

## **Division of Responsibility:**

The Houseparent role will divide approximately 50/50 between pastoral and teaching responsibilities. Houseparents teach a reduced timetable depending on the needs of their department.

## **Key Responsibilities and Accountabilities:**

- To take responsibility for the day-to-day welfare of the pupils in the Day House.
- To manage the House team to ensure the smooth running of the house.
- To ensure compliance with ISI standards, safety standards and School policies and procedures.
- To assist the Director of Admissions and Marketing in the marketing of the School to prospective pupils and parents.
- To keep pupils and their parents informed of School events, term dates and other key information.

**“The Group’s talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support colleagues”**

## Key Tasks

### Welfare

To ensure that each pupil in the House receives and takes advantage of the best and most appropriate academic, pastoral and co-curricular programme.

To promote and provide a communal life for pupils and, where appropriate, their parents and attached staff, academic and otherwise.

To be on duty in the House during term time, or if absent, to ensure that an approved adult (usually the AHP or UHP) is on the premises.

To be available to pupils, parents/guardians as appropriate and respond to their concerns within 24 hours in term-time.

To ensure that School discipline is adhered to and to promote the values and ethos of the School, as directed by the Head.

To promote a positive working atmosphere during prep and lesson times within the Day House.

To keep accurate and appropriate records of pupils' welfare.

To adhere to the School's Safeguarding procedures and policies, and to report any safeguarding or welfare concerns to the DSL as required by the School's safeguarding procedures.

### House Team

To deploy the House tutor team to give pupils access to a variety of adults within a clearly structured framework of academic and pastoral support and to develop and manage the House prefect team.

To convene a weekly meeting of the House team, together with the Matron, to share concerns, important information, and to plan for continuous adult presence in the house.

To manage the work of the House Matron, via weekly formal meetings, to ensure the smooth running of the domestic arrangements within the Day House.

### Compliance

To request maintenance work to be carried out in the Day House, as necessary, and to liaise with the Deputy Head (Pastoral)/Head of Boarding and Director of Operations over physical improvements.

To ensure compliance with ISI Standards and Safety Standards via annual audits of house practices by the Compliance Officer and Deputy Head (Pastoral)/Head of Boarding.

To be responsible for the expenditure of the House fund and pocket money accounts and to ensure that proper accounts are kept as required by the Finance Director.

### Marketing

To assist the Registrar in showing prospective pupils and their parents around the Day House, and to assist wherever possible in other marketing opportunities with the Director of Admissions and Marketing.



## Person specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

| Attributes                       | Essential   | Desirable   |
|----------------------------------|---|---|
| Qualifications                   | <ul style="list-style-type: none"><li>• An Honours degree (or equivalent) in your subject(s) specialism.</li></ul>  | <ul style="list-style-type: none"><li>• Post Graduate Certificate in Education.</li></ul>   |
| Specialist Skills and Experience | <ul style="list-style-type: none"><li>• A minimum of three years experience in a boarding or day house.</li><li>• Managerial and administrative experience commensurate with leading a team of House tutors and a Matron.</li><li>• An ability to understand and contribute to the whole School ethos in co-operation with other Houseparent under the direction of the Deputy Head (Pastoral)/Head of Boarding.</li><li>• An ability to motivate, enthuse and influence with strong interpersonal skills.</li><li>• A commitment to safeguard and promote the welfare of children <i>in loco parentis</i>.</li></ul> | <ul style="list-style-type: none"><li>• Managerial experience within a boarding or day house setting i.e. Houseparent or Assistant Houseparent.</li></ul> |
| Personal Qualities               | <ul style="list-style-type: none"><li>• A willingness to participate in sporting and/or extra- curricular activities.</li><li>• The ability to sustain working for long hours throughout term time.</li><li>• A good sense of humour.</li><li>• Patience and empathy with young people.</li></ul>   |   |

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

**Date Agreed: November 2024**



**WINCHESTER HOUSE SCHOOL**



**STOWE**

**SWANBOURNE HOUSE**  
BUCKINGHAMSHIRE

**MILTON KEYNES**

**BLETCHLEY**

**LEIGHTON BUZZARD**

**AYLESBURY**

**From Stowe School:**

Heathrow Airport is an hour's drive away and Luton Airport 40 minutes.

Stowe School has nearby access to main traffic routes the M40, M1 and A5.

Milton Keynes Central train station – with regular trains to London – is a 30 minute drive from Stowe.



### **Enhanced holiday entitlement**

Your contract will provide details of the exact holiday entitlement you will receive



### **Free School Meals**

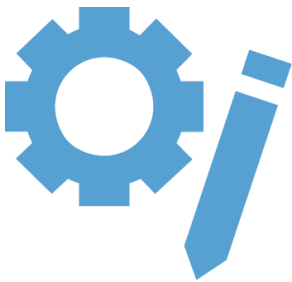
For colleagues working six hours or more during term time



### **Cycle2work scheme**

(National Minimum Wage rules may impact eligibility)

## **Colleague benefits**



**Learning and development opportunities**



### **Discounted School Fees**

At Stowe Group schools

### **Access to the Stowe Library**

Plus a range of online digital magazines and publications



**Free annual flu vaccine**



**£70 Annual Golf Membership**

For you and immediate family (applies to permanent colleagues only)



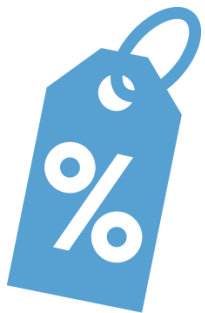
**Volunteer leave**

Up to 2 days paid leave for volunteering



**Employee wellbeing programme**

Including free access to counselling services, physiotherapy and more



**Shopping discounts**

Through the 'Discounts for Teachers' website



**Free refreshments**



**Wraparound childcare**

Free wraparound childcare available for all colleagues at Prep Schools



**Free gym and swimming pool use**

For you and your family (Stowe colleagues only, specific times apply.) Free Yoga classes at Stowe.



# We are change makers

THE *Stowe*  
GROUP

Stowe School, Stowe, Buckingham MK18 5EH  
01280 818100 [www.stowe.co.uk](http://www.stowe.co.uk)

Stowe School 01280 818

SECURITY

BARBARIAN