



STRATHALLAN
SCHOOL

Opportunities for all to excel



Candidate Brief

**Freeland Housemaster
Strathallan School
From April or September 2022**

Introduction

We are seeking to appoint an enthusiastic, inspirational Housemaster to head Freeland House, one of four senior boys' boarding houses at Strathallan. This full-time, permanent vacancy has arisen following the retirement of our current post-holder.

The post would suit an experienced teacher with an outstanding track record in the classroom alongside significant pastoral experience in a boarding setting preferably. A calm, resilient, optimistic, enthusiastic and energetic outlook is essential for this role as is personal warmth, empathy and an understanding of young people. The ability to lead, manage and inspire the dedicated team of Freeland staff (Resident Tutor, Senior Tutor, Tutors and Matron) is critical ensuring the highest levels of care and welfare of the senior boys.

We believe passionately in an all-round, balanced education and we work extremely hard to balance the main priority of academic work with the social, extra-curricular and sporting opportunities that are on offer. This is not always easy, but it is central to what we do and the successful candidate will be expected to contribute to the extra-curricular, social and sporting activities at Strathallan.

The School



Strathallan School is a leading co-educational boarding and day school with an outstanding reputation academically, in sports and the arts. There are 560 pupils of ages 7-18, divided between Strathallan Prep School and Strathallan Senior School. There are three senior Girls' Houses and the four senior Boys' Houses and a junior boarding house. Approximately 65% of the pupils are full boarders.

The School is situated in the beautiful Earn Valley as a self-contained wooded estate of 153 acres on the edge of the village of Forgandenny. Perth is the nearest town some ten

minutes away by car and access to the motorways puts Edinburgh (45 mins), Glasgow (1 hr) and the Scottish Highlands within easy reach.

The school is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder, Harry Riley, in 1920 when he moved the School from its original 1913 location in Bridge of Allan.

Strathallan employs 215 members of staff: 98 teaching staff and 99 support staff and 18 instructors.

The School exists to provide an inclusive all-round education for its pupils in a nurturing and caring environment. Our aim is to engage pupils to be their best and prepare them for the demands of further study and future work in an increasingly diverse and global university and employment market.

In 2021, 67% of our A Level pupils achieved straight A*/A grades, with 26% of our pupils overall achieving A* across the board. For GCSEs in 2021, 60% of GCSE results awarded to Strathallan students were grades 7-9, previously (A and A*). Such excellent academic results sit alongside a comprehensive co-curricular programme and pupils are engaged and successful as a result of the combination of nurturing pastoral care, high levels of challenge the opportunities for all pupils to find out where their strengths and aptitudes lie. Most pupils leave for selective university places, 100% of pupils represent the school in competitive sport and upwards of 10% of the school represent Scotland and GB in sport each year. Strathallan is a busy and high performing school.

We achieve all this through opportunities that inspire and challenge and by expecting effort and hard work from each individual pupil in achieving their best, based on values of respect, kindness, honesty, hard work, humility and excellence all underpinned by the fundamental value of love.



Boarding at Strathallan

Around two thirds of Strathallan's pupils are boarders. This, combined with the fact we have lessons on Saturday mornings, a games programme on Saturday afternoons, and Chapel and outings on Sundays means the School is busy seven days a week. Our boarding pupils come from Scotland, the rest of the UK and all over the world. We take pride in welcoming pupils from all backgrounds and family circumstances, helping them feel nurtured, supported and included during their time with us.

Every boarding house has a Housemaster or Housemistress who lives with their own families in attached accommodation. Housemasters and Housemistresses are key members of the senior pastoral team and are line managed by the Senior Deputy Head / Head of Boarding. As a member of the BSA, Strathallan has a strong reputation for outstanding pastoral care, confirmed in the 2019 Care Inspection where the School was given the highest rating for quality of care provided and was described as 'sector leading'.

Freeland House

Freeland House is centrally located in the School's 153-acre campus, set in rural Perthshire and is designed with comfort and safety in mind, with areas where pupils can unwind, relax with friends and focus on their studies. There are currently 59 senior pupils assigned to Freeland House. Of those, 37 are boarding pupils who are allocated single rooms from Fourth Form onwards. The remaining 22 day pupils are assigned a study bedroom which they share with another day pupil.

Each house has its own special traditions, like movie-marathon evenings, group baking sessions or fancy-dress parties. Each house will also participate in inter-house sports events as well as Strathallan's annual House Music extravaganza, where each house puts forward musical acts to be crowned House Music champions.

The role

In this key role, the Housemaster is responsible for the academic and pastoral welfare of the senior boys assigned to his care. The Housemaster is a critical link between the boys' parents and the School. Under the direction of the Senior Deputy Head / Head of Boarding, the Housemaster will work collaboratively with our team of Housemasters and Housemistresses to ensure that all Houses are run on the same principles. In liaison with the Senior Deputy Head / Head of Boarding, the Housemaster will develop and implement all aspects of the boarding programme and promote the highest standards of behaviour, respect and

The Housemaster will lead and manage a team of staff (Resident Tutor, Matron and Tutors) and will work closely with academic staff as well as departments including Admissions, Medical, Domestic Operations and Accounts.

The Housemaster will maintain a prominent presence in house, in addition to being on duty every other weekend, one evening per week and 'on call' overnight. The Housemaster will also be required to teach up to 16 periods per week as well as actively take part in the School's co-curriculum programme.

Job Description

Job Title:	Housemaster
Reporting to:	Senior Deputy Head / Head of Boarding
Responsible for:	Resident Tutor, Matron, Senior Tutor and Tutors
In liaison with:	Academic staff & Instructors, Domestic Operations, Medical Centre, Estates, Accounts, Admissions, Current pupils and parents, Prospective pupils and parents, the Care Inspectorate etc.

Core Purpose

Socially the House is the pupils' home for the period of time for which they are at Strathallan. It is the Housemaster who sets the tone and the standards within the House and is therefore of central importance in the pupils' lives.

The Housemaster's overriding aim is to enable each pupil in their care to achieve his or her full potential in all aspects of School life within a safe and harmonious setting: they are helped to do this by a dedicated team of Tutors and a Matron.

The aim of the post is to manage efficiently the staffing, organisation and resources of the House; to lead, safeguard and promote the safety, good discipline, wellbeing and development of all pupils in the House in order that they gain maximum benefit from membership of the House and School

The Housemaster will ensure that correct routines are followed in House, acting as in 'loco parentis', and is responsible for the wellbeing and safeguarding of children and young people in their care. The Housemaster is the main point of contact for the parents of the pupils in their house. He/she oversees all aspects of the pupils' welfare, including academic welfare and their wellbeing.

Main Duties

I.	<p>Managing the Resident Tutor, Matron, Senior Tutor and Tutors:</p> <ul style="list-style-type: none">• Ensure that roles are clearly defined and train and update staff on the School's guidelines, policies and procedures for wellbeing and Child Protection, countering bullying, substance misuse, health and safety, and the School's expectations of behaviour, so that staff are aware of the appropriate responses in these areas.• In liaison with the Senior Deputy Head / Head of Boarding, plan, implement and review staffing structures; to promote the wellbeing, safety and security of all pupils at all times when they are in the House's charge; to ensure that adequate arrangements for "back up" cover are made.• Develop and manage the Tutor and House Prefect teams, so that they can play their part in carrying out effectively the tasks that follow, according to their particular roles and responsibilities.• Manage and support the House staff team to enable them to carry out their duties effectively.• Ensure that all members of the team (Resident Tutor, Senior Tutor, Matron and tutors) are familiar with the School's policies and procedures for Wellbeing and Child Protection, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas.
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	<ul style="list-style-type: none"> Attend regular meetings with the Senior Deputy Head / Head of Boarding, Housemasters/mistresses, Health Centre Nursing staff, Chaplain, Headmaster, as required. Ensure that the house team manages the house and its day to day routines in such a way as to promote the wider aims of the School and to ensure parity and fairness across the houses as a whole.
2.	<p>Maintaining and developing House ethos</p> <ul style="list-style-type: none"> Ensure that House staff, parents and pupils understand the aims and objectives of membership of the House, and the principles on which community life in the House is based. Develop in the pupils a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
3.	<p>Overseeing the safety, good discipline and pastoral wellbeing of all members of the House.</p> <ul style="list-style-type: none"> Be aware of the implications of the Children and Young People (Scotland) Act 2014 [including the GIRFEC approach], National Care Standards (School Care Accommodation Services) and Education Scotland quality indicators with respect to the care and wellbeing of all pupils in the House and of the SSSC 'Codes of Practice' for employers and employees. Keep abreast of current educational developments in the context of Boarding and Pastoral Care / Guidance and to ensure that their professional development is recorded and reflects the requirements of the relevant statutory legislation and best practice. Play an active role in reviewing performance in relation to Care Inspectorate standards. Keep appropriate records of pupils' progress, wellbeing, health, emotional problems, achievements and conduct; to provide such reports and references as may be reasonably required including UCAS references for Sixth Form. Observe the School's policy and protocols concerning records and GDPR. Work within the School's disciplinary policy and ensure the rules are clear and adhered to by pupils and take appropriate steps when rules are breached, including consultation with the Senior Deputy Head / Head of Boarding and Headmaster.
4.	<p>Management of the House accommodation and provision</p> <ul style="list-style-type: none"> Liaise with the Estates Manager and his representatives, so as to ensure that the safety and quality of the House accommodation is of a high standard and at all times is fit for purpose in meeting the welfare needs of all members of the House. Support the Matron in her supervision of the Domestic team to ensure the standard expected in relation to the upkeep, cleanliness and good order of the house. Be responsible for the expenditure of the House fund and any other budgets relating to the House for which they have responsibility and to ensure that proper accounts are kept, for use by Accounts department and the Bursar, if required. In conjunction with the Senior Deputy Head / Head of Boarding, review and amend the annual House Development Plan based on an audit of the work done in the House to optimize use of facilities and to safeguard and promote the wellbeing and development of all members of the House community.
5.	<p>Supporting the academic performance of members of the House.</p>

	<ul style="list-style-type: none"> • Maintain awareness of the academic strengths and development needs of pupils in the House; liaising with the team of Tutors to ensure that appropriate and relevant background circumstances of pupils are known and discussed; ensuring that the conditions and supervision in evening prep are conducive to effective academic progress. • Monitor performance of pupils in internal and external academic examinations in comparison to their potential from Baseline Testing and estimated grades. • Liaise effectively with academic staff and the team of tutors to support students' academic progress and be aware of the academic potential, performance and needs of all pupils. • In conjunction with academic staff, develop strategies that enable all pupils to achieve the best they can academically. • Ensure that teaching staff, where appropriate, are made aware of background circumstances that might affect the students' academic performance and wellbeing provision. • Provide, in conjunction with the Tutor Team, the Deputy Head Academic, Director of Studies and Careers Department, advice and support on planning and decisions for subject options and options and choices beyond School.
6.	<p>Supporting the health, wellbeing and personal development of members of the House.</p> <ul style="list-style-type: none"> • Ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised. • Promote participation in a full and varied programme of extra-curricular activities by all pupils. Provide opportunities for groups within the House to participate in House activities and outings. • Liaise with the Matron, Health Centre Nurses and School Medical Officers to ensure that pupils' medical requirements are properly catered for and encourage pupils to adopt a healthy lifestyle. • Liaise with the Matron to ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily and ensure that pupils treat the belongings of others, and the fabric and furnishings of the House, with respect. • Facilitate the counselling of pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural obstacles they may have. Liaise with the Housemaster/Housemistress of the pupils' siblings, if appropriate and inform the Senior Deputy Head / Head of Boarding in line with standing orders and School policy as outlined in the Staff Handbook and fulfilling the requirements of the School's Wellbeing and Child Protection Guidelines. • Support the School's disciplinary policy and, by encouragement and reward and a clearly understood and fair system of sanctions, foster acceptance of the rules and expectations of pupils' behaviour in the House and School; to inform the Senior Deputy Head / Head of Boarding via the Incident Report System of any incidents which would require sanctions beyond the remit of the House or any referral to outside agencies
7.	<p>Taking responsibility for the professional development of all house staff.</p> <ul style="list-style-type: none"> • Implement an annual review/appraisal of Tutors' and Matron's performance and development in accordance with the School's procedures. • Working with the Senior Deputy Head / Head of Boarding, ensure that members of their team have access to Professional development opportunities and that first aid training is kept up to date where relevant. • Induct and develop the House Prefect team in accordance with the Schools' Wellbeing and Child Protection Guidelines, expectations of pupils' behaviour and anti-bullying policies.

8.	<p>Communicating effectively with Parents</p> <ul style="list-style-type: none"> Promote, cultivate and use every opportunity to build positive contact and communication with parents. Ensure that parents are fully informed about their child's progress and wellbeing. Keep parents apprised of the academic progress of their children in conjunction with academic staff and tutors. Ensure that family incidents and problems are brought to the attention of those who need to know.
9.	<p>To Take Responsibility for Personal Professional Development</p> <ul style="list-style-type: none"> Be responsible for undertaking personal development to enhance pastoral leadership and management skills and competencies, as agreed with the Senior Deputy Head / Head of Boarding. Identify other key areas for personal development in knowledge and skills which will enhance the development of the School's provision in line with the House and School Development Plan. Participate in staff review and appraisal arrangements in accordance with the school's procedures.
10.	<ul style="list-style-type: none"> Conduct 'Prospective Pupil / Parent Tours' as agreed with the School Admissions staff Perform any other key tasks which the Senior Deputy Head / Head of Boarding and/or Headmaster may reasonably assign

Person Specification

Attributes	Essential (E) / Desirable (D)
Qualifications	
A good honours degree with a postgraduate teaching qualification	E
Ability to gain GTCS registration by start date	E
Evidence of continuous professional development such as a BSA qualification	E
A current UK driving licence (preferably with DI classification)	E
Experience	
Experience of working in a boarding school environment	E
Experience of residential work in a boarding school environment	D
Experience of teaching at a senior school level	E
Skills	
A well-organised classroom practitioner	E
Outstanding communication skills, with the ability to convey sensitive information to parents, colleagues and other partners	E
Understanding of Health & Safety & Child Protection legislation within Education	E
Ability to create an inspirational, homely, supportive and appropriately challenging living and learning environment	E
Ability to manage and lead a team of staff in a fair, consistent and open manner	E

IT literate and confident in the use of a school management system, preferably iSAMS	E
Good observation skills to record, document and share key information	E
Personal characteristics	
Passionate about education and working with young people, recognising individuality in young people	E
Willing to solve problems and support young people in an empathetic manner	
Commitment to the values and culture of the School and to the full boarding experience	E
Adaptable and comfortable working in a fast-paced environment which can be unpredictable at times	E
Resilient, calm and patient	E
Able to win the respect of pupils and staff, acting as a role model at all times	E
Well organised with the ability to prioritise work to meet deadlines	E
Able to maintain confidentiality with tact, diplomacy and discretion	E
Highly articulate, confident, positive and dynamic	E
Flexible with the ability to adapt to changes in work schedules	E
Confident, self-motivated and proactive	E
Able to work independently and as part of a wider team in a collaborative, inclusive manner	E
Ability to maintain close and harmonious relations with work colleagues at all levels	E

Terms & Conditions

Remuneration

Competitive salary; commensurate with experience.

Other Benefits

Freeland Accommodation (a linked House with Council Tax paid and an Allowance provided for Heating and Lighting).

Membership of the Teachers' Pension Scheme with SPPA.

A generous school fee remission of 80% on day fees.

Meals when on duty during term-time.

Other Info

As the work is in a school context, you will be required to attain PVG membership. You should, if possible hold a valid full UK driving license and must be eligible to live and work in the UK.

APPLICATION PROCESS

Further details of the School are available on the School's Website www.strathallan.co.uk

A completed application form along with a CV and covering letter should be emailed to hr@strathallan.co.uk or posted to the HR Manager, Strathallan School, Forgandenny, Perth, PH2 9EG

The deadline for applications is Wednesday, 2 February 2022 (12 noon).

Interviews will most likely be scheduled for week commencing 14 February 2022.