



Tom Lawson MA (Oxon), Headmaster

# Hsm of Nugent House

September 2022

## Introduction

The College seeks to appoint an exceptional individual to be Hsm (housemaster/housemistress) of Nugent House from September 2022. The right person will have a marvellous opportunity to work in a stimulating environment, where resources, buildings, colleagues and pupils all strengthen the process of teaching and learning.

We are looking for someone who understands the value of first class pastoral care. The College creates a vibrant and supportive atmosphere where each individual is known for who they are and actively encouraged to achieve academically and socially to their fullest potential. The Hsm should be motivated by a real desire to properly know the girls in their care, but appreciate that such care requires clear structures and boundaries for the girls to thrive in.

## The College

There are not many top senior independent schools in Britain where you can take a six-minute stroll and find yourself on the doorstep of a national park, an international tennis venue, a county cricket ground, two challenging golf courses, award-winning beaches, theatres, a modern art gallery, a brand new shopping centre with state-of-the-art cinema and a mainline station to London (85 minutes), London Gatwick Airport (55 minutes), and Ashford International (direct trains to Europe).

Founded over 150 years ago, today Eastbourne College reaches out like never before, connecting its boarding and day pupils with the raft of opportunities that abound within a few hundred metres of the College and beyond. The College's learning environment is second to none thanks to its £33 million Project 150 (P150) development, an outstanding, supportive house system, and a timetable which optimises educational contact time, provides guided optional Saturday morning enrichment sessions, and promotes a busy calendar of competitive sport and time to socialise.

## Turning out people of character

The College has got into a tradition of stimulating academic success while developing people of good character; good people that others want to be with. In 2021, 82% of A-level grades were awarded at A\* or B. Maths, English, the sciences, the humanities, languages and creative arts continue to be beacons of excellence, and the vast majority of pupils achieved A-level grades that enabled them to access top courses at the leading universities at home or abroad. Healthy learning for the long term and an extra-mile approach to pastoral care are the guiding principles that underpin an Eastbourne College education. The College takes a gold-standard approach and consistently ranks in the top 4% nationally for academic 'value added'.

## World-class campus

In 2019, Dame Katherine Grainger DBE officially opened Eastbourne College's Project 150 (P150). The £33 million P150 development places the College at the forefront of learning environments in the UK.

Facilities include:

- 32 state-of-the-art classrooms
- two technology suites
- cricket pavilion with live-stream video analysis
- dance studio with sprung floor and ceiling recess for ballet lifts and throws
- large Sport England compliant sports hall (5 badminton courts long) enabling year-round multi-sport training
- Sport England compliant six lane 25m indoor swimming pool
- fitness suite for elite and inclusive participation, comprising cardiovascular machines (skiing, rowing, running, spin bikes and cross-trainers), free weights and cross-fit area, sprint track, and stretching / Pilates area
- two glass-backed squash courts
- alfresco-feel dining hall
- Tim's Cafe, including comfy sofas, widescreen HD TV, full barista service and WiFi for catching up on studies (ideal preparation for university and beyond)
- stunning entertainment and exhibition spaces.

More information about the College may be found by visiting the website:

[www.eastbourne-college.co.uk](http://www.eastbourne-college.co.uk)

## **Nugent House**

### **History**

Designed by architect Euan Rumble, the house was built about 1870 and purchased by the College in 1955 thanks to a bequest worth £20,000 in the will of Arthur Nugent, a former member of the London Stock Exchange who had been in Wargrave House 1891–98. This bequest was 'in memory of happy days at school'. Initially, Nugent was a 'holding' house for boys waiting to enter their permanent houses, but in September 1969, the first girls joined the sixth form.

Throughout the 1970s, 80s and 90s more and more girls joined the College and Nugent, a sixth form house for girls spread between two buildings, expanded as a result. Eastbourne College became fully co-educational in 1995 and Nugent started taking all age groups in 2005, a massive extension being built on the back of the old house in the same year. (The annexe is now staff accommodation.) Consequently, Nugent now boasts luxurious and state-of-the-art accommodation, and houses 55-60 boarding girls aged between 13 and 18.

### **Facilities**

The house enjoys fabulous facilities, including a large open-plan common room complete with TV and DVD player and a baby grand piano which was donated to the house. The house is equipped with everything the girls may need and aims to provide space for independent work and prep as well as space where the girls can relax and socialise with each other. We also have a dance studio and a lift (very useful for transporting those heavy trunks).

Each girl is assigned a room in Nugent where she will do her work and keep all her books and other belongings. All Year 9s share rooms of three, and their prep will be supervised in the common room initially. In the following years the girls will move to spacious double rooms. There are a small number of single rooms for Years 11–13 and all the girls in the Upper Sixth will have a single en suite room. Two thirds of all rooms are en suite. At the end of each term the rooms have to be cleared and usually the girls (except the Upper Sixth) change rooms and/or roommates each term. This is done for social reasons to encourage them to work with different people.

The kitchen is equipped with kettles, a microwave, fridge and some basic cooking utensils. Girls can make drinks, toast and small snacks when they wish. All main meals are taken in the College dining hall and these are compulsory. In total there are five galleys(kitchens) one on each floor.

## The Post

The Hsm of Nugent House has a duty to ensure that every child in the house is known for who they are and that the challenge and support each child receives across a broad educational experience is monitored and adjusted appropriately. The Hsm plays a pivotal role in ensuring that each child is given the best possible chance to grow and develop for the very long term. As a shepherd of an educational community, the Hsm should constantly strive to develop by example and embody the College's high expectations and core values.

Whilst all staff have a duty of care for pupils, the Hsm acts as in *loco parentis* for their own house during the College day. The Hsm is expected to operate effective and proactively managed lines of communication with parents and guardians and to ensure that the 'parent-pupil-College triangle' operates for the benefit of all involved. To do so, there must be open lines of communication between the Hsm, Deputy Head (Pastoral), Second Master and Headmaster, teaching staff, matron, medical centre and other key members of staff. Each Hsm will make a strong individual contribution to the whole pastoral team, securing the highest possible standard of care across the College.

Hsms are expected to manage efficiently the staffing, organisation and resources of the house and to provide for the safety, good discipline and pastoral wellbeing of all pupils within it. In addition, a key component of the role is to work with the Admissions and Marketing Department to market the house and College to prospective pupils, their parents and to feeder schools.

All Hsms are expected to fulfil the duties detailed in the job description for an Assistant Member of staff, within the bounds afforded to them by their senior pastoral role. This will involve the teaching of approximately 50% of a full academic timetable.

Further expectations of the role are detailed below.

## Job Description

1. **Job Title:** Hsm (housemaster/housemistress) (Boarding)
2. **Responsible to:** The Deputy Head (Pastoral), reporting to the Second Master and Headmaster.
3. **Responsible for:** A team of house tutors assigned to the house, domestic staff working in the house, house prefects and pupil members of the house.
4. **Duties and Responsibilities**

## Pastoral Leadership

- a) To get to know all pupils in the care of the house to ensure that the individual strengths, weaknesses, and other needs of each pupil are identified and known by staff.
- b) To develop the individual opportunities, talents and potential of each pupil in the house to the maximum and in the widest possible sense (intellectual / academic; sport; service and leadership; culture and spiritual)
- c) To develop the structures and care in the house so that each individual knows that they are valued.

- d) To develop a positive ethos and community culture for pupils; a respect for College values and in particular to be aware of the problems of others, and to offer support and help for each other as appropriate.
- e) To ensure that house staff, parents and pupils understand the aims and objectives of the house, and the principles on which the life of the house are based.
- f) To use every opportunity to cultivate contact and communication with parents (both directly, via tutors and face-to-face, by hosting regular Receptions and Forums) to ensure that they are fully informed about their child's progress and welfare; to ensure family issues are brought to the attention of those who need to know.
- g) To support and uphold the College's disciplinary policy, and by appropriate use of rewards and sanctions ensure that the system is clearly understood and recognised as fair.
- h) To foster an acceptance of the Code of Behaviour and College Rules and the house rules; informing the Second Master and Deputy Head (Pastoral) of any serious disciplinary issues and of all cases of bullying, drugs, smoking, alcohol abuse and sexual misconduct.
- i) To liaise with parents, the Medical Centre, matron and the Catering Department to ensure that pupils' medical and dietary needs are provided for.
- j) To fulfil the Charity's policy on Safeguarding and Child Protection; to inform the Second Master and Deputy Head (Pastoral) (as DSLs), of any concerns with regard to risk of harm to a pupil.

### **Academic Leadership**

- a) To ensure the conditions and supervision in the house allow students to make effective academic progress; to liaise with tutors over electronic Report Cards (eRCs) and to regularly discuss academic progress with pupils, completing a comment on each pupil's eRC.
- b) To liaise with the futures department in providing advice and support for higher education choices; to oversee the preparation of UCAS application forms, including personal statements, and to write the College reference.

### **Administration**

- a) To be responsible for house expenditure in accordance with College policy.
- b) To submit a draft budget for any house repairs / maintenance to the Finance Bursar, in discussion with the Deputy Head (Pastoral) and the Second Master.
- c) To be familiar with all College policies pertinent to the role.
- d) To be aware of the implications of the National Minimum Standards for Boarding Schools (NMS) for welfare and pastoral care in the house To keep up to date with best practice in pastoral aspects of secondary education, through seeking out relevant training courses with which to develop as a practitioner.
- e) To keep suitable records of pupils progress, welfare, health, achievements, aspects concerning duty of care (e.g. travel and home supervision arrangements) and misconduct; to provide such reports and references as may reasonably be required.

- f) To work with the Maintenance and Facilities Departments regarding all aspects of house maintenance, repair and presentation, both in term time and in support of the holiday letting programme.
- g) To assist the Maintenance Manager in their management of works to be done to the house.

### **Leadership of Staff**

- a) To lead and manage a team of house tutors to ensure that all pupils in the house are properly cared for, encouraged and supported, including: (but not exclusively) through:
  - b) Ensuring adequate supervision during the College day.
  - c) To ensure that all house tutors meet with all tutees at least once weekly.
  - d) To hold regular meetings of house tutors.
  - e) To be proactive in developing the tutoring / pastoral skill-set of each tutor working in the house.
  - f) To provide the adult members of the house team with a clear statement of their roles and responsibilities.
  - g) To appraise the performance of each tutor in the house team as part of the College's annual appraisal scheme, in order to both motivate and develop performance.
  - h) To ensure that all members of the house staff team are familiar with the College's policies and procedures on Safeguarding and Child Protection, countering bullying, substance misuse, health and safety, and are aware of appropriate responses in these areas.
  - i) To be the person to whom the matron assigned to the house report to on a daily basis

### **Co-curricular**

- a) To play an active role supporting the co-curricular programme as directed by the Deputy Head (Co-curriculum)

### **Safeguarding duties**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Charity's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns to the College's Designated Safeguarding Lead or, if he/she is the College's DSL, to the Headmaster and relevant agencies.

The post holder will be engaging in regulated activity.

### **General**

- a) To assist in the promotion and marketing of the College through tours, Open Day hosting, prep school liaison and other opportunities directed by the Headmaster.
- b) To meet regularly with the Deputy Head (Pastoral) to discuss pastoral issues and the functioning of the house.

- c) To undertake an annual appraisal with the Deputy Head (Pastoral) including management and welfare targets for the coming year.
- d) To be in attendance at weekly Hsms meetings.
- e) To attend staff meetings as requested by the Headmaster.
- f) To carry out any other duties associated with the role as requested by the Headmaster or Senior Management Team.

In making the appointment the Headmaster will have regard to the experience and potential specifically exhibited by candidates. The exact delineation of responsibilities will be determined by the strengths and interests of the appointee.

This job description may be altered to meet changing educational context at the discretion of the College.

### Person Specification

Applicants should be able to demonstrate the following:

| Attribute                | Essential   | Desirable  |
|--------------------------|---|--|
| Education and Training   | <ul style="list-style-type: none"> <li>• Educated to good degree standard in any discipline that supports the College's academic curriculum</li> <li>• Evidence of continuous personal and/or professional development</li> </ul>   | <ul style="list-style-type: none"> <li>• Teaching qualification</li> <li>• Experience of teaching Business, Economics or Physical education</li> <li>• Higher degree</li> </ul>                      |
| Knowledge and Experience | <ul style="list-style-type: none"> <li>• Prior experience of the pastoral care of children and young people</li> <li>• Involvement in, and support for, co-curricular activities relevant to the College</li> </ul>   | <ul style="list-style-type: none"> <li>• Schools experience</li> <li>• Experience of working in a boarding / residential environment</li> <li>• Current mental health issues in teenagers</li> </ul> |
| Skills                   | <ul style="list-style-type: none"> <li>• Excellent communication and listening skills</li> <li>• Strong organisational and administrative skills</li> <li>• A high level of ICT competency</li> <li>• An inclusive manner and the ability to work in a team</li> <li>• The ability to interpret quantitative and qualitative feedback; to monitor and evaluate</li> </ul> |  |
| Personal Qualities       | <ul style="list-style-type: none"> <li>• A belief in the College's core values and the determination to uphold them</li> <li>• An ability to set deadlines, meet them and manage expectation against them</li> <li>• An ability to build, foster and sustain positive relationships with all in the College community</li> </ul>  |  |

|  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"> <li>• Patience, compassion, courage, resolve and objectivity.</li> <li>• Dedication, loyalty, commitment and positivity</li> <li>• Capacity for hard work</li> <li>• Being a positive role model for all in the College community by virtue of approachability, personal conduct and standards of expectation.</li> </ul> |  |
|--|--|--|

## Salary and Conditions

The College has its own salary scale and the successful applicant will be remunerated at a level representing their qualifications, skills and experience. Specifics of this can be discussed with the Headmaster at interview.

The College offers generous packages of additional benefits and pay; all staff are on a salary scale above the national average and have opportunities for salary progression.

It is an expectation that the Hsm of Nugent House will be resident in the family accommodation provided within the house.

The successful candidate will also benefit from a generous rate for the education of their own children, both at the College and at St. Andrews Prep.

The College is a non-smoking establishment and an equal opportunities employer.

## Safeguarding Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

## Equal Opportunities Statement

Eastbourne College (Incorporated) is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

## How to Apply

To apply, please visit [www.eastbourne-college.co.uk/contact/employment-opportunities](http://www.eastbourne-college.co.uk/contact/employment-opportunities) and click the **Apply Now** button to complete the mandatory application form.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

Please provide two or three referees, from whom we will request references should you be shortlisted for the post.

- One referee must be your current or most recent employer (for teachers this means your head, or a line manager's reference countersigned by the head).
- Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends or current employees of Eastbourne College or St. Andrew's Prep.
- Referees will be asked about whether you have been the subject of any safeguarding concerns.

For further information please contact [applications@eastbourne-college.co.uk](mailto:applications@eastbourne-college.co.uk)

All applications must be received by noon on **1 December 2021**.

All candidates will be contacted shortly after the closing date with interviews taking place at the College thereafter.

### **Postscript**

There are many attractions to working at Eastbourne College, not least its location on the south coast in the sunniest part of the country.

The College provides a safe urban environment in an attractive part of a peaceful town where pupils have easy access to shops, cinemas and theatres at appropriate times, and this strengthens the pastoral experience. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes). The beach and sea are a five-minute walk away and the South Downs (the newest National Park) are literally on our doorstep.

The College is a strikingly happy, cohesive and coherent community. We look forward to meeting you.

November 2021