



MILTON  
ABBEY  
SCHOOL

LEARN  
DIFFERENTLY

**Information for applicants**

# **Assistant Houseparent**

**Closing date: 28<sup>th</sup> February 2025**



Winner: **School of the Year** | Silver Awards: **Teacher of the Year** | **Student of the Year**  
Pearson BTEC Awards 2019

# About Milton Abbey School

## Introduction from the Head

Milton Abbey School offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing the attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities.

Our small size, exceptional pastoral care and great partnership with parents means that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets.

Throughout their time here, our students benefit from the support, inspiration, challenge and the encouragement of an extraordinary team of teaching, boarding and support staff, dedicated to enabling each pupil to achieve 'personal bests', in and beyond the classroom. I am delighted that you are considering joining our team.

**James Watson** | Headmaster

## Testimonials

"I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils." | **Milton Abbey School teacher**

"I'm so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication shown by staff is exemplary." | **Parents of a Sixth Form student**

"It's a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond." | **Sixth Form student**

"Milton Abbey has been the making of our son. From the teachers to the Boarding House team, and the friends he has made for life. It truly is a fantastic school." | **Parents of a Lower School pupil**

## **Our location and facilities**

The school lies in a secluded wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago. The two remaining Monastery buildings are used daily by the school – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings mean the school boasts a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities are on par with much larger schools, due to the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall. Staff are able to use these facilities as a benefit of working at the school.

## **Our management structure and ethos**

The school is run by the Head, supported by a Senior Deputy Head and three Deputy Heads responsible for the Academic, Co-Curricular and Pastoral elements of the school. We have an overall staff of around 120 people, some of whom work flexibly to meet the needs of the school at different times of the year. We are deliberately small, with around 225 pupils.

All staff appointed are expected to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and activities programme. All candidates for any roles are encouraged to celebrate their conventional and unconventional interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

# JOB DESCRIPTION

<b>JOB ROLE:</b>	Assistant Houseparent
<b>RESPONSIBLE TO:</b>	Head of Boarding through Houseparent
<b>JOB PURPOSE:</b>	Responsible for assisting and deputising for the Houseparent in the welfare, social and academic wellbeing, and development of the pupils in their House.

## Indicative Duties and Responsibilities

### *House responsibilities*

- Deputise for the Houseparent and promote the Aims of the School, adhering to the Staff Code of Conduct
- Working within consistent whole-school policies and procedures, help develop the distinctive culture of the House, in which: kindness and respect (of self and others) are central, the wellbeing of all is promoted and all feel a sense of belonging
- Be a visible presence around the House, and specifically on duty two nights a week, as well as undertaking weekend duties, as agreed with the Deputy Head Pastoral
- Working with Designated Safeguarding Lead, safeguard and promote the welfare of the pupils in the House
- Attend main school events and services.
- Reside in school accommodation throughout the term, and for at least seven days prior to the beginning of the Michaelmas term, two days before the start of other terms, and to be available throughout the term other than by arrangement with the Head.

### *Pupils*

- Provide sensitive pastoral care and support for the pupils in the House, in line with the Christian ethos of the school, acting as a positive role model
- Know each pupil in the House as an individual, ensuring that each one is challenged to develop his or her potential, in line with the school's aims and objectives
- Maintain close knowledge of each pupil's cognitive profile and any SEND requirements
- Promote the physical and mental health of all pupils in the House, encouraging healthy behaviours and choices
- Collate information about pupils and distribute to other staff as appropriate
- Assist with, and check, the travel and accommodation arrangements of pupils at half-terms and at the beginning and end of each term
- Observe pupils in lessons or activities, to promote optimal performance and advise colleagues on effective strategies with individual pupils
- Help organise activities and events – especially House Weekends – for the pupils in the House
- Proactively engage with parents and pupils to ensure strong pupil retention

**Parents**

- In liaison with the Houseparent, ensure prompt communication with parents over issues of pupil welfare and discipline
- Manage parental expectations, foresee problems and anticipate issues
- Establish good and appropriate working relationships with parents - and where applicable the Guardian for overseas parents - offering advice and guidance
- Ensure, through membership management of the Tutor team, that there is appropriate and accurate communication over academic progress and pastoral matters

**House fabric**

- Assist the Houseparent in the opening and locking of House at the start and finish of each term, at Exeat weekends and at half-terms
- Assist the Houseparent in ensuring that pictures, pupil work and other items of interest are displayed throughout the house to ensure that it has a family feel, and a clear identity

**Academic responsibilities**

Under the direction of a Head of Department or the Deputy Head (Academic):

- Contribute to the teaching of a Department
- Meet or exceed all aspects of Teachers' Standards

**Additional specific responsibilities**

- Contribute to the school's extra-curricular programme
- Contribute to the school's duty rota
- Participate in appraisal arrangements
- Attend weekly meetings with fellow House Staff and Senior Managers

# JOB DESCRIPTION

**JOB ROLE:** Teacher

**RESPONSIBLE TO:** Deputy Head Academic

**JOB PURPOSE:** To carry out the function of a teacher at Milton Abbey in accordance with the stated aims, policies and procedures of the School and the Department and to meet or exceed all requirements of the Teachers' Standards

Specific responsibilities include but are not limited to the following:

## **Duties and Responsibilities:**

- Deliver quality and engaging lessons throughout Key Stages 3-5.
- Plan effective teaching that is responsive to pupils' learning requirements.
- Adopt a positive, encouraging approach in the classroom while maintaining good classroom management and a supportive learning environment.
- Ensure prompt and effective marking and return of pupils' work, and to ensure use of assessment, recording and reporting on the development, progress and attainment of pupils.
- Maintain up-to-date records of attendance, assessment, planning, reports and communication with parents.
- Be aware of and provide for pupils with known learning differences, and identify new learning difficulties or other problems, referring them promptly to the House team and SEND
- Play an active role in the extra-curricular life of the Department, contributing to enrichment extension programmes, evening duties, on-site exhibitions, off-site trips and open days.
- Promote and facilitate the progress and well-being of pupils as tutees.
- Be aware of and provide for pupils with known learning differences
- Participate in ongoing professional development as well as attend meetings and other activities, both in and out of school, which provide opportunities for the exchange of views and collaborative work.
- Be committed to the full nature of a boarding school and willing to engage in a range of extra-curricular activities.
- Carry out administrative tasks and duties that are a part of school routine in a professional manner and to comply with all requirements as stated in the Staff Handbook and Code of Conduct.
- Any reasonable duties requested by the Head

**PERSON SPECIFICATION**

	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher Status	<input type="checkbox"/>	
Good honors degree in relevant subject	<input type="checkbox"/>	
Further specialism/experience in specialist subject		<input type="checkbox"/>
Evidence of commitment to continuing professional development		<input type="checkbox"/>
<b>Experience</b>		
Evidence of raising student achievement	<input type="checkbox"/>	
Awareness of current developments in education	<input type="checkbox"/>	
Strong track record of positive value-added teaching	<input type="checkbox"/>	
Strong track record of high success rate		<input type="checkbox"/>
Experience of undertaking Form Tutor role	<input type="checkbox"/>	
<b>Skills and abilities</b>		
Ability to demonstrate excellent teaching practice against the current Teaching Standards, teaching to A Level	<input type="checkbox"/>	
Demonstrate awareness of and ability to develop outstanding practice in teaching techniques	<input type="checkbox"/>	
Demonstrate an ability to work as part of a team	<input type="checkbox"/>	
Ability to devise strategies to ensure aspirational pupil achievement	<input type="checkbox"/>	
Evidence of effectively using assessment data to inform teaching and learning in your classroom	<input type="checkbox"/>	
Demonstrate high level of skill in giving effective and regular feedback to pupils on academic progress	<input type="checkbox"/>	
Ability to prepare Sixth Form pupils for University study	<input type="checkbox"/>	
Ability to be an energetic and supportive form tutor	<input type="checkbox"/>	
Ability to develop and sustain effective rapport with students and collegiate relationships with colleagues	<input type="checkbox"/>	
Ability to manage and develop good relationships with parents, encouraging involvement	<input type="checkbox"/>	
<b>Personal qualities</b>		
Be able to maintain good relationships with pupils and exercise appropriate authority, and act decisively when necessary	<input type="checkbox"/>	
Be able to develop effective professional relationships with parents and colleagues, knowing how and when to draw on advice and specialist support	<input type="checkbox"/>	
The ability to communicate effectively (verbally and in writing) with all members of the School community	<input type="checkbox"/>	
Excellent organisational skills, ability to work under pressure and meet deadlines	<input type="checkbox"/>	
Commitment to the Milton Abbey aims and ethos	<input type="checkbox"/>	

Commitment to participation in Co-curricular programme	<input type="checkbox"/>	
Demonstrable commitment to treating others fairly, equitably and with dignity and respect.	<input type="checkbox"/>	
To promote the safety and well-being of all pupils	<input type="checkbox"/>	
Commitment to the School's safeguarding policies and procedures	<input type="checkbox"/>	
Demonstrate an understanding of Safeguarding responsibilities	<input type="checkbox"/>	
Demonstrate an understanding good practice at work, responsibilities in our duty of care of pupils and colleagues	<input type="checkbox"/>	



## TERMS OF APPOINTMENT

The following provides guidance, without prejudice, on the likely main provisions of a Contract of Employment. Contracts for each appointment will be bespoke to the role.

**Hours & Holidays** Milton Abbey term dates amount to the equivalent of around 30 full teaching weeks per annum. In addition to generous holiday periods between each half term, teaching staff also enjoy 3-day exeat weekends off during most half terms (typically Thursday lunchtimes until Monday morning). Whilst you will be very busy during term time, for the vast majority of the year, teaching staff are only 2 or 3 weeks away from an exeat or holiday period.

School term dates can be found here: [Milton Abbey - Term Dates](#)

**Salary:** A competitive salary is offered to the successful candidate depending on experience and qualification.

**Probation:** The position is subject to a 16-week probationary period.

**Pension:** Pension scheme offering employer contributions of up to 25.1% of salary together with the ability to sacrifice pension contributions for additional take-home pay. Pension scheme members also benefit from life assurance and sickness insurance.

**Medical Fitness:** Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

### **Criminal Check**

**(DBS):** As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

**References:** In addition, all new employees are required to provide two satisfactory references from two separate sources, one of sources should be from a previous employer. The school may also contact any previous employer, where the position has involved working with children or vulnerable adults.

## APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV but applications by CV alone will not be considered.

Further details may be obtained from our website or from HR email [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk) or telephone 01258 880306.

**Please address your letter to the Head, James Watson and send the letter, application form and any supporting paperwork to;**

### By post

Mrs Grace Brown  
Milton Abbey School  
Blandford Forum  
Dorset  
DT110BZ

### Or by email

[hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk)

We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

### Invitation to Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, one of which should be a birth certificate, the second should be a form of photographic ID (i.e.: current photocard driving licence, passport).
- Proof of address documentation, ie a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, eg marriage certificate, to confirm change of name.
- Where candidates have worked overseas, or who do not hold British Citizenship, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.