



## **Senior Houseparent**

### **About Horris Hill School**

Horris Hill School is one of the UK's leading boarding and day independent preparatory schools for approximately 120 pupils aged 4 to 13. It has an excellent reputation for delivering an outstanding all-round education, including successful entry and scholarships to many of the country's top senior schools. It is an exciting time of change and growth for the school. In September 2022 our beautiful all year-round Nursery opened, and we opened our doors to Girls in the Lower School. In September 2023, we will see our first cohort of Girls in the Upper School, as well as opening a Girls Boarding House.

Horris Hill is part of Forfar Education, a specialist school investment and advisory business, which partners with and manages a number of schools across the world, supporting them to become outstanding centers of excellence for pupils of all ages to learn and grow. Forfar Education is committed to working in close partnership with school leadership for the benefit of all pupils, celebrating each school's identity and strengths.

### **Facilities**

The School is set in 65 acres of beautiful Hampshire common land just south of Newbury, yet close to the M4 and only an hour from Heathrow airport. The School has continuously occupied the site for over 130 years and is a blend of older buildings from 1888 and also modern facilities, to include Sports Hall, Theatre and Music Centre and a newly opened Nursery.

### **Pastoral care**

The School is renowned for its nurturing ethos and the care of each individual pupil, an approach that underpins the success that pupils show in all areas. Our highly dedicated staff aim to produce happy, polite and academically successful pupils.

### **Destination of leavers**

About 25 pupils leave the School each year after Common Entrance at 13 years old for some of the top Public Schools, with many going on to Eton, Winchester, Marlborough, Radley, Harrow and Sherborne. With the cohort of girls joining us this September, we are beginning to form meaningful partnerships with Co-educational Schools.

### **Core Values**

Horris Hill is a family school, whereby children have the space to learn, play and grow in safety and security. Children develop as a result of the freedom that is given within the school. We promote flair within the children, building skills and encouraging them to achieve exceptional outcomes in all aspects of school life. These form our core values of Family, Freedom and Flair.



## Senior Houseparent

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|----------------------|---|
| <b>Job Title:</b>    | Senior Houseparent                                    |
| <b>Reports To:</b>   | Headmaster  |
| <b>Working Time:</b> | To be discussed at Interview                          |
| <b>Salary:</b>       | Dependent on experience, to be discussed at Interview |

**Horris Hill are looking for a Senior Houseparent to join the boarding team. This role will be responsible for running the senior boys boarding house. This role is integral in promoting the highest standard of safeguarding within the house and across the school, along with providing pastoral care to approximately 30 boarders in the care of this position. The Senior Houseparent will work closely with the Head of Boarding and Pastoral care to support and promote boarding across the school. A generous accommodation of a 4 Bedroom house is included with this role.**

### **Main Duties and Responsibilities:**

- To work with parents and staff to support the life of all senior boarders in the school.
- To create and supervise a rota of tutors to take duties in the boarding house
- To communicate effectively with parents and create opportunities for all boarders to effectively communication with home.
- To keep accurate registers of boarders and communicate effectively with the Headmaster and staff about the attendance of boarders at Horris Hill.
- To manage a pastoral tracking system at Horris Hill designed to monitor the pastoral welfare of boarders and find appropriate opportunities for interventions when needed.
- To provide opportunities for stimulation and challenge for boarders in the evenings and at weekends.
- To promote the highest standards of behaviour in the lives of boarders.
- To use restorative approaches to resolve incidents in the lives of boarders within the house.
- To work with the Head of Boarding and Pastoral Care to implement a dynamic and exciting weekend programme at Horris Hill.
- To make sure the National Minimum Standards of Boarding are fully implemented at all times and that the boarding house is compliant and inspection ready.
- To respond quickly and effectively to any concerns raised by parents or staff around boarding provision.
- To make sure pastoral care is properly differentiated in relation to the needs of each pupil.
- To create opportunities for parents and other stakeholders to be included in the boarding community.
- To teach an appropriate timetable across the school, supporting the full curriculum of Horris Hill.



HORRIS HILL  
SCHOOL

## Senior Houseparent

### Person Specification

- You should be patient, warm and supportive in your interactions with children.
- You should be innovative, creative and strategic in your planning.
- You should be prompt, decisive and accurate in your record keeping and communication.
- You should be courageous, resilient and determined in your approach to making and implementing decisions.
- You should be a team-player with a positive mindset, keen to be challenged and to respond with humour and optimism.

### Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

### Recruitment Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website [www.horrishill.com/vacancies](http://www.horrishill.com/vacancies). Please submit applications to [m.borzoni@horrishill.com](mailto:m.borzoni@horrishill.com)

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

**Applications will be considered as they are received therefore early applications are encouraged.**  
**Short-listed candidates will be contacted and asked to attend an interview soon after.**  
**Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.**

### Further Information

If you require any further information please don't hesitate to contact Mrs Millie Borzoni, HR & Compliance Officer on 01635 40594 or email [m.borzoni@horrishill.com](mailto:m.borzoni@horrishill.com)