



**TUDOR  
HALL**

## Housemistress INFORMATION PACK





## The Schools

### Tudor Hall

Tudor Hall is an independent boarding and day school of approximately 330 girls, of whom 75% are full boarders. The school is situated in parkland surroundings approximately one mile outside Banbury.

Tudor Hall is a successful school in many different ways – academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and provide the best possible platform for the next phase of their lives. The school has been well resourced over recent years and departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school typically occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom. Outcomes for Tudor pupils are excellent. In 2023 42% of A level grades were A\*/A and 68.8% A\*-B. At GCSE, 49.4% of grades awarded 9-7 (A\*-A) which is above the Independent School sector average and 79% of grades were awarded 9-6 (A\*-B).



### Carrdus School

Carrdus School is the Tudor Hall preparatory school. It is an independent co-ed day school for pupils aged 3 to 11 years old. Highly respected in the locality, it has a long record of academic success coupled with outstanding pastoral care. The School is situated just outside Banbury in a rural setting. It has approximately 110 pupils, single class entry and a staff of 30.

Both schools are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.



For further information about the schools, please visit [www.tudorhallschool.com](http://www.tudorhallschool.com) and [www.carrdusschool.co.uk](http://www.carrdusschool.co.uk)

## Boarding at Tudor Hall

Tudor Hall aims to ensure all boarders are valued members of the community, to provide an environment which develops confidence, independence and resilience, to provide an environment which nurtures and develops self-esteem and to create a safe environment where boarders are happy and able to realise their potential.

Boarding is at the heart of the Tudor Hall experience. An inclusive and progressive community, we embrace the diverse identities of all our boarders and the unique value each person adds to our school. Our horizontal boarding model enables Tudor Hall pupils to form strong, loyal, supportive relationships with peers and staff. There are 7 boarding houses, each with their own unique features, set up specially for the year group which they house. Each House is run by an experienced House team formed of a Housemistress/Houseparent's (Hm), Deputy Housemistress (DHms) and an experienced pastoral team of Matrons and Tutors. They are supported by our Boarding Assistants, Graduate Interns and Housekeeping teams. House teams work collaboratively with them to ensure that our boarders thrive during their time with us, and we can give them truly individualised care. Balance is key to our boarders' happiness: we encourage a holistic approach to their wellbeing, making the most of the myriad opportunities we offer during the school week and through our Weekend Programme, whilst also having rich home lives and relaxation time. Learning to live together cohesively is developed through communal living: boarders share dormitories with their peers up until the end of the LVI. In the UVI, independence is encouraged through single room dorms, shared social spaces and increased personal responsibilities and leadership opportunities. Tudor Hall's boarding provision is managed centrally to ensure consistency in our safeguarding systems, protocols, and procedures. The Boarding Team consists of Deputy Head Pastoral, Assistant Head Pastoral, Senior Housemistress, and the Boarding Coordinator who work together as a team alongside the House team to ensure the highest standard of boarding practice across the school.

### About the role

Being a Housemistress is a lifestyle as much as it is a career: it requires high levels of care, efficiency, courage and creativity in equal measure.

Our Boarding Team comprises a very talented and committed Housemistresses who all share a combined work-ethic whilst retaining their own unique personalities and approaches to caring for our boarders and day pupils. Whilst the Residential Boarding Housemistress role itself is undoubtedly demanding, it is also extremely rewarding and stimulating. Irrespective of pastoral or co-curricular responsibilities, the role of Housemistress is all-encompassing.

Together, we will work on all aspects of boarding and pastoral care across the boarding house; we will support each other and develop our brilliant boarders to be the leaders of the future. The job description may look daunting on top of an academic role, but you will be given timetable remission as part of your package, and essentially, I would be delighted to appoint a strong team player who is honest, committed, loyal, visionary, creative, talented, resilient, enthusiastic and ambitious.

Mrs Kate Simlett, Deputy Head Pastoral



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## Duties and Responsibilities

The specific responsibilities of a Housemistress include, but are not limited to:

### Pastoral

- establishing excellent rapport with the girls in their care which is based on trust, respect and knowing them as individuals;
- providing regular opportunities for the girls to discuss any areas of concern in confidence;
- monitoring the welfare of all girls in their care and managing their well-being, alerting relevant staff as necessary;
- meeting regularly with the relevant Group staff to discuss the pupils in their care;
- keeping abreast of all relevant boarding issues and attending Inset as required;
- contributing to termly reports to inform parents of their daughter's personal development;
- ensuring appropriate standards of behaviour are maintained in line with school policy;
- overseeing arrangements for the beginning and end of term;
- holding regular House meetings;
- being involved in all aspects of the care of boarders including meal supervision, medical appointments and the like;
- supporting girls through their academic programme;
- encouraging girls to develop and sustain their interests academically and across a balanced programme of co-curricular activities;
- ensuring a full and varied programme of activities in the House;
- allowing the girls to develop their sense of collective and personal responsibility in the school;
- liaising closely with the medical team;
- taking responsibility for their house, ensuring it is attractive, well-maintained and tidy;
- meeting regularly with deputies including a formal handover at the end of a duty period;
- encouraging close cooperation between boarders and day pupils;
- attending all functions and meetings as are appropriate to the role including whole school events, Inset, Parents' Meetings and events, Staff Meetings and Pastoral Meetings.

### Safeguarding

- responsibility for Safeguarding and Child Protection in the boarding house environment, including:
  - being conversant with the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House;
  - ensuring all girls in their care are aware of the school's Safeguarding, Anti-bullying and Drugs Policies and implementing such policies should the need arise;
  - ensuring the safety and security of all girls in the House at all times;
  - ensuring appropriate procedures are in place for excursions;
  - ensuring appropriate procedures are in place for signing in and out;
  - supervising regular fire practices and maintaining records as required;
  - ensuring that all aspects of the House conform to current Health and Safety regulations,
  - informing the Bursar of any possible issues.

### Administrative

- liaising with parents, academic staff and senior management on a regular basis;
- evaluating procedures and House Handbooks regularly and modifying as needed in discussion with SMT and in line with the National Minimum Standards for Boarding Schools;
- implementing appropriate administrative and record-keeping systems to ensure pupil records are kept up to date and that all relevant documentation is sent to and returned by parents;
- undertaking any other task reasonably requested by the Headmistress.



## General

- working with the Pastoral team to ensure minimum boarding standards are met and exceeded;
- leading form time assemblies on occasion;
- ensuring, the highest standards of behaviour and dress are maintained at all times;
- helping with the organisation of whole school events;
- attending all functions and meetings as are appropriate to the role including whole school events, INSET, Parents' Meetings and events, Staff and Pastoral meetings, and representing the school at Prep and feeder school events;
- undertaking any other task reasonably requested by the Headmistress.



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## Personal Qualities Required

- All House staff are expected to:
- be a positive, professional role model inspiring pupil to achieve the highest standards;
- be a good team player with a flexible and positive approach;
- have good interpersonal and communication skills;
- demonstrate an ability to manage discipline in a calm, fair and uniform manner;
- have enthusiasm and interest in the education and welfare of young people;
- have a strong work ethic;
- be committed to the full boarding ethos of the school;
- be able to support and extend the co-curricular life of the school;
- be in sympathy with the Christian ethos of the school;
- be an ambassador for Tudor Hall at all times.

All staff share the responsibility for safeguarding and promoting the welfare of the children and must adhere to, and comply with, the school's Safeguarding Policy.

Tudor Hall is committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.

The Housemistress will have either Monday 4pm – Wednesday 9.30am off or Wednesday 4am – Friday 9.30am during the week and an additional 24 hrs off every second in school weekend.

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## Terms and conditions as per Employment Contract

Post:	Housemistress
Hours:	Full time During school terms the employee shall work all school hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmistress for the proper performance of his/her duties.
Salary:	Subject to experience. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1 <sup>st</sup> September each year.
Probation period	One year
Holidays:	The employee shall be entitled to take as holiday all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may well be working days.
Pension:	A stakeholder pension is available after three months service, but if the post includes teaching responsibilities your service with the School is pensionable under the Teachers' Pension Scheme, and as an alternative the School offers a defined contribution pension scheme for teaching staff. Full details of both schemes will be provided on appointment.
Retirement:	The post currently has no normal retirement age, but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
Sick pay:	In the absence from duty owing to illness, salary will be paid for the following periods: In the first three months of service – 7 days In the first year of service, after three months – 4 weeks After the first complete year of service – 8 weeks If the post includes teaching responsibilities the employee's benefits during periods of authorised absence through illness or injury in accordance with a teacher's contract.
Notice:	The employee's appointment may be terminated by either party giving to the other not less than one full term's notice in writing.
Benefits:	Free meals when available, 40% day fee pupil discount at Tudor Hall and 40% day fee pupil discount at Carrdus School, pro-rata for part-time staff.

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## How to apply

Send a covering letter addressed to the Headmistress Ms Julie Lodrick summarising your suitability for the post along with a completed application form to Mrs Nicole Hamilton at Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR, or by email to: [recruitment@tudorhallschool.com](mailto:recruitment@tudorhallschool.com).

**Applications will be assessed in order of receipt. Please apply as soon as possible and not later than 13:00 on Tuesday 12 March 2024. Interviews will take place the following week.**





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