



BISHOPSTROW
COLLEGE

Houseparent

Candidate Information



Inspiring Futures Education



Bishopstrow College is an exciting and rewarding community in which to work and we are thrilled that you are considering making an application to join us. Our aim is to provide a safe, friendly and exciting place to live and learn and to contribute to a successful and enjoyable learning experience for our students. We are a caring, kind, well-organised boarding community where an atmosphere of respect and tolerance for others characterises professional and personal relationships and the day-to-day experience of both students and staff. We are all shaped by our environment and at Bishopstrow we are truly grateful for the beautiful physical and intellectual environment in which we live and work.

Inspiring Futures Education (www.ifedu.com) currently consists of two international schools: Bishopstrow College and Padworth College. Bishopstrow College is a leading independent international boarding school offering English language and academic pathway programmes to prepare international students, aged 7-17 years, for entry to leading boarding schools. The College educates up to 175 students each year on our beautiful campus in an Area of Outstanding Natural Beauty, on the edge of the ancient market town of Warminster and close to the attractive cities of Bath and Salisbury.

Boarding is central to the ethos of the College and the strong Bishopstrow College community enriches our students and helps them build strong friendships and connections. The safety and well-being of our students are of paramount importance and the Houseparent will be part of a boarding and pastoral team which leads by example, reinforcing our 'Five Virtues', which underpin all aspects of life at Bishopstrow: from staff to students, every single one of us strives to be: Kind, Polite, Organised, Hard-Working and a Team Player.

We are looking for someone with lots of ideas, energy, ambition and enthusiasm, alongside a calm, compassionate and nurturing nature. We would also like a colleague who will be kind to the community, who loves the company of people and is great fun to be around.

The successful candidate will demonstrate a commitment to nurturing and supporting young people and will be an excellent communicator. They will also have the ability to quickly win the respect of staff and students and to liaise effectively, when appropriate and necessary with parents, agents and guardians.

If this is you, then I look forward to meeting you and – if successful – working with you in the years to come.

Mario Di Clemente
Principal

Inspection Reports and Awards

A Regulatory Compliance Inspection conducted by ISI in September 2018 found that the College was compliant in all areas.

Previously, Bishopstrow College was inspected by OFSTED. OFSTED conducted a full inspection of Bishopstrow over a three-day period in September/October 2015. The College was awarded a 'Good' rating for overall effectiveness and Good ratings across all other categories. OFSTED made reference to the College's good teaching, which successfully engages students who arrive at the College with little English. The College's approach to pastoral care and calm and nurturing environment were also highlighted.

The College is also accredited by the British Council for the teaching of English to international students in the UK, under the Accreditation UK Scheme. Under the Scheme, accredited centres are inspected every four years. These external inspections assure that an accredited centre meets or exceeds the agreed quality standards in management, resources and environment, teaching, welfare and care of under 18s. In the last full on-campus inspection conducted by the British Council in 2016, the College achieved 13 Areas of Strength (out of a potential 15). As a result, the College was ranked fourth out of c.700 English Language Schools, Boarding Schools and International Study Centres accredited under the Accreditation UK Scheme.

"Strengths were noted in the areas of staff management, student administration, quality assurance, premises and facilities, learning resources, academic management, course design, learner management, teaching, care of students, accommodation, leisure opportunities and care of under 18s."

British Council Report

Each year, students graduating from Bishopstrow progress to more than 75 prep and senior schools across the UK and overseas. We are proud that our students secure places at some of the most prestigious schools in the UK, including The Dragon School, Papplewick School, Junior King's Canterbury, Cheltenham Ladies' College, Malvern College, The King's School Canterbury and Uppingham.



Location

The College is set in eight acres of beautiful grounds on the edge of the historic market town of Warminster, in an Area of Outstanding Natural Beauty (AONB). Warminster, Wiltshire's only city, has medieval splendour and plenty going on, with access to culture, countryside and good schools. Warminster has a wealth of independent retailers and a certain spirit; residents are proud of their town. There are many places of interest within easy reach, including Bath and the cathedral city of Salisbury. The natural landscape nearby is a key attraction, with Cley Hill, Longleat, Stonehenge and Cranborne Chase AONB all on the doorstep, providing a haven for walkers and cyclists.

Given the nature of its programmes, all of the students enrolled at the College are from overseas. There are up to 20 nationalities represented, with China, Russia, Thailand and Japan being the key 'source' markets. All students are boarders. With extensive gardens and playing fields, students are encouraged to spend plenty of time outdoors.

Warminster railway station (five minutes from the College) has good rail links, with trains running directly to London Waterloo and London Paddington stations. The College is also easily reached by road (M3, M4 and M5) and is close to UK gateway airports.



Life at Bishopstrow

Academic Life

Our courses are focused on preparing international students for entry into top boarding schools in the UK and overseas. A stimulating curriculum and range of syllabi are specifically adapted to develop the necessary skills and abilities for students to achieve success at Key Stage 2, 3 and 4. Students study 12-13 hours of English Language (per week) in order to ensure they reach the levels required for study at their appropriate age group in a mainstream boarding school. The remainder of the timetable consists of study in a range of core academic subjects, including Maths, Science, Geography, History and Business Studies. Extra-curricular activities, including daily sports, complement the academic programme.

The vast majority of students progress to leading boarding schools in the UK. Over the past few years, students have received offers to study at top prep schools, including The Dragon School, Papplewick School, Junior King's Canterbury and leading senior schools including Cheltenham Ladies' College, Malvern College, The King's School Canterbury and Uppingham.

Boarding Life

Boarding is central to the ethos of the College and the strong Bishopstrow community provides a home-from-home in a beautiful, calm setting. Boarding at Bishopstrow offers a happy and vibrant family environment. We encourage our students to learn to study and socialise together and to live their lives to their full potential, academically, socially and physically. The safe and nurturing environment allows a sense of independence to flourish.

Pastoral Care

The safety and well-being of students is of paramount importance and our trained residential boarding staff ensure the welfare of students from arrival at the College to their final departure. We maintain a high ratio of boarding staff to students, thereby ensuring a high level of supervision of students outside the classroom during the school week and throughout weekends. Being a small school, students and staff have the opportunity to get to know each other really well. Visitors often remark on the unique atmosphere they encounter at Bishopstrow and the relaxed, informal relationships they witness between staff and students.



Leadership and Governance

The Senior Management Team (SMT) is responsible for managing the College on a day-to-day basis and consists of the Directors (who are also the Proprietors), the Principal, the Director of Studies (Strategy), the Director of Studies (Operations), the Director of Global Engagement and the Head of Boarding. The SMT meets formally every fortnight, with regular communication between the team on a daily basis, to ensure the provision of the best service and support to our students.

The Principal of Bishopstrow College, Mario Di Clemente, reports to the Directors, Charlie Freer and Mark Jaynes. Alongside the Directors, he line-manages the Senior Management Team. Charlie Freer is also the Safeguarding Governor. This overall structure means that there is a good balance and fast decision making between the larger, strategic goals of the College down to the College's day-to-day needs.

In total, Inspiring Futures Education employs c. 80 people, including c. 40 staff at Bishopstrow College.



Role and Responsibilities

Houseparent

The Houseparent reports to the Head of Boarding and Deputy Head of Boarding and is part of the College's residential boarding team, which also includes Boarding Tutors and the Head of Sport.

Duties and Responsibilities

The following list indicates the main areas of responsibility and involvement.

Main Duties and Responsibilities

- Supervise and care for the international boarding students who attend the College.
- Take an active role in ensuring students' welfare and happiness.
- Implement the College's Health & Safety and Risk Assessment procedures for allocated activities.
- Support the Head of Boarding and the Deputy Head of Boarding by demonstrating experience through autonomy, initiative and actions, ideas and solutions.

Activities

- Plan and prepare in advance a programme of instruction for allocated activities, ensuring that participants receive appropriate instruction.
- Assist with the preparation of activities.
- Instruct, supervise and monitor participation in activities.
- Help with the organisation of student team-building activities and competitions.
- Monitor the use and borrowing of equipment, ensuring it is well maintained and stored appropriately.
- Encourage students to participate in all activities through enthusiasm, signing-up systems, notices, announcements, displays and personal contact.

Academic

- Supervise Prep sessions or run evening activities.
- Provide written feedback on students, via the College's reporting system (Individual Learning Plans) or as required.

Trips and Excursions

- Accompany weekend trips (according to rota) and excursions, assisting with the supervision of students and helping to explain the relevance of the places visited.
- Be responsible for sub-groups when either the Head of Boarding or Deputy Head of Boarding want to break a whole school group down to better manage, care and provide for the students.
- Act as deputy to either the Head of Boarding or Deputy Head of Boarding in the absence of one of the above on a whole school outing.

Pastoral

- Carry out pastoral duties including meal supervision, wake-up and supervision of students during their free time and at bedtimes as directed, demonstrating previous experience.
- Be 'On Call' during the night, looking after students with medical needs, investigating alarm activations (students trying to access electronics), etc.
- Maintain daily records of attendance and participation.
- Administer basic medication, keeping robust records, ensuring medicine levels are always maintained.
- Carry out duties associated with the arrangements for Arrival and Departure Days and ensure an appropriate programme of activities is available for students as they arrive.
- Attend staff meetings and contribute, as required, to other activities and events to ensure the smooth, effective running of the College.

Administration and Leadership

- Under the direction of the Head of Boarding, take responsibility for certain aspects of the administration of boarding or activities - e.g., the planning of certain trips or activities and/or drawing up Risk Assessments and other necessary documentation.
- Under the supervision of the Head of Boarding, lead certain trips, excursions or activities.
- Undertake specialist professional development courses to support and enhance allocated areas of administration and leadership.

For the purposes of this appointment, the Administration and Leadership section of this Job Description will be interpreted as follows:

- Lead the development and improvement of a specifically assigned part of the College's boarding provision - e.g., healthy eating.
- When required, support in the research and organisation of a number of weekend trips and activities during the year.
- Lead specifically assigned pastoral duties for the whole boarding team as required.
- Oversee the write-up and summarising of key messages of the termly Boarding Questionnaire.

This list of Duties and Responsibilities is not to be regarded as exclusive or exhaustive and, will be amended from time to time, in the light of the changing needs of the College.

All College staff are expected to:

- Support and contribute to the College's responsibility for safeguarding students.
- Work towards and support the College vision and objectives.
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm.
- Support colleagues and their work.
- Work within the College's Health and Safety Policy to ensure a safe working environment for all staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Adhere to College policies.
- Undertake continuing professional development training. This must be discussed with the Principal prior to acceptance to any course.



Person Specification

	Essential	Desirable	Method of Assessment
Qualifications		<ul style="list-style-type: none"> Degree or equivalent 	<ul style="list-style-type: none"> Certificates
Experience	<ul style="list-style-type: none"> Experience of working with children Experience of running activities 		<ul style="list-style-type: none"> Application Form Interview References
Skills	<ul style="list-style-type: none"> Flexibility Adaptability Initiative Ability to work as part of a team Ability to work autonomously Clear understanding of the post and responsibilities Excellent communication skills Excellent organisational skills Good sense of humour Warm and approachable 	<ul style="list-style-type: none"> First Aid skills Basic ICT skills Current, clean driving licence 	<ul style="list-style-type: none"> Application Form Interview References
Personal Competencies & Qualities	<ul style="list-style-type: none"> Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Positive attitude to using authority and maintaining good behaviour Willingness to undertake post-related training 		<ul style="list-style-type: none"> Application Form Interview References

Application Process

Bishopstrow College is looking for someone to take up this appointment in September 2022. -

Interested candidates who would like more information are invited to contact Mario Di Clemente, Principal, by email, to arrange a confidential discussion at principal@bishopstrow.com

Only applications submitted using the College Application Form will be considered, and all applications will be reviewed. The closing date for applications for this post is Friday 22 July. However, given how late we are in the year, we reserve the right to progress any applications we feel are of interest before then.

All applicants will be notified after the closing date, whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will normally be taken up prior to interview and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Qualification certificates (originals not copies) will be required at interview, as will proof of identity.

Candidates unsuccessful at interview will receive written notification.

The College is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the College's policies on safeguarding and promoting the welfare of children, as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

How to Apply

Candidates should complete the Application Form available on the Current Vacancies page of the College's website www.bishopstrow.com/about-us/current-vacancies/ and send this to recruitment@bishopstrow.com together with a covering letter, detailing your relevant experience, how you would intend to meet the challenges of the role and the particular qualities and strengths which you would hope to bring to the post.

Closing Date for Applications: Friday 22 July 2022

Interview Dates: w/c Monday 25 July 2022 or sooner if possible

Start Date: September 2022

Bishopstrow College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All placements are subject to enhanced DBS clearance.



Benefits of Working at Inspiring Futures Education

We promote the values of mutual respect and integrity at every level at Inspiring futures Education and we are an equal opportunities employer.

You will be joining a highly successful, well-regarded international school, with a warm, welcoming atmosphere and positive outlook. Bishopstrow College is also part of Inspiring Futures Education, where opportunities are sought for colleagues to work with and benefit from being part of a larger group. See www.ifedu.com for more details.

Remuneration – A competitive salary will be commensurate with the importance of the post and with the experience and qualities of the successful candidate.

Board and Lodging – This role comes with all meals when the College is open throughout the year, and separate ensuite accommodation in one of the boarding houses.

Pension Scheme – After successful completion of any probationary period, staff are eligible to join the College's Pension Scheme, administered by the People's Pension. Currently the contributions stand at 3% for employees and 5% for employers.

Development – You can look forward to a genuinely rewarding role as well as career development and support for professional studies, where appropriate. Whatever the role, we offer excellent training and development. We are also committed to promoting from within whenever we can, providing the opportunity to build a great future as we all grow at Inspiring Futures Education.

