



EPSOM
COLLEGE

Appointment of a
Boarding Housemaster/mistress
Granville House



Welcome...

Epsom College is an inspiring place to work, renowned for excellent all-round education. Founded in 1855 on the principles of 'benevolence and excellence' kindness, ambition, integrity and community are at the heart of everything we do. Named 'the UK's most-improved school' by The Sunday Times in 2024, we educate 1,150 girls and boys aged 11-18.

The College has grown significantly in the past seven years, with pupil numbers rising 40% as the result of the opening of our Lower School in 2016, and growth throughout the rest of the College. We admit pupils into Years 7, 9, and 12, and each year around 220 new children join our community, with an average of five pupils applying for every space.

Epsom is a happy school. Almost all our pupils remain with us for their A-levels, and staff retention is equally strong. Around 60% of staff live onsite, which lends the College a real sense of community and togetherness.

From 8am until 6pm, our 72-acre campus is alive with learning; academic lessons also take place on Saturday mornings meaning that pupils have time each day to learn and develop outside the classroom. Our co-curricular programme – which features a vast array of clubs, societies and activities each week – is award-winning (picking up the 'Best of the Best' accolade from The Week for six consecutive years); our CCF is one of the largest in the UK; and our Duke of Edinburgh programme currently has over 100 pupils completing their Gold or Silver award.

In addition, our timetable features wellbeing lessons, an award-winning Personal Social Development offering, and an hour each week for volunteering in the community. Last year Epsom pupils gave 9,830 hours of their time to help local charities, schools, and community groups.

When pupils aren't busy with all of the above, they can relax and catch up with friends in their House. We have 13 single-sex Houses for all our pupils from Year 9 upwards (whether they are day pupils or boarders).

This combination of single sex accommodation within a co-ed environment gives us the best of both worlds.

The fact our houses are physical buildings, where pupils can step through the door into a space that's entirely their own, is key to the success of our pastoral programme. This was part of the reason why Epsom was named Independent School of the Year for Student Wellbeing (2022-23).

Sport is central to the College. We have been named the top co-ed school for sport in south east England, and compete in county and national finals in all our major sports across all age groups. Over 22 sports are offered to our pupils, and the aim is to encourage participation for all – we regularly field D and E teams, and see an average of 90% of pupils playing competitive fixtures.

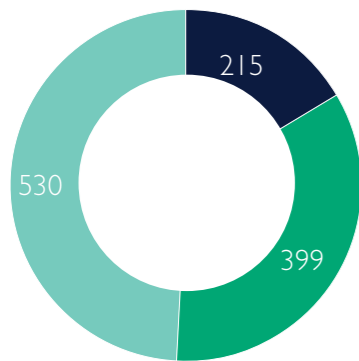
Our focus on delivering an all-round education, that develops the whole child, is regularly celebrated. In the past four years, in both the TES and Independent School of the Year Awards, we have been a finalist in the categories of Boarding School of The Year, Co-Ed School of the Year, SLT of the Year, Creativity in Teaching, Student Wellbeing, Community Initiative, and Sporting Achievement. We were voted the overall winner at the Independent School of the Year awards (2022-23), and the Sunday Times' most improved school in the UK for 2024.

We hope that you are excited by the opportunity to come and join the fantastic teachers and support staff who work here.



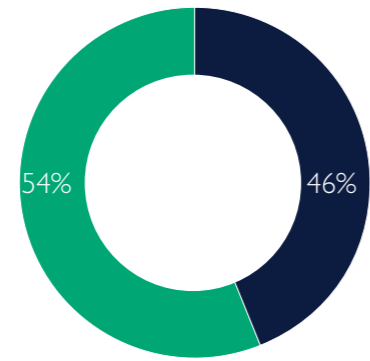
Epsom In Numbers

1,144
PUPILS



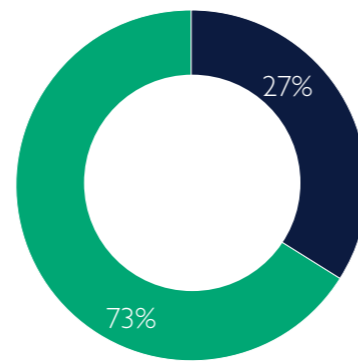
■ Lower School (Years 7-8)
■ Sixth Form
■ Years 9-11

100%
CO-EDUCATIONAL



■ Female
■ Male

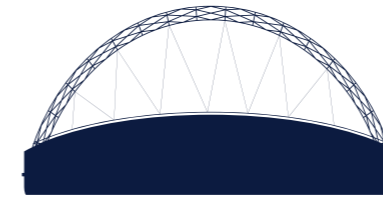
DAY & BOARDING
FROM YEAR 9



■ Boarding
■ Day

72-ACRE CAMPUS

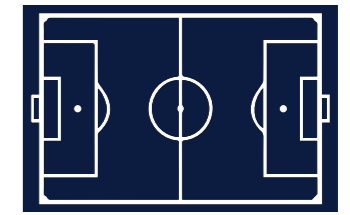
It is rare for a College this close to London to have such an abundance of green space. To give you a sense of the size of our stunning grounds, the College can easily accommodate:



8
Wembley Stadiums



30
Trafalgar Squares



55
Football Pitches

ONE OUTSTANDING COMMUNITY

Every pupil at Epsom belongs to a House. Lower School pupils are day only and placed into four co-ed Houses. From Year 9 onward, all pupils join one of 13 single-sex Houses - whether a day pupil or a boarder.



■ Girls - 70-80 pupils in each House



■ Boys - 70-80 pupils in each House

£20m +

spent modernising all Houses in the last six years

BREADTH OF OPPORTUNITY



133
Teaching Staff



380
Operational Staff



8,500
Community Service Hours a Year



25
Subjects Offered



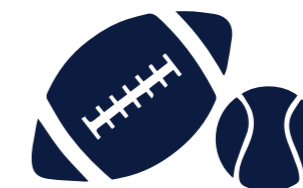
100+
Charities and Projects Supported



15
Miles from Central London



150+
Clubs, Societies & Activities Every Week



22
Sports Played Competitively



90%
Pupils Represented Epsom In The Last Two Years Of Competitive Fixtures

A Great Place To Work

One of the happiest places to live in Surrey, surrounded by open space, a beautiful campus and supportive colleagues. Epsom College is the Independent School of the Year, and a great place to work.

Here are five reasons why...

REASON 1: HAPPINESS

- The second happiest place to live in Surrey – according to the ONS (2021)
- The seventh happiest place to live in the UK – according to Rightmove (2017)
- Independent School of the Year: Student Wellbeing (2022-23)
- One of only four UK boarding schools to win Gold from the Carnegie Centre for Excellence in Mental Health in Schools, for the wellbeing of our staff and pupils
- 60% of staff live on-site, creating a warm welcoming community

REASON 2: LOCATION

- Two train stations walking distance from the College, with trains to Victoria and Waterloo
- Only 15 miles from Central London
- 30 minutes from Gatwick
- 45 minutes to Heathrow

REASON 3: OUR CAMPUS

- Nestled on the edge of the Surrey Downs, and the Surrey Hills Area of Outstanding Natural Beauty (AONB)
- Epsom College itself is situated within a 72-acre Victorian estate
- The perfect marriage of proximity to the capital, and access to the countryside

REASON 4: OPPORTUNITIES

- One of the UK's leading Independent Schools
- Strong co-curricular programme provides many opportunities to develop skills and experience
- Full commitment to supporting ECTs
- Funding of up to 50% of a training course may be available if there is a clear benefit to the College.
- A strong culture of CPD and career progression, including a renewed Leadership Development Programme
- Staff are encouraged to subscribe to external CPD courses (alongside INSET run throughout the year by Epsom staff and external providers)

REASON 5: BENEFITS

- Significant discount on school fees
- Free meals and refreshments during working day
- Competitive salary - we offer a 22-point salary scale, above the national scale. The basic salary ranges from £35,302-£67,808 pa across the 22 point salary scale for teaching staff
- A generous pension
- Staff are also paid emoluments for taking on additional responsibilities (from minor roles such as running a minor sport, to major responsibilities such as Head of Department or House). The maximum salary available to a non-SLT member of Common Room is £82,775
- Staff accommodation may be available – 60% of staff currently live onsite



About The Role

GRANVILLE HOUSE

Reporting to the Deputy Head Pastoral, the role of the Housemaster/mistress at Epsom is to care for and promote all personalities, talents and interests. A Housemaster/mistress acts as guardian of the potential and well-being of all pupils in his/her House. They are responsible for managing effectively the resources, organisation and administration of the house in order that the safety, good discipline and well-being of all pupils in the house are appropriately overseen.

The Boarding Housemaster/mistress has main responsibility for the House during the majority of the week and most weekends and is, therefore, expected to be resident overnight each night during the term with the exception of Exeat Weekends and Half Terms. If it is essential that a Boarding Housemaster/mistress is away from school overnight the clear expectation is that such instances are communicated to the Deputy Head Pastoral in advance to allow for adequate emergency cover to be put in place as appropriate.

Relief overnight support is provided by the Deputy Boarding Housemaster/Housemistress one day per week and for six weekends during the academic year, one per each half term. During these times the Deputy Boarding Housemaster/Housemistress will be deemed to be the person responsible for the welfare and care of the pupils, and will be the first point of call, rather than the Housemaster/mistress, should any of the pupils in the house have a concern.

For the Deputy Boarding Housemaster/Housemistress an overnight duty would start after tea, finishing at morning registration the following day. Their weekend duty would start after commitments on Saturday afternoon and finish on Monday morning at 7.00 am.

DUTIES AND RESPONSIBILITIES

- To support, encourage and enable every pupil in their house to achieve their potential and to enjoy a fulfilling and happy time at the College.
- To ensure that parents and pupils understand the aims and objectives of boarding in the house, and the principles on which community life in the house is based.
- To implement the College's Behaviour Policy assisted by encouragement, reward and uniform application of a clearly understood and fair system of sanctions; to foster an acceptance of the codes of conduct of the house and the College; to report to the Deputy Head Pastoral and/or Head cases of severe bullying, substance misuse, sexual misconduct and other serious disciplinary matters.
- To counsel pupils concerning any emotional, academic, social or behavioural problems they may have; to fulfil the requirements of the College's Child Protection Policy; to inform the Deputy Head Pastoral and DSL if any referral to outside agencies is thought to be required; to ensure that family incidents and problems are brought to the attention of those who need to know.
- To manage the Matron with regard to all pastoral and pupil supervision matters within the House.
- To implement appropriate administrative and record keeping systems to meet the needs of the House and to delegate suitable aspects to the Matron, while reviewing these systems regularly.
- To undertake a House Evaluation every other year, to provide an opportunity for reflection and to set appropriate targets.
- To liaise with Medical Centre staff, appropriate members of Common Room and Games staff to ensure pupils' medical requirements are properly catered for in line with guidance set out in Provision of Medical Care and to encourage pupils to adopt a healthy lifestyle.
- To develop in pupils a collective responsibility and awareness of the difficulties or problems of others;

to develop a culture of support and help for others in the House as appropriate; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect.

- To encourage pupils to take advantage of the full and varied programme of co-curricular activities that is available at the College.
- To nurture a strong house ethos, encouraging all pupils to take part in a variety of inter and intra house activities; organising house events for both pupils, and when appropriate their parents, and maintaining strong links with these parents by keeping them informed of their child's progress within the house.
- To ensure that registration is conducted properly in the house every morning and afternoon; to submit attendance details into the College's information system; to monitor the registration of late arrivals; to update the attendance register as necessary.
- To provide, in conjunction with Director of Careers & Higher Education, support for pupils and advice on GCSE and A-level subject options and higher education choices.
- To act as the first point of contact for parents of pupils in the house; to ensure that parents are fully informed about their child's progress and welfare; to handle complaints made by parents and to record the progress and outcome of any related enquiries.
- To maintain suitable records of pupils' progress, welfare, health, emotional problems, achievements and misconduct.
- To liaise with the Director of Admissions concerning the admission and settling in of pupils to the house; to contribute towards the recruitment of pupils by offering assistance when called upon with prep school liaison, open mornings and evening presentations.
- To assist the Head and Deputy Head Pastoral on the appointment and appraisal of the Deputy Boarding Housemaster/mistress and house tutors.
- To manage the team of tutors effectively, ensuring that they are aware of their roles and responsibilities within the house.
- To appoint a Head of House and house prefects; to prepare them to play their part in running the house effectively and managing the activities of other pupils; to acquaint prefects and other senior pupils with the College's guidance document, The Duties, Responsibilities and Powers of Prefects.

- To ensure that tutors and all other members of the house team (including the Matron, other domestic staff, Graduate Assistants, as well as senior pupils as appropriate) are familiar with the College's policies and procedures for safeguarding & child protection, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas.
- To ensure that the conditions and supervision in evening prep are conducive to effective academic progress.
- To be aware of the implications of the National Minimum Standards of Boarding Schools for welfare and pastoral care in the house.
- To prepare and submit to the Chief Operating Officer (COO) an annual budget request and administer all expenditure of funds allocated to the house.
- To liaise with the Director of Estates and, if necessary, the COO on matters of maintenance of the fabric of the house; to take prompt action where the health and safety of pupils and staff, or security, could be compromised; to oversee routine fire evacuation drills.
- To attend fortnightly Housemasters' and Housemistresses' meetings and occasional (usually once every half of term) Boarding Housemaster/mistresses' Forums.

In addition to his/her role as a Housemaster/mistress, the successful candidate will be expected to:

- teach a reduced timetable allocation (currently 12 lessons of 50 minutes over a six-day timetable);
- play an active role in the co-curricular life of the department, including contributing to support sessions, extension programmes, competitions, trips, open days, prep school events;
- contribute to the school wide co-curricular programme as requested by the Assistant Head: Total Curriculum;
- adhere to, and promote, all College policies and procedures.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This job description is indicative of the expected duties and responsibilities of a teacher and HMM at the College, but will evolve over time.

CRITERIA FOR APPOINTMENT

Essential Criteria

- A strong academic background and a good degree from a recognised university in the UK or overseas.
- Significant experience of working in a pastoral role.
- An enthusiasm, passion and commitment to help support and shape the experience of pupils at Epsom.
- A proven track record in monitoring and ensuring that pupils work to their highest academic ability.
- Excellent inter-personal and communication skills and the ability and desire to build strong relationships with pupils and parents.
- A flexible and positive approach with high levels of motivation and energy, and a good sense of humour.
- A highly competent IT user with excellent organisational and time management skills.
- An ability to maintain a professional approach at all times - a calm, patient, problem solver.

Desirable Criteria

- Evidence of successful management experience, particularly with teenagers.
- Evidence of successfully contributing to a co-educational school community.
- Experience in advising and writing university entrance references.

In order to arrive at a decision, the selection panel may enhance any or all of the desirable criteria and we reserve the right to appoint at any time during the recruitment process.

The College has its own salary scale and offers a generous fee remission for the sons and daughters of staff along with numerous other benefits including private health care. The post of Boarding Housemaster/Mistress is residential, and family sized accommodation is provided at no cost. In addition, the Housemaster/mistress is paid a generous emolument and receives a significant timetable remission.

The offer of the role would be made subject to receipt of references, proof of relevant qualifications, Teaching Regulation Agency and other relevant checks for teaching positions in the UK, obtaining a letter of

professional standing from the professional regulating authority for teachers who have worked outside the UK where appropriate, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, sighting of birth certificate, Enhanced Disclosure and Barring check at management level, an overseas check, if appropriate, and pre-placement medical assessment that are all satisfactory to Epsom College. Proof of entitlement to work within the United Kingdom will be required. Prior to interview, an online search of internet search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants that have been shortlisted.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.

Candidates are asked to complete an Application Form available from our website www.epsomcollege.org.uk or 'quick apply TES' along with a letter of application and submit these as soon as possible. Applications will be assessed in order of receipt and interviews and subsequent offer may occur at any stage after applications are received. We therefore invite interested candidates to apply as soon as possible.

Please contact Vikki Stroud, Recruitment and HR Manager, with any queries regarding the application process vikki.stroud@epsomcollege.org.uk

Closing date: Friday 31 January 2025.





EPSOM

COLLEGE

COLLEGE ROAD, EPSOM, SURREY, KT17 4JQ T: 01372 821000
ADMISSION ENQUIRIES: T: 01372 821234 E: MORVEN.MCDONALD@EPSOMCOLLEGE.ORG.UK

EPSOMCOLLEGE.ORG.UK