



Houseparents of Clarendon House
(Girls' Boarding and Day House for Years 9-13)

Information Pack





The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools. Our size means that you can really get to know all of the pupils and serve as a full part of our community while still allowing pupils to compete at top levels in the full breadth of academic and co-curricular opportunities. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

Monkton Combe School, just a mile from the World Heritage City of Bath, is an independent co-educational boarding and day school for pupils aged 2-18. We pride ourselves on our lively Christian ethos, excellent exam results and our strong pastoral care. At Monkton, we are setting standards for life; giving young people the qualities of character they need.

There are six Houses at Monkton Senior School all of which are combined boarding and day houses, presided over by Houseparents. These Houseparents are line managed by the Deputy Head Pastoral (DHP) and are ultimately responsible to the Principal for the welfare of their charges for whom they are considered to be "in loco parentis". As such, their concerns are the practical dimensions of day to day living, accommodation, health - physical, moral and spiritual - and the general oversight in terms of pastoral care.

The school provides an extremely positive environment for students to grow, develop, explore, fail and rebuild and the school strives for all members of the school community to experience the same positive working environment.

Our Vision: Monkton inspires young people to become courageous, kind and ambitious adults who live fulfilling lives.

Our Mission: Monkton thinks differently. We start with a proactive pastoral environment to develop academically strong enthusiastic learners within a living Christian ethos.

Our Values: Confidence, Integrity, Humility, Service.



The Role

Overview

Monkton is seeking to appoint, for September 2025, committed and dedicated Houseparents for Clarendon House. Monkton has a strong Christian ethos and this is reflected in the school's approach to its pastoral care.

Clarendon House is a boarding and day house for 65 girls from year 9 - 13 at Monkton Senior School with around 40 boarders. It occupies a beautiful and impressive building on the edge of the school estate. Clarendon House was established in 1992 following the merger of Monkton Combe School and Clarendon School. To accommodate the increase in girls, the existing house was extended and remodelled. The building comprises a four bedroom houseparents' accommodation, which is fully integrated, a resident tutor's flat, two common rooms and accommodation for pupils.

The house team is supported by a Resident Tutor, Graduate Teaching Assistants (GTAs) who are accommodated elsewhere on site, a House Supervisor who oversees the domestic needs of the house and a team of Tutors from the teaching and co-curricular teams who share some of the evening duties.

The post holder is responsible to the Deputy Head Pastoral, and ultimately the Principal.

Responsibilities:

- To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- To ensure that boarding staff, parents/guardians 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 cultivate a strong House ethos encompassing "belonging", relationships and achievement.
- To provide the staff members of the Clarendon team with a clear understanding of their roles and responsibilities, and to provide for a periodic review of their performance
- To develop and manage the House Staff so that they can play their part in carrying out effectively the tasks that follow, according to their particular roles and responsibilities
- To be aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House and to support the DHP in ensuring that they are met or exceeded



- To ensure the safety and security (including emotional) of all members of the house at all times when they are in the School's charge (including meal times, weekends, and supporting staff leading trips and outings); to ensure that adequate arrangements for 'back up' cover are made if needed
- To liaise with the School Nurses and School Doctor to ensure that pupils' medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle
- To ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the House, with respect
- To be responsible for the House budget, using it for the benefit of the pupils and house and to ensure that proper accounts are kept, for use by the finance team
- To develop in the pupils a collective responsibility to be aware of the challenges and needs of others, and to offer such support and help for each other as is appropriate
- To be aware of the academic strengths and weaknesses of pupils; to liaise with Tutors to ensure that relevant background circumstances of pupils are known and discussed; to ensure that the conditions and supervision in evening prep are conducive to effective academic progress
- To use every opportunity to cultivate contact and communicate with parents/guardians, to ensure that they are well informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know
- To keep thorough records of pupils' progress, welfare, health, emotional problems, achievements and misconduct, alongside records kept by the Medical Centre, Designated Safeguarding Lead (DSL), DHP and Principal, and Tutors
- To counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural challenges they may have; to liaise with the Houseparents of the pupils' siblings, if appropriate; to liaise with the DSL if any referral to outside agencies is required; to fulfil the requirements of the school's policy on child protection
- To support the School's rewards and sanctions policy and encourage a positive engagement with all aspects of school life



- To ensure that all members of the House Staff and House Prefects are familiar with the School's policies and procedures for child protection, anti-bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas
- To provide for the Deputy Head Pastoral a House 'annual report', including management and the setting of appropriate targets for the coming year
- To take part in the Continuous Feedback Cycle personal appraisal system run by the school
- To implement school systems of registration and leave, so that the whereabouts of pupils is known and recorded both during the week and at weekends as appropriate.
- To assist in the accurate recording of information for the UK Border Agency, including the monitoring of visa students, ensuring the precise recording of all addresses other than the school's at which overseas students may stay
- To be involved in marketing the School, by meeting with prospective parents, answering questions and celebrating the school's offering and ethos. Houseparents may contact or visit the Heads of feeder schools, and provide help in, for example, refereeing games, giving sermons and talks, and writing to them about pupils in the House.
- To develop an attitude of care for the physical facilities of the house among the pupils; with the House Supervisor, to refer maintenance requests to the Maintenance Department in order to keep the house environment in a good condition; to be responsible for the annual risk assessment of the building.

In summary, Houseparents are in overall charge of the personal welfare of every pupil in their House. As such, they are responsible for ensuring every child develops and achieves their potential at Monkton.

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.



Person Specification

		Essential	Desirable
Qualifications	Honours degree or an appropriate related discipline from a recognised University (requirement if teaching)		✓
	Leadership or management training (either an accredited course or INSET)		✓
	UK Driving Licence		✓

		Essential	Desirable
Experience	Substantial experience of pastoral work in a similar setting	✓	
	Experience of working as Houseparents or in a Residential pastoral role in a similar setting		✓
	Ability to teach one of the academic subjects offered at Monkton Successful experience of managing an effective classroom environment to support pupil learning and positive behaviour		✓
	Ability to teach second subject to assist with timetable flexibility		✓



		Essential	Desirable
Knowledge and Understanding	Knowledge of Equal Opportunities, Health and Safety, and Child Protection	✓	
	Awareness of safeguarding and pastoral issues, including those relevant to boarding, and coeducation	✓	
	Appreciation of the ethos of a Christian boarding school	✓	
	Ability to promote a positive ethos and pride in the School together with high standards of education, care and behaviour	✓	
	Good understanding of the ISI inspection framework and National Minimum Standards for Boarding		✓
	Evidence of the ability to work cooperatively with multi-disciplinary professionals, Governors and other agencies	✓	

		Essential	Desirable
Skills	Proven ability to use ICT in the organisation and management of their role	✓	
	Ability to contribute significantly to the school's co-curricular programme	✓	
	Excellent oral and written communication skills	✓	



		Essential	Desirable
Personal Attributes	Ability to exemplify the highest professional standards at all times, to prioritise and be well organised	✓	
	Ability to guide the Christian life of the boarding house	✓	
	Ability to listen actively and communicate ideas and information in a clear, concise and open manner to a variety of audiences	✓	
	Commitment to personal development, innovation and change	✓	
	Ability to cooperate proactively, and to inspire, motivate and support pupils, staff, parents/carers and colleagues	✓	
	Ability to provide creative and practical solutions to meet pupils' and the School's needs	✓	
	Ability to learn from experience and take advice from both peers and the individual line manager	✓	
	The ability to remain calm and reflective when working in a challenging environment	✓	
	Resilience, commitment and confidence	✓	
	Evidence of the ability to consult and seek advice and professional support as necessary	✓	
	Ability to be flexible and adaptable	✓	
	Ability to manage a busy workload and own well being	✓	
	Sense of Humour	✓	



How to apply

To apply for the position of Houseparents, candidates should complete the school application form in full and along with a letter of application send it to the HR department via recruitment@monkton.org.uk. Alternatively, you may apply directly through our website through our 'work with us' page by clicking the 'Application Page' button.

All enquiries should in the first instance be directed to the HR department on 01225 721149.

Salary

The salary offered is in accordance with the Monkton Combe Teaching Staff Salary Scale. The nature of this post means that the occupation of School accommodation is necessary for the better performance of the post holders' duties, and this is free of rent and bills subject to the terms of a service occupancy agreement.

Interviews

There will be a rolling selection process which is likely to begin with video interviews before short listed candidates are contacted. The interview process will take place at Monkton in the week commencing 27th January and will include, but is not limited to, interviews with the Principal and Pastoral Senior Leadership Team. There will also be a session with a group of children and a group of parents as well as an inbox exercise. In addition, candidates will have a tour of the Senior School and teach a lesson (if applicable).

References

References will normally be taken up before interviews are held, and any candidates who would prefer this not to take place should contact the HR department. In this case, an appointment may be made subject to satisfactory references.

Open references will not be accepted and applicants should be aware that the School telephones referees to verify letters received.

One reference must be from an applicant's most recent employer, and another from their most recent school employer, where these are not one and the same.



Safeguarding

Monkton Combe School is 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 Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)