



BOURNEMOUTH SCHOOL FOR GIRLS

Information for Applicants for the post of
Head of House
September 2017

March 2017

Dear Colleague

Thank you for your interest in our school. We will have a vacancy for the post of Head of Parks House for September 2017 and having read the details of the post we hope you will wish to apply.

Bournemouth School for Girls is a selective girls' grammar school with some 1100 pupils, including 300 in the Sixth Form. At our most recent OFSTED inspection we were identified as 'outstanding'. Pastoral care was highlighted as a particular strength.

We are also a forward looking school – we are a member of the South West Academic Trust, a group of grammar schools in the region working together with Exeter University and are also co-sponsors of The Bishop of Winchester Academy. Academically we are amongst the top 100 schools in the country.

The Post

We are looking for a new Head of Parks House with effect from 1st September 2017 to join the other five Heads of House in taking pastoral care of the girls in Years 7-11. This post arises from the retirement of the present incumbent.

Some ten years ago we moved from a pastoral system based on year groups with Heads of Year to a vertical system of Houses each named after famous women role models. 7 Parks, 8 Parks, 9 Parks, 10 Parks and 11 Parks make up the House. In addition all Sixth Formers are also members of a House and take on roles of responsibility within the House. The Head of Sixth Form takes overall responsibility for their pastoral care.

The key areas of responsibility are the pastoral welfare of pupils, academic tracking of pupils and ensuring high standards of behaviour and appearance of pupils within the House, as well as developing a strong sense of House identity. The post demands an enormous amount of flexibility, resilience, ability to talk to parents and pupils on sometimes sensitive issues and the ability to show initiative and common sense.

The House meets once a week for an assembly which the Head of House leads. This is an opportunity to celebrate House and individual successes in a smaller, more familiar community within the context of our daily act of collective worship.

The Head of House is supported by Form Tutors and part-time staff attached to each House. Form Tutors are expected to get to know their forms really well. They meet with their forms twice daily for registration and conduct regular tutor interviews with individual girls.

The Houses participate in friendly competition across a whole range of activities for the annual House shield. Competitions include the winter and summer sports festivals, sports day, public speaking, enterprise projects and academic success based on the number of merits collected by girls.

Charitable work is also an important element of House life. Each House nominates a charity for which it raises funds during the year.

The Head of House also teaches PSHE to each of the forms in their care. This also includes careers education and preparation for work experience in Year 10. As well as teaching the lessons themselves, Heads of House also welcome in to lessons a wide range of visitors to talk on particular topics.

The Heads of House meet regularly together with one of the Deputy Headteachers to discuss matters of common concern. They are also supported by a member of the support staff who acts as Pastoral Support Worker who is able to contact parents about routine matters such as following up absence.

There is also a School Nurse who attends weekly. We also have a Learning Centre where girls who are on reduced programmes of study are able to work either individually or in small groups with our own Teaching Assistants.

We will be looking for the following in the successful candidate:

- ❖ commitment to high quality pastoral care of pupils within the House to support their learning;
- ❖ excellent leadership and management skills and able to gain trust and respect of school staff, pupils and parents;
- ❖ evidence of the ability to show leadership, flexibility, initiative, tact and diplomacy;
- ❖ commitment to contributing to the successful development of the House system, working together with other Heads of House;
- ❖ commitment to developing the House identity;
- ❖ loyalty and commitment to the team;
- ❖ well organised and totally reliable with an ability to work under pressure;
- ❖ very good written and oral communication skills;
- ❖ good knowledge of current issues relating to Teaching and Learning;
- ❖ an excellent classroom teacher;
- ❖ commitment to the teaching of PSHE;
- ❖ flexible in approach and able to see the big picture;
- ❖ enthusiastic and able to bring new ideas to the school;
- ❖ a real commitment to the wider life of the school.

A TLR2.3 (currently £6,450) is payable for this post.

Application Process

We look forward to receiving your application by 13th March. This should include a:

- completed application form;
- letter of application outlining your readiness for the role of Head of House at our school. We are particularly interested to hear about any initiatives you have been involved in, assessing your contribution and its impact and any relevant experience and achievements which have prepared you for the post.

We hope to hold interviews in the week beginning 20th March.

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service.

Please do also look at our website, our OFSTED report and the additional information for candidates to get a flavour of our school. I believe that BSG is a very good place to work and I look forward to receiving your application.

Yours sincerely



Alistair Brien
Headteacher