



Resident House Parent
Fixed-Term Contract
To start as soon as possible

Vacancy Information

Wycombe Abbey
High Wycombe
Buckinghamshire
HP11 1PE

Tel: 01494 520381



WELCOME FROM THE HEADMISTRESS

Wycombe Abbey is an exceptional place; it operates as a modern full boarding school for 650 girls and we are committed to the development of each one. Built on the firm foundation of more than 120 years of educating young women, our vision is to provide a world-class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

We were delighted with this year's A level results. The UVI girls achieved 48.9% at A* and 90.2% A*-A grades. Most importantly, the vast majority of the UVI have secured places at top ranking universities to study a fantastic range of courses. Twenty three girls are heading off to Oxford and Cambridge, and twenty two girls secured their chosen places at US universities including Colombia, Stanford, Dartmouth, Pennsylvania and MIT. At GCSE, we achieved 90.3% at A* and 98.7% A*-A grades. There were some superb individual performances. The vast majority of last year's UV are continuing into our Sixth Form.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The values of mutual respect, encouragement and trust underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company, all within the wonderful surroundings of 170 acres of magnificent parkland.

We offer superb modern facilities, including a leading-edge sports centre with a heated indoor 25-metre pool, a performing arts centre with its own theatre and recital hall, excellent teaching facilities and our Courtyard Café. We are constantly improving and developing our top-class estate; we are committed to refurbishing much of our boarding accommodation and we are constantly upgrading and renewing our teaching and learning areas.

Our working environment is COVID-19 safe and a comprehensive risk assessment is in place for the whole school.

Wycombe Abbey's outstanding reputation for excellence is built very much on the dedication and skills of our staff. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a variety of opportunities to develop professionally in a supportive team and wonderful working environment.

Thank you for your interest in joining the team here at Wycombe Abbey. We hope that you will find the information in this pack useful and we look forward to hearing from you if you feel that this post may suit your skills and experience.



Mrs Jo Duncan

Headmistress

BOARDING AT WYCOMBE

Boarding is the key to our continued success. The School has a culture that stimulates and inspires throughout the day, seven days a week, empowering girls to achieve their best, academically and socially. In our happy and close community, each girl is known, and cherished, as an individual. Consequently every girl's potential, whatever that might be, is explored and fulfilled.

There are nine Senior Houses which each cater for 50-60 girls in Years 8 to 12. The Housemistress has the overview of each girl's personal and academic development, along with the Assistant Housemistress and the House Team, and is key to the success of our boarding ethos. Working with the house team, the House Parent is responsible for ensuring a safe and comfortable environment in which pupils can both study and enjoy relaxation.

In addition there are two transition Houses: Junior House, for all Year 7 girls (up to 70 girls), which has a Housemistress leading a team of six, and the Upper Sixth House, Clarence (80-85 girls) run by the Director of Sixth Form.

The Health Centre is staffed 24 hours a day by well qualified nurses. They are always on call to give medical assistance as are the School Doctors. They are key members of the pastoral team both for the girls and the whole staff, as is the Chaplain.

The Houses are small enough for each girl to be known and to appreciate that she is a vital and integral part of the community; warmth, support and great friendships are at the core. The ethos of caring for one another starts here and spreads naturally across the whole School.





ROLE DESCRIPTION

The House Parent works across the whole school under the guidance of the Head of Boarding, the Housemistresses and the Assistant Housemistresses.

This is a residential post during term time plus sufficient time at the beginning and end of term to ensure that the houses are fully prepared.

We seek warm, caring and highly organised team members, with excellent communication skills who will provide a welcoming presence for both pupils and parents. The post-holder will be a point of contact for parents in the absence of the HM and will be confident in developing that relationship.

The Resident House Parent will follow the established systems and routines in each House. Core responsibilities will include:

- Providing a welcoming presence for all pupils, parents and staff
- Supervision of waking and bedtimes
- Care of sick or isolating girls
- Providing care during sleeping hours to any girl who wakes
- Carrying out administrative tasks relating to the running of the House
- Organising routine health and welfare arrangements such as medical appointments
- Attending and supporting House events
- Ensuring that domestic arrangements in the House run smoothly and carrying out some routine domestic tasks.
- Carrying out duties within the boarding House and provide pastoral care for pupils

PERSON SPECIFICATION

The successful applicant is likely to possess:

- ◆ Knowledge and understanding of the boarding environment.
- ◆ An understanding of the expectations of the parents and the School
- ◆ Warmth, empathy and understanding
- ◆ Previous experience working with teenagers. Experience within a residential role is an advantage.
- ◆ Excellent communication skills for dealing with pupils, parents and staff
- ◆ A proven ability to build a positive and collaborative rapport with pupils and staff alike
- ◆ Proven ability to organise time effectively, prioritise workload and meet deadlines
- ◆ The ability to adapt to changing demands and conditions whilst maintaining a positive outlook
- ◆ Confidence in the use of Microsoft Office software including Word, Excel and Outlook as well as the ability to adapt quickly to using new database software
- ◆ A “can-do” attitude and a willingness to be involved with any aspect of the smooth running of the boarding house
- ◆ Excellent administrative skills
- ◆ An appreciation of the aims and ethos of Wycombe Abbey.





THE BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a five-minute walk of the town of High Wycombe where there are many cultural amenities such as the Swan Theatre, with touring West End productions, a multiplex cinema, a range of restaurants and shops including a John Lewis and a House of Fraser. A Waitrose has opened nearby, and there is easy access to the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools for girls and boys in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a new direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

TERMS OF APPOINTMENT

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the main provisions of the agreement.

CONTRACT

This is a fixed-term contract, starting as soon as possible and ending on 9 July 2021. The first six months of employment will be a probationary period.

APPOINTMENT DATE

As soon as possible.

SALARY

Wycombe Abbey has its own pay scale which compares favourably with other independent schools.

ACCOMMODATION

You will be provided with School accommodation in order to fulfil the duties of this role.

PENSION SCHEME

All eligible staff will be enrolled automatically within the School's pension scheme.

DEATH IN SERVICE COVER

Members of the pension scheme have life cover at x 2 annual salary.

TRAINING & DEVELOPMENT

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

PROVISION OF MEALS

Meals and refreshments are provided free of charge during the working day.

SPORTS CENTRE

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

FEE REMISSION

Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

PARKING

Free parking is provided.

EQUAL OPPORTUNITIES

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the school's Safeguarding and Child Protection Policy at all times.

PRE-EMPLOYMENT CHECKS

The appointment is subject to an Enhanced Disclosure and Barring check.

APPLICATIONS

The closing date for applications is 12 noon on 30 November 2020. Interviews will be held upon receipt of applications and the School reserves the right to close the vacancy early.

Please submit a completed application form, which you will find on our website, as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Jo Duncan, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Mrs J Buckman, HR Advisor:
buckmanj@wycombeabbey.com



www.wycombeabbey.com