



# HEREFORD CATHEDRAL SCHOOL

## **Residential Boarding Assistant**

Candidate Information Booklet

[HEREFORDCS.COM](http://HEREFORDCS.COM)

01432 363522

# Welcome

Thank you for your interest in the position of Residential Boarding Assistant at Hereford Cathedral School. I hope that this information booklet will help provide you with some insight into our Cathedral School, Hereford City, and the outstanding county in which we are privileged to be located.

From our three year-olds in Nursery to our 18 year-olds in the Sixth Form, we seek to meet the specific needs of every pupil – providing stretch and challenge in the classroom and a wide variety of opportunities to develop individual interests, skills and self-esteem.

Alongside our small class sizes, excellent results and the outstanding range of opportunities on offer, we feel that our greatest strength lies in our friendly, family, inclusive ethos, encouraged by excellent staff pupil relations and a highly supportive parent body. It is this ethos, widely recognised as a special characteristic of the school, which enables pupils, young and old, to excel both in and out of the classroom.



The school is one of the UK's leading independent co-educational day and boarding schools. We also benefit from the finest of settings, adjacent to a beautiful Cathedral and within a stone's throw of the thriving city centre.

This is an exciting time in the development of the school and the Residential Boarding Assistant will play their part in supporting an atmosphere in which all pupils feel welcomed, happy, well-cared for and nurtured along with helping the school provide a lively, enriching and relevant curriculum. Details of the position, and the qualities that we seek in the successful applicant, are included in the job description.

I hope that the information provided in this pack gives you a sense of what to expect at Hereford Cathedral School and helps you to decide whether this is the right post for you. Please feel free to contact me directly if you have any further questions.

A handwritten signature in black ink that reads "Paul Smith".

Paul Smith,  
Headmaster

*"Pupils learning is enhanced by access to a wide curriculum, extensive extra-curricular opportunities, appropriate resources and a positive learning environment."*

*Quotes taken from ISI Integrated Inspection Report 2020*

## Aims, Ethos & Vision

We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world.

We seek:

- To meet pupils' academic and personal needs and to promote the acquisition of moral values.
- To provide an environment in which pupils feel valued and learn to work co-operatively in a community.
- To provide a balanced, appropriate and challenging curriculum and a wide range of extra-curricular opportunities.
- To encourage pupils to achieve their academic potential and to foster a climate in which teaching and learning of high quality are given central priority.
- To ensure a high degree, within and outside the formal pastoral structure, of personal care, support and guidance.
- To respond to pupils' aspirations and to be attentive to those of parents, and to their views.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the school and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain qualities and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, and sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.

## A Brief History

Hereford Cathedral School is amongst the oldest schools in the United Kingdom and is thought to have been founded as a song school attached to Hereford Cathedral in Anglo-Saxon times. The first written reference of the School dates back to Bishop Gilbert's letter of 26<sup>th</sup> December 1384 appointing Richard of Cornwall as Headmaster.

The Junior School (formerly Hereford Cathedral Preparatory School) is also equally rich in history and was founded in 1898, moving to its current location in 1925.



## Life at the School

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school.

We have a reputation for outstanding pastoral care and as a result, pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well rounded, balanced adults who will make a positive contribution to those around them.



As a Cathedral School we expect pupils and staff to be sympathetic to our Christian ethos, although we welcome and value those of other faiths too.

*"Pupils show excellent levels of self-understanding and spirituality for their age"  
Quotes taken from ISI Integrated Inspection Report 2020*

## Academic Results

### A-LEVEL

Our students achieve outstanding A-level results with grades over the past five years well above the national average.

**18% of all grades at A\***  
**46% of all grades at A\* to A**  
**73% of all grades at A\* to B**  
**90% of all grades at A\* to C**

### GCSE

GCSE results over the past five years have also been exceptional.

**30% grades 9-8 (A\*)**  
**55 % grades 9-7 (A\* to A)**  
**77% grades 9-6 (A\* to B)**  
**95% grades 9-4 (A\* to C)**



*"Pupils demonstrate good study skills as they move through the school. They have good concentration and persistence"*

*Quotes taken from ISI Integrated Inspection Report 2020*

# Boarding at Hereford Cathedral School

Wilmot House (WH) is the boarding facility for Hereford Cathedral School, opened in April 2019. The boarding house is predominantly for International Students and can currently accommodate up to 29 pupils with potential for expansion in the future. Wilmot House is a coeducational house taking pupils from Year 9 upwards and is located in How Caple amongst the beautiful Herefordshire countryside, a twenty minute drive from the main school site. Wilmot House students attend lessons and activities alongside the day pupils at the main school site from Monday to Friday. At the weekends the boarders may participate in the co-curricular activities run by the school and also enjoy a variety of trips organised by the boarding house staff. These trips have included visits to the theatre, city trips, tourist attractions such as Cadbury's World and The Royal Mint and activities including go-karting, tubing and quad biking.



## Sport



The weekly timetable of sport at HCS offers parity across sports and provides balance across the school week. The aims of HCS Sport centre on our desire to facilitate outstanding sporting experiences for all pupils. In particular, we aim to offer appropriate support and challenge for each individual, so that they may enjoy sport and realise their own potential. We recognise that every pupil is different, and our aim is to get to know each one; their strengths and their weaknesses. At HCS, the profile of sport is as much about the care that we provide for each individual, as it is our team success.

We offer a range of sports including rowing, hockey, rugby, netball, football, and cricket as well as athletics, badminton, equestrian, fencing, basketball, rounders and tennis. We also provide support to athletes who are involved in other sports outside school, to help them achieve their ambitions. We are deliberate in our alignment with national sporting pathways, to ensure that our aspiring young sportsmen and women have the very best chance to advance in their chosen sports. In this regard, a number of pupils are selected in county and regional sides each year, with some competing at a national level.



Our dedicated staff recognise the important role that a sport plays in the development of character and of the moral, social, emotional and spiritual values of our pupils. Whether a pupil is encouraged to venture out of their comfort zone or experience the camaraderie of a team, the engagement of body, mind and heart are integral to all sport programmes at the School.

## Extra-Curricular Activities

We understand that a well-rounded education is about more than what happens in the classroom or on the sports field, and that's why we offer and encourage our pupils to participate in a wide variety of outstanding extra-curricular opportunities. As a choir school, music forms a pivotal role in all that we do, and the school has a national reputation for choral music. Other opportunities include CCF, Debating, Drama, The Duke of Edinburgh's Award Scheme and a host of clubs and societies. There are also plenty of opportunities for pupils to participate in trips and tours - from trekking in Nepal, and skiing in Austria to Conservation Biology in

Mexico.



We believe that providing such opportunities helps to develop self-esteem, and encourages important life skills such as leadership, teamwork, commitment and determination, as well as cultivating a sense of duty, and understanding of others. What happens outside the classroom also has a positive spin-off in lesson time, helping to engender an ethos of mutual respect between teachers and pupils.

*"Pupils achieve well in areas beyond the academic curriculum. Their group and individual achievements in activities including music, sport, drama, clubs and societies are excellent..."*



*"The quality of the pupils' personal development is excellent. Pupils make an excellent contribution to the school, the local community, and the wider world as a result of the many opportunities the school provides for them to contribute individually, as part of a team and as leaders."*

*Quotes taken from ISI Integrated Inspection Report 2020*

## *A cosmopolitan city, culture and a taste of tranquil countryside*

As a school we are fortunate to enjoy a position at the very heart of a fine cathedral city, at the centre of one of England's least spoiled counties. Hereford and the county beyond - with a range of housing to suit all tastes and price brackets, and ready access to beautiful countryside - affords an enviable quality of life.

The River Wye flows past our doorstep through the city down to the Forest of Dean, while the Brecon Beacons, the Malvern Hills, Hay-on-Wye, with its internationally-acclaimed literary festival, and Ludlow, famous for its food festival, are all within easy commuting distance.



Hereford itself also offers a wide-range of independent eateries, great places to eat and drink; a new Odeon and a great shopping centre. Commuting is easy with great transport links to London, Birmingham and Cardiff. A city renowned for its wonderful music, Hereford was also home to the composer Elgar for a significant period in his life. The cathedral and school play host to the Three Choirs Festival every three years, and everyday choral music of the very highest standard can be enjoyed at Evensong. For those with a more eclectic taste, the county is home to a host of talented musicians who regularly perform at venues and festivals across the region. It is little wonder that many people who have visited Hereford on holiday choose to settle in the area permanently.

[www.visitherefordshire.co.uk](http://www.visitherefordshire.co.uk)

## Quick Facts:

**Hereford Cathedral Junior School** (Head of Junior School: Mr Chris Wright)

28 Castle Street, Hereford HR1 2NW

Tel: 01432 363511, Email: [enquiry@herefordcs.com](mailto:enquiry@herefordcs.com), Website: [www.herefordcs.com](http://www.herefordcs.com)

Type: Day/Co-Education

Age Range: 3 to 11 years

Roll: 188 pupils

Fees: £2,757 to £3,615 per term

Affiliation: IAPS

**Hereford Cathedral School** (Headmaster: Mr Paul Smith)

Old Deanery, The Cathedral Close, Hereford HR1 2NG

Tel: 01432 363522, Email: [schoolsec@herefordcs.com](mailto:schoolsec@herefordcs.com), Website: [www.herefordcs.com](http://www.herefordcs.com)

Type: Co-Education

Age Range: 11 to 18 years

Roll: 560 pupils

Fees: £4,815 per term (day pupil)

£9126 per term (boarding)

Affiliation: HMC, CSA

## Residential Boarding Assistant

Hereford Cathedral School seeks to appoint a Residential Boarding Assistant to work with our boarding house team to provide outstanding pastoral care to our boarders.

The Residential Boarding Assistant will assist with and contribute to the supervision and care of the boarders, with particular responsibility for the health, clothing and general well-being of those in the House. They will organise and support the domestic staff and ensure that they carry out their work effectively and efficiently.

The role of the Residential Boarding Assistant is essential to the smooth functioning of the boarding house. It is also an excellent opportunity to help develop and nourish a small group of (mostly) international pupils. Pupils are generally well-behaved, motivated in their studies and enjoy living in the small boarding community of Wilmot House. There will be opportunities to escort pupils on excursions to places of interest, locally and further afield and to develop links with the wider school community, in areas such as music, sport and art, in particular.

The boarding staff are a small, well-knit team, who take great pride in looking after and nurturing our boarding pupils. This role will also offer the opportunity to develop a career in boarding through training courses and feedback from experienced colleagues.

**Location:** Herefordshire (Wilmot House)

**Accommodation:** Free accommodation is available during term time and by arrangement during School holidays.

**Hours of Work:** Full time for 41 weeks per year.

The rota will be as agreed with the Houseparent and shifts of varying length will lie between 6.30am and 11pm, including weekends. Additional hours will occasionally be required for major School or House events. There will be a day off of at least a 24 hour period during each week.

Overnight on call during days of work from 11pm to 6.30am Flexibility in hours will be required on occasion to take account of the changing needs and requirements of a Boarding House.

**Pay:** £20,974

An application form and information pack may be downloaded from the school website [www.herefordcs.com/job-vacancies](http://www.herefordcs.com/job-vacancies)

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to [c.knowles@herefordcs.com](mailto:c.knowles@herefordcs.com)

**The closing date for applications is 15<sup>th</sup> March 2021.**

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.***

Registered charity number 518889

## Job Description: Residential Boarding Assistant

<b>Post Title</b>	Residential Boarding Assistant Based at Wilmot House, HR1 4TF
<b>Salary Point(s)</b>	Point 20 (£24,015 FTE) £20,974 for the work pattern detailed below.
<b>Hours/Weeks</b>	The post is full time, 41 weeks per year (term time, plus half terms plus 2 weeks during school breaks).  The rota will be as agreed with the Houseparent and shifts of varying length will lie between 6.30am and 11pm, including weekends. Additional hours will occasionally be required for major School or House events. There will be a day off of at least a 24 hour period during each week. Overnight on call during days of work from 11pm to 6.30am

### Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

### The Organisation

Hereford Cathedral School is one of the UK's leading independent co-educational day schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. Wilmot House (WH) is a new boarding facility for Hereford Cathedral School (HCS).

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Further information from <http://www.herefordcs.com>

### Reporting Lines:

The post holder's Immediate line manager is the Houseparent. Overall a member of the Bursar's support staff.

The Residential Boarding Assistant will line manage domestic staff.

### Accountability:

- To assist with and contribute to the supervision and care of the boarders, with particular responsibility for the health, clothing and general well-being of those in the House. To organise and support the domestic staff and ensure that they carry out their work effectively and efficiently. To help ensure that the National Minimum Standards for Boarding Schools are maintained at all times.

### Responsibilities:

#### Pastoral and Health Care

- Be responsible for the general health and well-being of the boarders.
- Be fully conversant with the School's policy and practice concerning safeguarding
- Assist the Houseparent in ensuring that safeguarding policies and procedures are well embedded and compliant with both school and national standards
- Assist the Houseparent in ensuring that all domestic staff are appropriately and regularly trained in safeguarding

- In the case of any doubt or concern, to refer medical matters to the school nurse/medical staff or directly to the doctor's surgery or hospital
- Keep the Houseparent and pupils' own parents informed of all significant illness or injury
- Register pupils with local doctors and dentists promptly upon arrival
- Respond to medical emergencies as well as routine appointments, escorting pupils as necessary to the surgery or hospital
- Attend any sick pupils in bed in the House
- Keep detailed records of all medication and first aid administered. The record should give name, date, medication/treatment, reason for administration (if not prescribed)
- Ensure that appropriate pupil records are kept up to date and are stored securely and that confidentiality is maintained
- Liaise with school medical staff as appropriate, in order to share any health or medical concerns
- Administer any non-prescription medication in accordance with the school's published Medical Care policy and National Minimum Standards
- Ensure the cleanliness of the sick bay
- Ensure that medicine cabinets and first aid bags are regularly stock checked in accordance with National Minimum Standards and in liaison with the School Nurse
- Eat meals with the pupils when on duty
- Be aware of individual pupils' diets
- Be responsible (with the Houseparent) for the care, supervision, cleanliness and presentation of pupils in the House, co-ordinating and liaising with other boarding staff as necessary
- Contribute to the induction arrangements for new pupils; ensure that any 'settling in' and/or homesickness issues are resolved
- Provide a sympathetic presence to pupils; liaise closely with relevant staff concerning the progress and welfare of pupils

### **Housekeeping and House Administration**

- Liaise with HR regarding the recruitment and supervision of domestic staff
- Monitor the performance of domestic House staff
- Brief and assist the cleaning staff on a regular (or daily) basis about any issues or special requests
- Manage the House stock of cleaning materials and submit requisitions to the Facilities Manager for replenishment
- Responsibility for the pupil's laundry, dry cleaning (if required) and mending of clothes
- Liaise with the Houseparent over issues pertaining to the fabric and fittings of the House – specifically repairs and renewal of furniture
- Brief the Maintenance department regarding minor repairs and check that minor repairs have been completed
- Advise the Houseparent of any major repairs required
- Report to work sufficiently before the start of term to ensure the House is ready to receive boarders (normally at least the day before pupils arrive)
- Ensure door and pigeon-hole labels are up-to-date
- Monitor the tidiness of bedrooms, common areas and kitchenettes, cleaning when necessary
- Ensure that WH is prepared for pupils at the beginning of each term and is left in a suitable state for maintenance/outside lets at the end of every term

### **Other areas**

- Be fully conversant with School safeguarding, health and safety, substance misuse and all other relevant policies
- Carry out School duties as required by the Headmaster and Deputy Heads
- The Residential Boarding Assistant is required to be in residence during term time, half terms and during requisite parts of the holidays
- Take part in annual staff review arrangements
- Attend boarding staff meetings as required by the Houseparent
- Be prepared to attend CPD sessions such as the BSA Certificate in Professional Practice for School Matrons

### Accommodation

- Residential Boarding Assistant accommodation is provided free of rent, council tax, heating and lighting and official telephone calls. Some of these benefits are taxable subject to Inland Revenue guidelines
- Residential Boarding Assistant accommodation at WH consists of an ensuite room with shared kitchen. Accommodation will be available all year around.

### Safeguarding and Protection of Children and Young Persons

**In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).**

**These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.**

### Health and Safety:

As an employee you are expected to:

- to take reasonable care of your own health and safety
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy
- **Particular H&S issues for this post are:**
- Standing for long period of time.
- Exposed to machinery such as ovens etc.
- Hot electrical/gas equipment and boiling fluids
- Working hours outside of normal kitchen hours (evening functions, weekend, and holiday periods).
- Physical fitness in order to work with minimum breaks and fetch and carrying food and equipment

	Person Specification	
	Essential Criteria	Desirable Criteria
<b>Qualifications</b>		BSA Certificate in Professional Practice for School Matrons
<b>Experience</b>	Managing staff/small teams	Previous experience of working with young people aged 13 – 18  Dealing with pastoral issues
<b>Skills</b>	Good organisational ability and record-keeping skills  Ability to communicate effectively with young people and with relevant staff	Counselling ability and experience  Ability to work with pupils and parents of other cultures and with limited English language skills  First Aid trained

	<p>Ability to listen and empathise with young people</p> <p>Ability to work autonomously but also with others</p> <p>Judgement in dealing with pastoral and disciplinary issues</p>	
<b>Knowledge</b>	<p>Knowledge and understanding of issues affecting teenage pupils such as relationships, self-esteem, mental health problems and bullying</p>	<p>Knowledge of the National Minimum Standards for Boarding Schools</p> <p>Safeguarding and Child Protection legislation</p> <p>Awareness of the academic and other pressures encountered by pupils, particularly international pupils living away from home, and strategies to deal with them</p>
<b>Circumstances</b>	<p>Happy to live in the boarding house</p> <p>For a minimum of 6 nights per week</p> <p>Able to work flexibly</p>	
<b>Personal qualities</b>	<p>Empathetic, sympathetic, calm under pressure, patient, understanding, but firm</p> <p>Able to form strong working relationships</p> <p>Plenty of stamina and the willingness to be available most of the time</p> <p>Willingness to 'muck in' and help out as and when required</p>	<p>Strong supporter of HCS ethos</p>
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
<b>Equal Opportunities</b>	<p>Understanding of the requirements of Equality and Diversity</p>	