



**Assistant Housemistress
James and Osborn
Negotiable Start Date**



Background

Founded in Folkestone in 1886, Kent College is an independent day and boarding school for girls, with a Senior School (ages 11–18) and Preparatory School (ages 3–11) sharing the same site, facilities and some specialist staff. From September 2020 the Prep School, welcomed boys into the Nursery (rising 3's). This will mark the beginning of a gradual transition for the Prep School in becoming fully co-educational by September 2027. The school is one of a group of twelve schools within the Methodist Independent Schools Trust. The school has a resident Chaplain who leads the Christian worship in the school.

Since 1939, Kent College has been located on 75 acres of beautiful countryside in Pembury, near Tunbridge Wells. The school campus comprises an elegant Victorian manor house and purpose-built modern facilities, including boarding houses, a music centre, science building, sports hall and an A level study centre. The school is committed to a continuous programme of development and the resources are excellent. IT provision is first-rate, including the number of interactive white boards, laptops and data projectors. In 2008, a new science wing was opened, providing inspirational science laboratories, and recent boarding refurbishment includes an extension of ICT facilities to individual study areas. The Countess of Wessex Theatre reopened in 2012 following extensive refurbishment and an iconic Library and Arts Centre opened in spring 2013. Our additional Sports Hall was opened in October 2015 and All Weather Pitch in autumn 2016. Planning permission has been obtained for the construction of a new swimming pool and fitness suite.

The Senior School

The current roll in the Senior School is approximately 400 and attracts pupils from all over the world. Entry at eleven and thirteen is by the GL CAT4 test and the school accepts quite a wide range of academic ability, with approximately half of our KS3 intake within the top 25% of the national ability range.

Kent College offers a choice of over 26 GCSE subjects, with group sizes usually between three and eighteen. Most pupils complete 10 GCSEs or IGCSEs, but there is the opportunity to take more or less depending on interest or need. In summer 2019, 62% of GCSE grades awarded were 9–7 and the school's value added, based on predictions at KS3 baseline data, was among the best in the country. Excellence was seen in core subjects such as English, Languages and Science, with 93% of all English grades being 7–9. The school is in a highly competitive area with grammar schools, strong comprehensives and many independent schools locally.

Students are also accepted for entry at 16+ and there are approximately 100 pupils studying for A-level courses. In 2019, at A-level there were 72% A*-B grades and 37% A*-A Grades. We offer around 27 subjects: A-levels in most subjects including PE together with BTECs in PE and Drama. Class sizes at 16+ normally range between three and 12. Scholarships to the Senior School are offered at 11+, 13+, 16+ and means-tested bursaries are available.

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The Prep School

In 1945, a Prep School, 'Aultmore' was opened in the centre of Tunbridge Wells and in 1989; it was moved to the main school site in Pembury into architect-designed purpose built accommodation. The move also enabled the Prep School to benefit from a range of excellent facilities, which now include an indoor heated swimming pool, two sports halls, professional theatre, dining hall and all weather pitch as well as extensive play areas and superb Forest School.

The Prep School is a friendly, caring and happy school with a current roll of approximately 110 pupils aged 3 to 11 (Nursery – Year 6). The majority are day pupils with a small number of boarders. In addition to the core subjects of English, Maths and Science, all of the pupils in Key Stage 2 study Geography, History, Art, DT and RE, ICT Taught from Year 1 upwards. Specialist teachers in Music, French, Drama, PE and Swimming work with pupils throughout the school and Mandarin is now also taught in Year 6. Class sizes in KS1 and KS2 are normally a maximum of 18. Each year, a number of pupils apply for and are awarded scholarships to the Senior School.

From September 2020, we welcomed boys into the Nursery (rising 3's). This will mark the beginning of a gradual transition for the Prep School in becoming fully co-educational by September 2027.

Extra-curricular Activities (ECAs)

Kent College places a strong emphasis on extra-curricular activities and has a flexible and innovative lunchtime and evening programme of prep and activity sessions. Boarders can choose when they do their prep and day girls choose whether to do homework at home or at school. All girls participate in extra-curricular activities and are encouraged to plan the use of their time so that they follow a balanced programme of academic work and extra-curricular activities. The pastoral care in the school is very strong and all staff are highly involved in PSHCE and general pastoral matters. All teaching staff are required to be involved in at least one ECA and most do more than this, as both subject and general ECA are available.

Inspection

The school underwent a full integrated inspection by the Independent Schools Inspectorate in December 2015 and was found to be excellent in all areas. A compliance Inspection was carried out in January 2019, the inspection was a great success and the findings affirm the excellent quality of education and care that we provide here at Kent College. The reports together with other information about Kent College can be found on our website at www.kent-college.co.uk



Kent College Pembury is a happy and thriving school, offering a broad education aimed at developing character, inter-personal skills and all-round wellbeing. This is reflected particularly in our Growth Mindset, and Sport and Wellbeing programmes. It is hoped therefore staff joining the school would share the same sense of openness and enthusiasm that we aim to cultivate in our students.

Benefits

Kent College Pembury employs over 200 people in both academic and support staff positions. The school excels in adding value both academically and pastorally and the highly skilled, dedicated and passionate staff are the driving force behind this.

We are delighted to welcome applications from candidates who share our core values and who are able to contribute to our continued future success. We recruit staff of the highest calibre who will inspire, support and challenge the pupils, and fellow colleagues, to achieve their full potential.

We believe in rewarding our staff and offer a complete range of employee benefits including:

- Reduced school fees on permanent roles (Rec-U6 Pupils)
- Meals whilst at school during term time working hours
- Reimbursement for eye tests
- On-site Flu Vaccinations
- Employee Assistance Programme for Staff Wellbeing
- Free on-site parking
- On-going professional training and development
- Use of fitness suite (at allocated times)





Boarding Houses

Boarding at Kent College is a central part of the school's life and ethos. We are very fortunate to have such a close-knit boarding community at the heart of our school and believe that the family atmosphere present in the boarding houses has an extremely positive effect on all of the pupils and staff there.

There are two boarding houses at Kent College organised to meet the needs of different age groups. Each house provides modern facilities with spacious bedrooms, cosy common rooms with TVs and videos, and bathrooms with private shower units.

The junior boarding house 'Hawkwell and Hargreaves' is home to all boarders in Year 9 and below, run by a Housemistress and Assistant Housemistress.

Our younger boarders flourish in the cosy atmosphere where they receive the individual care and attention they need. Every effort is made to make the pupils feel at home.

Year 9 boarders enjoy having their own facilities in the pre-teen ages. The colourful common room provides a haven where they can watch their favourite TV programmes together, prepare a tasty snack at their kitchen unit, make use of the computers and, of course, relax.

The senior boarding house 'James and Osborn' is home to all boarders in Year 10 and above, run by a Housemistress and Assistant Housemistress.

The purpose-built facilities in James and Osborn house accommodate a mix of ages from 14 to 18 years. The hub of activity is often in the kitchens or common room, which welcome impromptu gatherings whilst drinks and snacks are prepared or a game of pool played. In addition, the house has two TV rooms, laundering facilities and a computer room.

The dorms in James and Osborn provide excellent individual study units and each pupil has internet access for their laptop. This facility links them to the school network and thus allows them to pursue their studies in the privacy of their room. Final year A-level students usually have single rooms.

Private Study and Extra-curricular activities

Boarding staff organise and co-ordinate the boarders' weekend activities. All pupils are expected to participate and contribute to the school community and pupils participate in music, drama, art, sport, clubs, and societies.

Weekends provide opportunities for additional events that cannot be fitted into the busy curriculum. There are trips out of school and Kent College staff lead workshops in drama, dance, cookery and craftwork. Some senior pupils join the Duke of Edinburgh Award Scheme, and



weekends are a time for expedition training and overnight camps. There are regular Saturday morning matches.

Full boarders are expected to attend the Sunday service. The school's resident Chaplain leads boarders' reflections on Thursday evenings.

The Post

We are seeking an Assistant Housemistress for our senior boarding house which offers full, weekly and flexi boarding places for pupils in years 10–U6. Some experience within a school boarding environment is preferred as is a genuine interest in the welfare and development of students. There will be some opportunity to be involved in wider school activities but this is not expected to be a teaching position. It is a full time position. The successful candidate must have excellent administrative and IT skills.

Comfortable, self-contained part furnished one bedroom accommodation within the boarding house is provided.

We are looking for a person with energy and an empathy with young people. They will need to have a sense of humour, work well in a team and be able to deal calmly and efficiently with a variety of tasks.

As part of the Methodist Independent Schools Trust staff should be in full sympathy with the Christian ethos of the school, though it is not necessary to be a Methodist. There is also a high degree of contact with parents, often via phone and email, and the Assistant Housemistress needs to have high levels of communication skills. Part of this role may include escorting pupils to and from medical or dental appointments.

This non-teaching post would appeal to someone who has had boarding, residential, or nursing experience. The successful candidate will be supported in professional development and may wish to work towards the Boarding Schools Association Certificate of Professional Practice for House staff if not already qualified. This is a permanent post, not a "GAP" type position.

Salary

The salary will be discussed at interview and will be dependent on previous experience but in the region on £20,000–£23,000. There is an optional contributory pension scheme available to all non-teaching staff.

Application process

The completed application form, including the names and addresses of two referees, cv and a

letter of application should be sent to Headmistress, Ms Julie Lodrick, Kent College, Old Church Road, Pembury, Tunbridge Wells, Kent TN2 4AX by letter, fax (01892 820232) or email (hr@kentcollege.kent.sch.uk)

Closing date: Monday 29 November 2021 by Midday

Candidates are encouraged to apply well before the deadline. We reserve the right to interview candidates before the closing date.

References will be taken up prior to interview. One of the referees should normally be the applicant's current or most recent employer. The post requires the highest level of clearance through the Disclosure and Barring Service (DBS).

Kent College is committed to safeguarding and promoting the welfare of children. Appointees must be prepared to undergo child protection screening Child Protection and welfare are taken very seriously at Kent College, with guidelines on confidentiality and staff-pupil relationship procedures well-publicised to staff.

All gaps of employment are to be accounted for and rigorously investigated. Referees are contacted to ensure the validity of the reference. Testimonials are not acceptable in place of confidential references.

