



St Leonards
St Andrews, Fife

HOUSEMISTRESS: BISHOPSHALL REQUIRED FOR AUGUST 2019

St Leonards is an HMC, IAPS and IB World School situated in the vibrant, historic and cosmopolitan university town of St Andrews and makes the most of its special location.

St Leonards has its own self-contained campus in the heart of the town and is in the enviable position of offering an exceptional range of academic, sporting, musical and creative possibilities. From its vantage point in one of the most inspiring locations in the UK, St Leonards provides an outstanding education. We are the current 'Sunday Times Scottish Independent School of the Year'.

St Leonards is close to sandy beaches, historic landmarks and stunning countryside. Edinburgh and Dundee Airports are within easy reach - approximately an hour's flight from London. The school has close links with the University of St Andrews, one of the most prestigious universities in the UK.

St Leonards has two sections: Junior from Years 1 to 7 (P1 to P7); and Senior from Years 8 to 13 (S1 to S6). The School is fully co-educational with 540 boys and girls on the roll. 130 pupils are boarders from Year 6 (age 10) upwards to Year 13. Around 25% of the school roll is international with 28 nationalities. The Sixth Form has 140 pupils. Nearly all Sixth Formers study the International Baccalaureate Diploma Programme (IBDP) after completing their IGCSEs/GCSEs in Years 10 and 11. A small number of Sixth Formers follow a vocational BTEC Diploma programme in either Business or Sport alongside two or three IB Diploma courses. We also follow the IB Middle Years Programme (MYP) which is taught in Years 7, 8 and 9. Our Junior School has 170 pupils and follows the IB Primary Years Programme (PYP) from Year 1 to Year 6.

Our IBDP average score is typically 33/34 points and with over 80% of all Higher Level (HL) scores being 7/6/5 (equivalent to A*/A/B at A level). Prior to the award of 'Sunday Times Scottish Independent School of the Year', we have been the Sunday Times top performing A level/IB Sixth Form in Scotland for 2016, 2017 and 2018. The Sunday Times recognises that 'no Scottish independent school can match St Leonards' achievements in the sixth form averaged over the past four years'.

No particular experience of an IB programme is required and transition to IB is straightforward and well-supported. Applicants to all our posts are encouraged from Scottish, English or international systems.

For more information on the International Baccalaureate, visit the School web-site: stleonards-org.fife or ibo.org.



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BOARDING AT ST LEONARDS

Boarding is at the heart of St Leonards life and defines, in large part, the character of the school. The outward-looking philosophy of an IB education extends into the ethos of boarding. Put simply, everything one does is an opportunity to learn, reflect and act, whether in the boarding house, classroom or as part of our extensive activities programme.

Boarding is regularly inspected and reviewed by the Care Inspectorate and St Leonards regularly achieves very high ratings. To view the inspection reports, visit www.careinspectorate.com.

There are three Houses with boarders; Ollerenshaw (Year 10-13 boys); Bishopshall (Year 10-13 girls) and St Rule (Years 6-9 boys (St Rule East) and girls (St Rule West)). The boy and girl boarders in St Rule share social areas.

HOUSEMISTRESS

We are seeking to appoint an outstanding Housemistress for Bishopshall House for August 2019.

This is an exciting opportunity to continue the creation of a welcoming, family atmosphere for girl boarders, enabling them to engage happily and fully in their studies and academic life, and also to feel part of a 'home from home'.

The role is allocated a 0.5FTE allowance for the completion of any necessary duties and tasks associated with it.

BISHOPSHALL

Bishopshall is home for 60 girls in a mixture of single, double and triple rooms. The ground floor social areas consists of a large and well-equipped kitchen/common room; a games area and other social spaces.

Bishopshall was completely refurbished in 2015/16, with an expenditure of £3m resulting in sector-leading levels of accommodation. There is more of a 'country house' feel for the House, unlike the 'Travelodge' nature of many boarding house refurbishments and new-builds of recent years.

The House has extensive and well-equipped family accommodation and is also home to three Resident House Tutors. Developing a strong House team and developing a cohesive, family-minded House ethos are key aspects of the role.

COMPETENCIES

The key job task is to lead the creation of a vibrant, happy and caring house community with high standards and expectations in terms of pupil and staff personal development and achievement.

The successful applicant will have the following attributes:



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- A warm, friendly and caring personality with expectations from boarders and house staff alike of high and reasonable standards of work, achievement and personal development;
- Exemplary personal standards and integrity;
- Strong leadership and management skills, leading the House team in a collaborative, collegial and effective manner, always in the pupils' and school's best interests;
- An ability to organise and coordinate appropriate house duty protocols and rota for pupils and staff;
- Exemplary organisational and strong IT skills, with an attention to detail;
- Recognition of the importance of following required routine, procedures and protocols (eg GIRFEC; registration and attendance; reporting and communicating; inspection etc).
- Strong and effective behaviour management skills;
- Strong interpersonal and communication skills, able to communicate readily and effectively in a variety of forms with pupils, parents and staff;
- The ability to form strong and effective collaborative relationships with parents of boarders and other members of staff, to the benefit of individual pupils;
- Strong social skills and an ability to plan and organise an exciting and effective activities programme for the House, in association with the Activities Co-ordinator and also joint activities with the other Houses and sections of the school as appropriate;
- A willingness to develop a strong affinity with the ethos and approach to learning of the International Baccalaureate (previous experience of an IB programme is not essential as training will be given) and an approach that recognises the transferability of the IB approach to boarding house life;
- A willingness to be a salesperson for the House and to engage in the recruitment and marketing process for boarders, and especially day to boarding 'switchers'.

The successful candidate, if a qualified teacher, will be expected to offer a 0.5FTE teaching commitment. No particular subject specialism is sought for this role.

Teaching responsibilities will also include such responsibilities as marking internal examinations, assisting with departmental development plans, updating class records and reporting to parents. The successful candidate will also be expected to undertake in-house and other relevant Professional Development and will be encouraged to attend relevant external training courses as required, in addition to taking part in the appraisal system.

The successful candidate may be asked to undertake other school duties and will be expected to take a full part in school life. Support for the School's extensive co-curricular programme is essential.

Non-teaching applicants are also invited to apply.

The successful applicant will need to register with the General Teaching Council of Scotland (GTCS) or, for non-teaching staff, the Scottish Social Services Council (SSSC). For information on the process of registration, visit www.gtcs.org.uk or www.sssc.uk.com



PERSON SPECIFICATION

Criteria	Essential	Desirable
Education, Training and Qualifications	<ul style="list-style-type: none"> • Educated to degree level in a relevant discipline. • PGCE/PGDE qualification or equivalent. • GTCS/SSSC registration at the time of starting in post. • Enhanced PVG (Disclosure Scotland) membership. 	<ul style="list-style-type: none"> • Evidence of continued professional development.
Experience	<ul style="list-style-type: none"> • Extensive experience of teaching and/or working in a position of pastoral responsibility at secondary level • Experience of supporting young people across the ability range. • Pastoral experience in a House role. • Familiarity in the effective use of ICT in a school setting to share information. 	<ul style="list-style-type: none"> • Experience of teaching or knowledge of an IB programme (DP/CP/MYP). • Pastoral experience of boarding in a supervisory role. • Experience of inquiry based learning.
Skills	<ul style="list-style-type: none"> • A highly effective practitioner, committed to the highest standards of care, learning and achievement. • An excellent classroom practitioner (if currently in a teaching role). • Skills which lead, inspire, reassure and support boarders, parents and work colleagues. • Skills which can contribute to the co-curricular programme. • A strong ambassador for the House and boarding at St Leonards, inspiring prospective parents, pupils and others. 	
Interpersonal skills	<ul style="list-style-type: none"> • An approachable, supportive manner able to give confidence to pupils, parents, staff and prospective parents and pupils. • Excellent oral, written and IT communication skills. • Able to make a positive, professional contribution to the wider pastoral and academic team. • Ability to work independently and take responsibility for planning own workload. • Ability to work calmly under pressure and keep to deadlines. • Sensitive to the needs of others and supportive when required. • Professional manner and appearance. 	



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REMUNERATION

Family accommodation of a very high standard will be provided for this role; rent free and with heating and lighting provided.

The accommodation is made up of an extensive flat with 3/4 bedrooms, a large kitchen/dining/living area; an additional reception room/study.

An attractive and competitive salary is offered. St Leonards has its own salary scale (above SNCT) for teaching staff and those with a teaching commitment.

St Leonards School is a member of the Scottish Teachers Superannuation Scheme supervised by the Scottish Public Pensions Agency (SPPA).

All staff at St Leonards are entitled to 50% fee discount for their child/children.

HOW TO APPLY

Completed Application Forms should be sent to:

Dr Michael Carslaw
Headmaster
St Leonards
St Andrews
Fife
KY16 9QJ

or emailed to Dr Carslaw's PA, Mrs Connie Williams at c.williams@stleonards-fife.org

The closing date for applications will be 9.00am on Monday, 4 February 2019. Interviews will be held on Friday, 8 February 2019 and candidates will be notified by email or telephone.