



# Application Pack

for the position of  
Housemistress with teaching responsibilities

Start date: September 2024 or as soon as possible afterwards



## About St George's

St George's is a thriving independent boarding and day school of 270 girls aged 11-18, around 45% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 80 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at school and in fulfilling adult lives ahead.

Awarded 'excellent across the board' in its November 2022 ISI inspection, the school is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

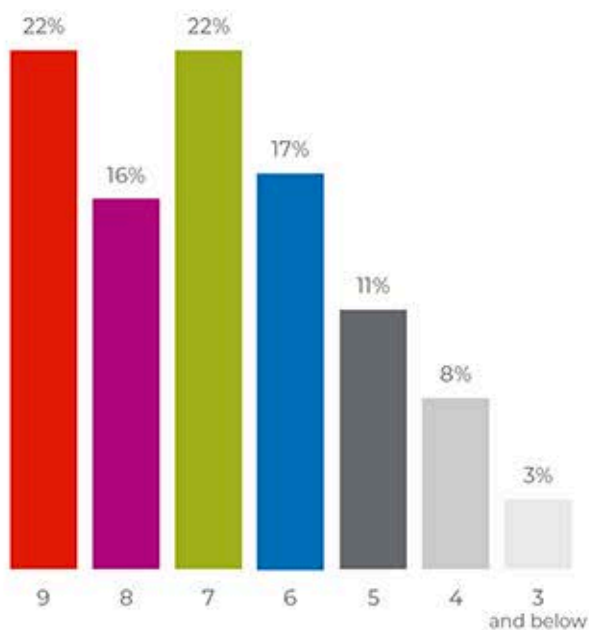
We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

Our unique extended day and flexible boarding model allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.

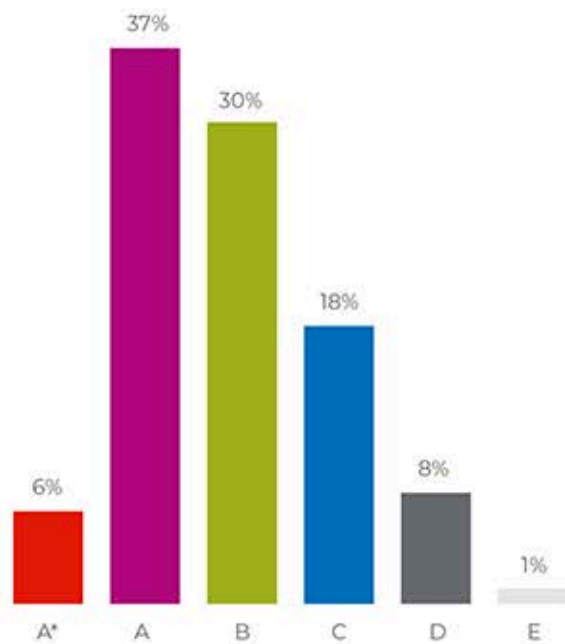


Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest. Our pupils achieved the following results in 2023:

## GCSE RESULTS 2023



## A LEVEL RESULTS 2023



N.B. Data correct at time of print but is subject to change.

**Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for academic progress.**

St George's offers an education that is grounded, relevant and fosters employability. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), ISBA, AGBIS and is ISC accredited.





CONFIDENT | CAPABLE | CONNECTED



“

The girls are the biggest advocates for SGA  
– funny, bright, ambitious and honest.

”

MUDDY STILETTOS

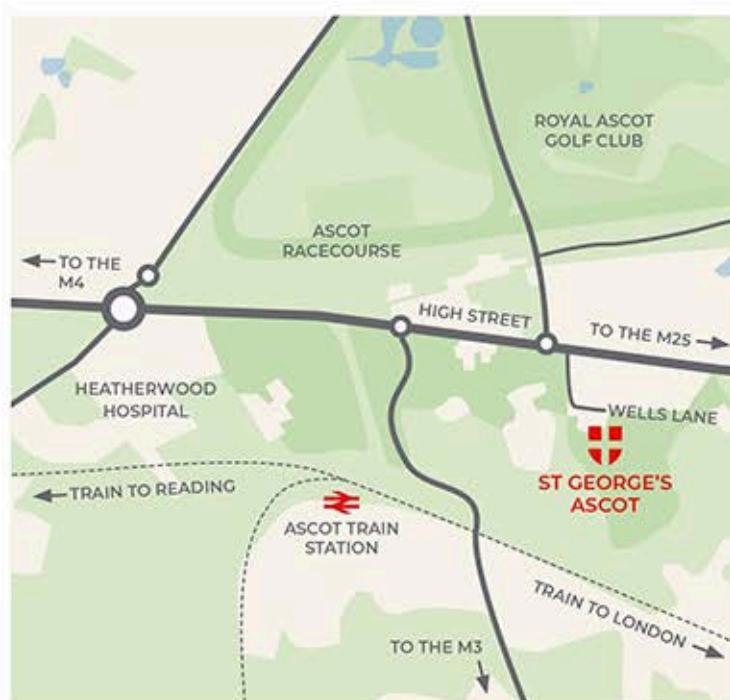


## Our Location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street.

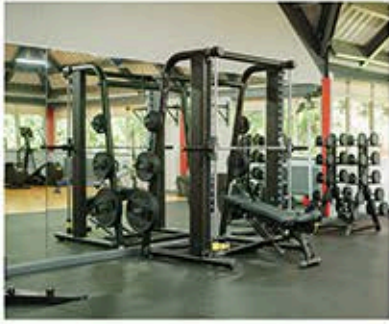
We are close to Windsor and Bracknell and equidistant from the M3 and M4 motorways.

Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

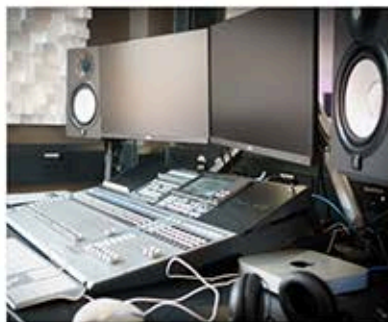


### All facilities are on site and include, amongst others

- 25m, 6-lane indoor swimming pool
- Separate drama studio
- Large sports hall
- Three lacrosse/football pitches
- Eight tennis courts
- Light airy classrooms
- Purpose-built library
- A fabulous dining room serving our delicious award-winning food
- Three cosy, family-style boarding houses - one of which is solely for use by the Upper Sixth giving all girls (boarding and day) the space to study for their A Levels
- State of the art 300-seat theatre
- Brand new dance studio
- Technogym fitness suite
- Sports pavilion
- Six floodlit netball courts
- Squash court
- Science centre
- Photographic, textiles and art studios
- New state of the art music technology suite and recording studio
- One fully equipped ICT suite and two additional ICT labs
- State of the art cookery and food technology room



“ St George's combines small-school cosiness with big-school facilities. ”  
TATLER





## Boarding at St George's

St George's aims to create a happy, friendly and purposeful environment where girls feel physically and emotionally secure and are keen to make the most of the opportunities available to them. Boarding gives each girl a settled routine and helps make her self-reliant, adaptable and thoughtful of the needs of others. During their time boarding at St George's, girls make friends for life, discover new interests, learn to work hard and enjoy being part of community life.

Boarding, in its various forms, is a popular option at St George's and it is common for some girls to change from being day girls to boarders as they move through the School. In each boarding house there is a mixture of full boarders, 'tailored' boarders (who board between 4 and 6 nights per week) and flexi-boarders who opt to board on occasional nights, sometimes on a regular basis, where there is availability.

There are three separate boarding houses -

- Markham House - Year 7 through to Year 10
- Knatchbull House - Year 11 and Lower Sixth
- Loveday House - Upper Sixth



Girls live in boarding houses and have a resident Housemistress who oversees their progress and welfare. Upper Sixth girls reside in Loveday House which is staffed by a Housemistress, and a Resident Teacher. The Deputy Head Pastoral is also resident in Loveday. Loveday House can accommodate up to 45 Upper Sixth pupils. All Tailored (weekly) and full boarders have a single study dorm and day girls have a shared day study room in the House.

The health and welfare of each girl is a priority and there is a Health Centre in the School that is staffed by a full-time Health Care Professional during the school day. The Health Care Professional works in conjunction with the School Doctor and we are also near to local hospitals in the case of emergencies. When the Health Care professional is not in School, first aid cover is provided by the resident staff.

## Responsibilities

St George's is seeking to appoint a resident Housemistress with teaching responsibilities for Loveday House (Upper Sixth). The post holder will be line managed by the resident Deputy Head (Pastoral) on a day-to-day basis.

### *Teaching responsibilities*

- Teaching a reduced timetable in a curriculum subject, ideally up to at least GCSE level.
- Encouraging pupils' learning and engendering enthusiasm for the subject.
- Setting and marking class work, prep work and examinations.
- Keeping records of work covered and pupils' progress.
- Attending parents' evenings for all classes taught.
- Preparing pupil reports in line with the school's protocol.
- Attending continuing professional development courses.
- Attending all Staff and Department meetings.
- Attending open mornings and education days on occasional Saturdays if required.
- Maintaining a positive and professional approach with parents and colleagues.
- Actively promoting good behaviour amongst pupils.
- Organising and participating in educational visits.
- Running a club from 4.15pm - 5.15pm one evening a week
- Acting in the capacity of a Tutor for a group of pupils including morning and afternoon registration and tutor time.
- Covering for absent colleagues.
- Supporting one of the School's competitive Houses.



## Boarding and Pastoral Responsibilities

- Running Loveday House to provide a very positive and enjoyable experience for the boarders so that they receive the very best support, guidance and nurture 'in loco parentis' and so that they embrace all the opportunities available to the pupils at St George's, taking pride in their house.
- Leading the Loveday House staff team, overseeing the duties and roles of the Resident Tutors and teaching staff with boarding responsibilities who work in Loveday House.
- Ensuring clear, effective and regular communication within the Loveday House staff team and, where appropriate, recording information within the house daily handover log and sharing information with other School staff.
- Providing a full and comprehensive induction for new house staff.
- Supervising boarders in Loveday House in the morning and evening and at weekends according to a duty rota, with the assistance of the House staff team.
- Communicating with parents, and guardians where appropriate, on a very regular basis by email, telephone and in person.
- Promoting and safeguarding the welfare of pupils at the School; being fully conversant and compliant with the School's safeguarding policy and procedures.
- Providing advice and support for pupils concerning emotional, social or behavioural problems they might have; informing the Deputy Head (Pastoral) if any referral to outside agencies is required in line with the School's policy on safeguarding and child protection.
- Supporting the School's rewards and sanctions policy and, by encouragement and reward, fostering an acceptance of the code of conduct of the School; informing the Deputy Head (Pastoral) in cases of breaches of School rules and keeping appropriate records.
- Administration for Loveday House to include maintaining pupil and other records.
- Taking pride in the appearance and organisation of all rooms, common areas and operations within Loveday House and liaising with the Domestic Bursar, Clerk of Works and Operations Manager about the general upkeep of the boarding house.





CONFIDENT | CAPABLE | CONNECTED



“

A small, friendly girl's secondary boarding/day school in Berkshire, where kindness, confidence and ambition are celebrated.

”

MUDDY STILETTOS



- Providing a full and comprehensive induction programme for new boarders in Loveday House.
- Providing supervision during some meal times and morning and afternoon breaks.
- Working closely with the Health Centre staff, accompanying boarders to medical or other appointments as required and providing out of hours first aid cover when required.
- Contributing to the planning, organisation and preparation of the programme of co-curricular activities and trips available to boarding pupils during evenings and weekends.
- Compiling regular and accurate lists of boarders' weekend and holiday travel arrangements.
- Collecting and collating the necessary travel information to comply with UKVI regulations.
- Promoting and encouraging the boarding opportunities for day pupils in the Upper Sixth including organising boarding taster events to increase the uptake of flexi boarding and conversion from day to boarding among current day pupils.
- Preparing written reports for boarders in line with the School's protocol.
- Attend relevant continuing professional development and training courses.
- Attending Chapel, Staff meetings, Departmental meetings (if relevant) and other School functions as required.
- Preparing and closing down the boarding house in the periods prior to, and at the end of, each half term and term.
- Liaising with the Domestic Bursar and Operations Manager to coordinate the use of Loveday during any residential lets during school holiday time.
- Carrying out other duties as deemed appropriate by the Deputy Head (Pastoral).

### *Upper Sixth responsibilities*

The Housemistress needs to be acutely aware that developing the whole person is a key part of their role and Upper Sixth pupils at St Georges' receive the highest and most specialised form of academic, pastoral and co-curricular support possible. We firmly believe that pastoral well-being is central to academic achievement which is why the care and attention provided to each individual pupil is aimed at supporting happy and enthusiastic young women.

This includes:-

- Having an academic and pastoral overview of all girls in the House
- Being involved in registering attendance of, and disseminating information to, members of the Upper Sixth boarders on a regular basis
- Ensuring that the environment created in the House is conducive to learning at key times
- Taking a keen interest in wider learning, teaching, innovation and enrichment initiatives within the School
- Providing mentoring meetings with boarders
- Facilitating discussion with boarders about the UCAS application process
- Providing UCAS Personal Statement Clinics during the evenings
- Inviting discussion forum opportunities and/or visiting speakers to enable a culture of learning and discussion extended into the evenings

## Person specification

The successful candidate will:

- have relevant experience of working in a boarding or residential environment
- be sympathetic towards the ethos of a busy boarding and day school
- have the vision and drive to ensure that boarding in the final year at St George's is a popular, enjoyable and life-enhancing experience
- demonstrate a genuine liking of young people and a desire to see them thrive in a boarding environment
- hold an undergraduate degree
- be a qualified teacher (holding QTS or its equivalent) or have equivalent experience
- be able to demonstrate excellent subject knowledge
- be confident in using innovative technology for a range of administrative and teaching purposes
- promote high standards of education, care and behaviour
- be conversant with current equal opportunities, child protection and safeguarding legislation and guidance
- be an excellent oral and written communicator



- be well-organised and have the ability to plan effectively, clearly and well ahead, whilst being able to juggle successfully multiple tasks of varying size and importance
- demonstrate sound judgement and discretion
- demonstrate excellent leadership and teamwork skills with the ability to motivate others as part of a team
- display strong interpersonal skills forming excellent working relationships with pupils, colleagues and parents
- be cheerful, flexible and adaptable when going about their work
- have energy, commitment and stamina
- show commitment to personal and professional development and innovation
- holding a relevant first aid qualification is desirable but not essential (training will be provided)
- be able to drive the School's minibus (if not, training will be provided)



## Salary and Further Information

- a. **Start date:** September 2024 or as soon as possible thereafter.
- b. **Salary:** St George's operates its own generous salary scheme.
- c. **Pension:** All teaching staff will be auto enrolled in the APTIS pension scheme unless they opt out.
- d. **Hours of work:** This is a term time only position; however, Housemistresses are also required to be available to attend staff training days and for 48 hours prior to the start of and after the end of terms. The hours of work during term time are varied and can include weekends. The Housemistress will be entitled to 48 hours off per week as advised by the Deputy Head (Pastoral) in term time, in addition to most exeat weekends, Easter, Christmas, summer and half-term holidays.
- e. **Notice Period:** The probationary period will be one year, during which the notice period is two months. Following this, the notice period required by either side to terminate the employment will be one full term.
- f. **Accommodation:** A self-contained two bedroom flat within the School is provided. Exceptions provided under the Equality Act apply. Lunch is provided to all staff when the School kitchens are open. The Housemistress assists with the supervision of boarders during breakfast and supper and they will be expected to attend these meals during term time.





CONFIDENT | CAPABLE | CONNECTED

Awarded 'Excellent' in all areas in November 2022,  
the ISI particularly identified –

“

'Pupils' positive attitudes towards learning  
are a striking feature of the school.

”

INDEPENDENT SCHOOLS INSPECTORATE



## Additional Staff Benefits

- Use of facilities
  - Staff have use of state-of-the-art gym with Technogym equipment at allocated times
  - Staff swimming sessions and family swimming sessions in the recently built 25m, 6-lane indoor pool
- Supportive Continuing Professional Development (CPD) programme
- Ample free onsite parking
- Freshly prepared, nutritious lunches in the Dining Room during term time. Refreshments are also available throughout the day in the Staff Room. Breakfast, lunch and dinner are available in the dining room free of charge.
- There are a number of social events throughout the year that staff are invited to attend.
- The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.







CONFIDENT | CAPABLE | CONNECTED



“

We're delighted to welcome St George's Ascot to the Google for Education Reference School Program!

Your school is doing exemplary things with Google tools and we're excited for you to join this select group of Reference Schools.

”

THE GOOGLE FOR EDUCATION TEAM



## The Process

Letters of application to the Head, Mrs Hewer, should be no more than two sides of A4 and, together with the completed application form and confidential cover sheet should be emailed to [recruitment@stgeorges-ascot.org.uk](mailto:recruitment@stgeorges-ascot.org.uk)

**CVs will not be accepted. Please complete the relevant application form and confidential application cover sheet found here:**  
<https://www.stgeorges-ascot.org.uk/our-school/job-opportunities>

**Deadline: Midday Friday 2 August with interviews being held shortly thereafter.**

*The School reserves the right to interview and/or appoint at any time during the recruitment process.*

Any queries about this post may be made in the first instance to [recruitment@stgeorges-ascot.org.uk](mailto:recruitment@stgeorges-ascot.org.uk)

St George's School is committed to safeguarding the welfare of children at the School. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. The appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.





**25** MINUTES FROM  
**HEATHROW  
AIRPORT**

UNDER AN HOUR FROM  
**GATWICK**



**20%**  
INTERNATIONAL  
PUPILS



FOUNDED IN  
**1877**



**100%**  
PASS RATE  
AT A LEVEL  
GRADED A\* - C



**99%**  
PASS RATE  
AT GCSE  
GRADED 9 - 4



**12**  
THEATRE  
PRODUCTIONS  
EACH YEAR

**EXCELLENT  
PASTORAL  
CARE**  
AND ONSITE  
CHAPLAIN



**70+**  
CO-CURRICULAR  
**CLUBS**



**3** OUT  
OF **4**  
PUPILS  
ACHIEVED THEIR  
**1<sup>ST</sup> CHOICE  
UNIVERSITY**



**60%** DAY  
PUPILS  
**40%**  
BOARDERS



★ **PRESTIGIOUS** ★  
**G**  
GOOGLE FOR  
EDUCATION  
REFERENCE SCHOOL

**25 GCSE  
SUBJECTS  
AND  
23 A LEVEL  
SUBJECTS  
ON OFFER**



**30** ACRES OF LEAFY  
COUNTRYSIDE ON SITE



**AMBITIOUS  
ROLLING  
DEVELOPMENT  
PLAN  
INCLUDING:**

**SWIMMING  
POOL**  
**COOKERY  
ROOM**  
**MUSIC TECH**  
**DANCE  
STUDIO**  
**FITNESS  
SUITE**



**CONFIDENT | CAPABLE | CONNECTED**

[www.stgeorges-ascot.org.uk](http://www.stgeorges-ascot.org.uk)

St George's School, Wells Lane, Ascot, Berkshire SL5 7DZ  
Telephone: 01344 629900