



Hurtwood House



Appointment of Housemaster/Housemistress
at
HURTWOOD HOUSE
for
September 2024

Hurtwood House School

The school, which we refer to simply as Hurtwood, is located near the top of Holmbury Hill above the village of Holmbury St Mary in Surrey. The main school building was originally designed and built for the Portuguese Major General Sartorius as a country residence. It was bought by Richard Jackson, the Founding Headmaster in 1974 to allow the school - then housed at Leith Hill Place - to expand and develop. Today Hurtwood is a thriving mixed community of 360 sixth form students (following A Level courses in over 20 subjects) with eight boarding houses (4 mixed and 4 single sex houses), and a wide range of sporting and creative facilities.

Hurtwood House – the boarding house – is on the school campus. It is the largest of the girls' residential Houses with 46 students in the main House. But it is more than just a boarding house. The House is the heart of the school, sitting in the middle of the campus and its Housemaster or Housemistress will play a vital part in the daily life of the whole community.

The role of a Housemaster/mistress

Being a Housemaster/mistress is one of the toughest yet most rewarding jobs at Hurtwood. It is enormously complex and no two days are ever the same - one minute you are changing a light bulb or replacing a fuse, the next comforting someone who has just received bad news. You are going to be Mum and Dad to your students, celebrating their achievements and supporting them when things have not gone so well. You are going to have to "go out to bat" on behalf of your students or alternatively you may have to be brutally honest with a family about their son or daughter. By the end of the term you will be in need of a good rest, but you can look back with great satisfaction at a job well done and in the knowledge that you have played your part as one of the key people in the school.

All academic staff at Hurtwood are closely involved in the boarding communities and all of our Housemasters/mistresses are also A Level teachers. We believe that the integration of academic and pastoral roles is one of our strengths in developing our students into 'all round' young men and women. Each of the Housemasters/mistresses has a team of full tutors with whom they share supervision of the House during the evenings and at weekends. There is also a team of academic tutors, who each look after a small group of tutees within the House. The Housemaster/mistress and House staff are responsible for creating a safe and productive environment for students, for monitoring their academic progress, for creating a warm, supportive and organised community within which they can develop – we like to think of this environment as being characterised by a 'structured informality' which helps the students to get the most out of their time with us.



The Housemaster/mistress of Hurtwood House

The Hurtwood House Housemaster/mistress will be responsible for organising a team of five full tutors to provide supervision of the House. In practice this means that each member of the team is 'on duty' for one evening per week and for one weekend in every five. The Housemaster/mistress is likely to be the first point of contact for parents and for teachers in all discussions about a student's academic and non-academic progress. He/she is expected to hold regular tutor meetings and to coordinate tutorial records so that he/she is fully up to date with the development of the students. In addition, the Housemaster/mistress will produce a detailed termly report for parents and guardians to help them monitor their daughter's progress. If the Housemaster/mistress has a partner, it is hoped that they will also be willing to involve themselves in the running of the house in some capacity and this expectation is reflected in the associated allowance. The Housemaster/mistress team is an important part of the school's management structure and Housemasters/mistresses meet every fortnight with members of the Senior Management Team to discuss a wide range of issues which have an impact on school and student life.

This position is a key role within the school. In many ways the main House is the school and there is no doubt that there are significant demands made upon the Housemaster/mistress of Hurtwood House. Whether it be dealing with the fire brigade at three in the morning or visitors turning up on Boxing Day, the Housemaster/mistress is the face of the school.



The School Day

The school day is a long one. Students are woken up by 8.00am and teaching begins at 8.50am. On most days, lessons, activities or our Enigma enrichment programme continue until after 6.00pm. Students need stamina to cope but equally the House staff need to have the energy and enthusiasm to run the boarding house once the school day is over. Students are expected to be in bed by 'lights out' at 11.00pm during the school week. After 'lights out', the Housemaster/mistress is responsible for the boarding house and will need to be available to students in case of emergencies. In recognition of the long hours involved, all full time staff – including Housemasters/mistresses - are given a half day off once a week so that they have some free time in which to put their feet up. The school year comprises 35 teaching weeks, across three terms.



Teaching

The successful applicant will have A Level teaching experience in a subject which is currently part of the Hurtwood curriculum. They will be expected to teach two groups of A level classes (approximately 2 ½ hours contact time per day) and to become fully involved in the extra-curricular life of the school, helping to run sports or activities in the free time available to students.

Pastoral

There is an allowance of £30,000 associated with this position in addition to the accommodation which is a four bedroom residence spread over two floors. The accommodation consists of a sitting room, a kitchen/diner with white goods included, two double bedrooms, two single bedrooms, a bathroom with toilet, a shower room and an additional toilet. It is likely to be available unfurnished but the school is prepared to furnish it if requested. There will be an opportunity to view the accommodation at 8.30am on Sunday 25 February.

The accommodation is provided for the better performance of the associated responsibilities and duties and is rent-free although it will be necessary to pay tax on the services consumed. All other expenses like the Council Tax are paid for by the school. The school also includes Housemasters/mistresses in its group private Health Scheme (this is taxable as a benefit). The accommodation is available throughout the school year, including holiday times. It should be noted that Hurtwood runs a Summer School for international students during the Summer holiday and boarding houses are used by students, although they are looked after by our specialist Summer School team.

As well as the Housemaster/mistress, there is one other live in tutor in the House.

The detailed job description and person specification for a Housemaster/mistress at the school is available as a separate document.

