



**ST EDMUND'S  
SCHOOL**  
CANTERBURY

# CANDIDATE PACK

**RESIDENT TUTOR  
PERMANENT, RESIDENTIAL,  
TERM TIME ONLY**



[WWW.STEDMUNDS.ORG.UK](http://WWW.STEDMUNDS.ORG.UK)







# THE SCHOOL

## OVERVIEW

We are a 600 strong 2-18 independent co-educational day and boarding school which fosters a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and is equally proud of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



# OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

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A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

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Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

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Every pupil here is known and understood

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The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school

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St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

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Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

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Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

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Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.



# DETAILS ABOUT THE POST

<b>TITLE</b>	Residential Tutor
<b>TYPE OF POST</b>	Residential/Permanent
<b>START DATE</b>	
<b>REMUNERATION</b>	Competitive salary plus 1 bedroom accommodation with all bills and meals
<b>DUTIES</b>	Carry out a minimum of two duties and be available for weekend duties. Would suit student or working person with availability to be in residence during the evenings.
<b>POST &amp; DEPARTMENT</b>	
<b>Advert</b>	<p>Boarding at St Edmund's School is firmly based on the core principles of family living. We strive for an open, inclusive and purposeful atmosphere in which pupils are encouraged to fulfil their academic and personal potential; where needs are addressed and achievements are celebrated.</p> <p>We are fortunate enough to have a broad mixture of backgrounds and cultures among the boarding community; we pride ourselves on drawing on the best of this rich variety and creating an environment that values individuals but offers an experience that is all the better for its sense of collaboration. It is a model that works, and one which boarders will find resolutely in place after the school day ends.</p> <p>Residential staff are expected to embrace the family ethos of boarding and enjoy spending time within the boarding community. Staff are expected to maintain a visible presence and to be actively engaged in the boarders' day to day lives, taking an interest in their culture and background. Creativity and flexibility are critical qualities to enable a thriving boarding community and we are looking for dynamic leaders who are interested in pursuing a pastoral career pathway.</p>
<b>Role</b>	The Resident Tutor will provide a vibrant and positive pastoral and academic experience for the pupils. They are responsible for the pupils and will be a visible presence in the house throughout term time.



# THE ROLE

## KEY RESPONSIBILITIES

- Be responsible to the Head of Girls' Boarding for ensuring and promoting the welfare of the boarders within the whole boarding community.
- Ensure and promote the welfare of the boarders within the community
- Offer boarding pupils their guidance, counsel, support, direction and discipline.
- Liaise closely with the Head of Girls' Boarding over the welfare of boarding pupils, especially where there is cause for concern.
- Nurture, as far as is possible, a sense of a home setting and take responsibility for initiatives which foster a positive identity for all boarders.
- Carry out a minimum of two evening duties and be available for weekend duties according to the rota, as directed by the Head of Girls' Boarding , and be resident every evening during term time and by 10.30pm each evening.
- Maintain a positive and daily presence during the week, and at weekends, whether officially on duty, or not
- Attend boarding staff meetings, contributing productively and creatively to discussion.
- Be in residence up to 2 days' before the return of boarders, and on duty on the first evening of each term, in order to welcome back returning boarders, meet new pupils and, where possible, be a point of contact for parents.
- At the end of term, in exceptional circumstances and for a maximum of one night, remain resident until all boarders have departed.
- This is an important pastoral position which requires the post holder to be aware of and respond to issues pertaining to all pupils who are members of the boarding community.
- Cover for other members of the boarding team in the event of absence.
- The Resident Tutor of Girls' Boarding should enjoy spending time in the company of pupils and be an effective time manager in order to successfully juggle boarding commitments and teaching demands.



# PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> <li>GCSE in English and Maths – minimum B grade</li> </ul>	<ul style="list-style-type: none"> <li>QTS/PGCE/ IPGCE</li> <li>Designated Safeguarding Lead</li> <li>BSA Certificates or boarding training equivalent.</li> </ul>
PASTORAL EXPERIENCE	<ul style="list-style-type: none"> <li>Understanding of the School's pastoral support systems</li> <li>Knowledge of CPOMs</li> <li>Mental Health awareness and engagement with related</li> </ul>	<ul style="list-style-type: none"> <li>Mental Health First Aider</li> <li>Previous experience of boarding</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>Confident and persuasive communicator</li> <li>Ability to deal with complex safeguarding issues with sensitivity and professionalism</li> <li>Excellent organisational skills with the ability to prioritise complex and completing demands</li> <li>Commitment to support all individuals (staff and pupils) within the Boarding community</li> <li>Ability to relate to pupils, parents and colleagues with empathy and understanding</li> <li>Enthusiasm and commitment to promoting the care and wellbeing of pupils</li> </ul>	



# CONDITIONS OF SERVICE

## **BENEFITS**

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

1 Bedroom accommodation within Boarding, including bills. Meals are also included within Term Term. Parking is free for all staff on the school site.

Our site is a short walk into the centre of Canterbury.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

Support of visa sponsorship is in place for international candidates.

## **SAFER RECRUITMENT**

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

## **UK GDPR**

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.



## APPLICATIONS

Applications should be emailed to [recruitment@stedmunds.org.uk](mailto:recruitment@stedmunds.org.uk).

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).





# ST EDMUND'S VALUES



We Value....

## EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

## INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

## EXCELLENCE

Commit to being the best we can be

We Value....

## INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

## SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society



