



Person Specification – Assistant Houseparent

Please include the following in your letter of application (which should be no longer than two sides of A4):

- a clear and succinct statement of your educational philosophy and practice;
- demonstrate how this philosophy relates to the Personal Specification and Job Description of an Assistant Houseparent at Monmouth School for Girls.

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> • Good general standard of education 	<ul style="list-style-type: none"> • A recognised boarding qualification • Record of continued professional development • Higher degree
Experience	
<ul style="list-style-type: none"> • A proven track record of excellent boarding management skills • High personal and professional standards • Excellent pastoral skills and instinct • The ability to encourage and enthuse others • Work well in a team • Understanding of the need to communicate with all stakeholders • Successful experience in raising student achievement 	
Skills	
<ul style="list-style-type: none"> • Excellent people management skills • Excellent rapport with pupils • Dynamic character • Excellent communication and inter-personal skills • Evidence of being able to lead, manage and be responsible for initiatives/ developments • Evidence of taking responsibility for own professional development 	<ul style="list-style-type: none"> • Well-developed ICT skills
School Ethos	
<ul style="list-style-type: none"> • Capacity to work well with others • Fully supportive of the aims & ethos of the school • Commitment to the school's aims of raising the bar and working to encourage students beyond their potential • Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education 	<ul style="list-style-type: none"> • Ability to support the vision for high quality education which promotes spiritual, moral, social and cultural development

Personal Attributes

- Highly motivated
- Ability to work unsupervised
- Ability to deal with unpredictable situations
- Ability to prioritise, plan and organise own work and that of students
- Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy
- Tact and discretion
- Energetic
- Ability to listen
- Able to maintain confidentiality when required
- Willingness to participate in the wider life of a busy boarding school
- Excellent organisational skills
- Excellent time-management
- Excellent record of health, punctuality and attendance

Safeguarding

- Knowledge of child protection procedures
- Commitment to the safeguarding and protection of children and to the personal development of our pupils
- Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety