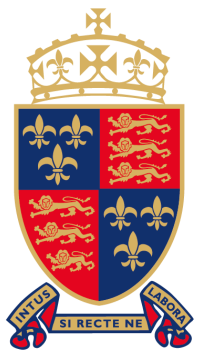


Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

Girls' Housemistress / Housemaster

From September 2025

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Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

The role of a 'HSM' at Shrewsbury is deeply rewarding as it is demanding. For those who genuinely love being with teenagers 24-7, it is a joyful way of life: what we like to call 'serious fun'. With excellent accommodation, strong support teams, pastoral leadership at Shrewsbury is enriching in itself and a great stepping stone for senior leadership.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.



Leo W. Kelly

Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. The School is now ranked amongst the leading co-educational boarding schools in the world, educating around 840 pupils aged 13-18 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 110-acre site on the banks of the River Severn, pupils also have the opportunity to participate in a wide range of sporting, music, drama and co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The School offers only one kind of boarding: full boarding, with nearly 80% of the school roll being full boarders and around 20% holding non-UK passports.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £35m and a staff of 400. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. The fully refurbished Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. A full refurbishment of Rigg's Hall, one of our boys' Houses, completed in 2022, with refurbishment projects of Churchill's and Ingram's Hall finished in December 2023. The building of a fifth girls' House (Queen Elizabeth Hall) was completed and opened in September 2023, along with two new all-weather sports pitches.

Girls' Housemistress / Housemaster

Shrewsbury School has an exciting opportunity to appoint a dedicated and inspirational Housemistress / Housemaster from September 2025 to lead Queen Elizabeth Hall (Queen's), one of our five girls' houses (c. 70 girls). **Queen's** was opened in September 2023 and is already thriving and full.

Shrewsbury aims to be a distinctively kind and supportive community. The successful candidate will be a caring and resourceful individual who wholeheartedly embraces the ethos of a full boarding school. The post comes with an excellent package, including administrative support and outstanding family accommodation on our 110-acre campus in the beautiful county of Shropshire.

The post would be ideal for someone looking to work in one of the country's leading boarding schools.

Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people, 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.









Queen Elizabeth Hall

Job Description

The Housemistress / Housemaster (HSM) brief is wide-ranging, including the following areas:









Pastoral care

It is expected that HSMs will promote the welfare of the members of their house by:

-  Assuming the major pastoral responsibility for the overall welfare, progress, development, and happiness of the pupils in the house.
-  Having oversight of the pupils' welfare, including close attention to their academic development, their involvement in the wider activities of the School, their successful integration into house and school life and their overall preparation for life beyond school.
-  Demonstrating a sympathetic appreciation of the many complex issues inherent in the role including those of a sensitive and confidential nature.
-  Nurturing and promoting good standards of behaviour and discipline in the House.
-  Maintaining good links with the parents and guardians of pupils in the House.
-  Safeguarding the pupils within their care by working assiduously to both school policy and wider legislation.




Management and Administration

HSMs are responsible for all the management arrangements within their house by:


-  Providing effective management and dynamic leadership of all staff associated with the House.
-  Keeping up-to-date and detailed records relating to the individual welfare of all pupils in the House.
-  Maintaining proper house accounts and detailed records of expenditure.
-  Attending all HSM meetings and liaising with other HSMs and the Leadership Team to ensure consistency of practice.
-  Liaising closely with all house staff – assistants, tutors, matrons and domestic staff according to the needs and requirements of the pupils.
-  Training and preparing House leaders for their roles and providing guidance and support for these pupils in those roles.
-  Being involved in the line management of the House Matron; HSMs are directly responsible for managing matrons with regards their pastoral role. This includes responsibility for in-house pastoral professional learning - in conjunction with the Deputy Head (Pastoral) annual training plan.
-  Being responsible, in conjunction with the Matron and Head of Estates, for the maintenance, decoration and improvements to the fabric of the House, as well as to its fittings and furnishings.

Admissions and Marketing




HSMs have a vital role to play with regards prospective parents and pupils as well as promoting Shrewsbury School. It is expected that all HSMs will:

-  Be active in the marketing of Shrewsbury School.
-  Meet prospective parents and their children.
-  Play a direct part in Open Days, Receptions, Open House mornings, Prep School road shows and other events to promote the School.

Teaching

-  To teach at GCSE and/or A Level contributing strongly to the academic and wider life of the School, albeit with a reduced timetable to accommodate the demands of the role.









Safeguarding & Child Protection

-  Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
-  The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
-  The postholder must undergo Safeguarding & Child Protection training as directed by the School.

Person Specification

It is anticipated that the successful candidate will demonstrate the following:

Personal Qualities

-  A passion for education in a full boarding context.
-  The vision, drive and enthusiasm to nurture and sustain a house community.
-  The confidence, honesty, warmth and integrity to deal effectively with pupils, parents and colleagues.
-  Administrative skills to organise a busy house.
-  Conscientiousness, enthusiasm, and the ability to sustain long hours during term time, including evenings and weekends.
-  Ability to work independently and in a team.
-  A positive attitude towards personal professional development.
-  The ability to manage budgets prudently and in the best interests of the School.

Subject knowledge

- ✿ Good honours degree (all subjects considered).
- ✿ A proven record as a teacher with strong and appropriate qualifications.
- ✿ The ability to provide stimulating, well-planned lessons.
- ✿ Subject knowledge to challenge able pupils and achieve strong results.

Pastoral and co-curricular duties

- ✿ Commitment to boarding school life.
- ✿ Professional, yet caring and compassionate approach to working with pupils.
- ✿ Willingness to be involved in a range of co-curricular activities.



Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom and truth with the aim of developing the ‘cultural capital’ of each child and instilling character strengths, aptitudes and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

More information about Shrewsbury’s Ethos and Educational Philosophy can be found [here](#).



Houses at Shrewsbury

The House system is at the heart of Shrewsbury School. The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work.

There are 12 Houses at Shrewsbury for 13-18 year-olds: seven boys' houses and five girls' houses. All houses have both boarders and day pupils. Each House has a dedicated Housemistress/master who is the 'go to' lead in ensuring each pupil's wellbeing and emotional support whilst they are at Shrewsbury. It is a very special relationship fostered by a constant open-door attitude and the ethos of individualised care. They are the key figure in ensuring each pupil's happiness, welfare and progress, and they are the crucial link in communication between parents and school. Our Housemistresses and Housemasters run their houses as extensions of their own families.

Each House is unique and incredibly proud of their heritage and contemporary place in Shrewsbury's community. The Housemistress/master is supported in their role by a resident Matron, an Assistant Housemistress/master and a team of 8 House Tutors. Senior pupils are encouraged to take responsibility in the Houses, as older siblings would at home. The House system at Shrewsbury has created a vibrant community, in which everyone participates according to their different natures and abilities. House loyalty is strong, fostered by numerous House competitions throughout the year.

House life starts at 7.30am. Shrewsbury days are all slightly different, but essentially the vast majority of pupils are out of the house by 8.45am and off to lessons. They are busy all day, coming and going from House as they need, but there is an opportunity to dine together in central facilities at lunchtime. The House gathers back again as lessons and activities for the day finish, and at this point the building becomes a home from home again.

During the working day the Housemistress/master will be involved in teaching lessons (on a reduced timetable), welcoming prospective parents or preparing for the days and week ahead. They will also be expected to contribute to the co-curricular life of the School.

Every member of full-time teaching staff is assigned to a House and is responsible for the running of the house in an evening, allowing the Housemistress/master to step back for a couple of hours. At this point the House moves into a period of quiet work time we call 'top schools'. This lasts until 9.00pm at which point the House relaxes into a pre-bedtime routine. Matron arrives on duty at 9.00pm and works with the duty member of staff, and the Housemistress/master, to create a relaxed period of calm before bedtime routines start.

At this point staff will spend time chatting and relaxing with the pupils as well as checking all members of the House are happy and prepared for the next day. This is often a great moment for groups within the House to come together. More information about Shrewsbury's Houses can be found [here](#).

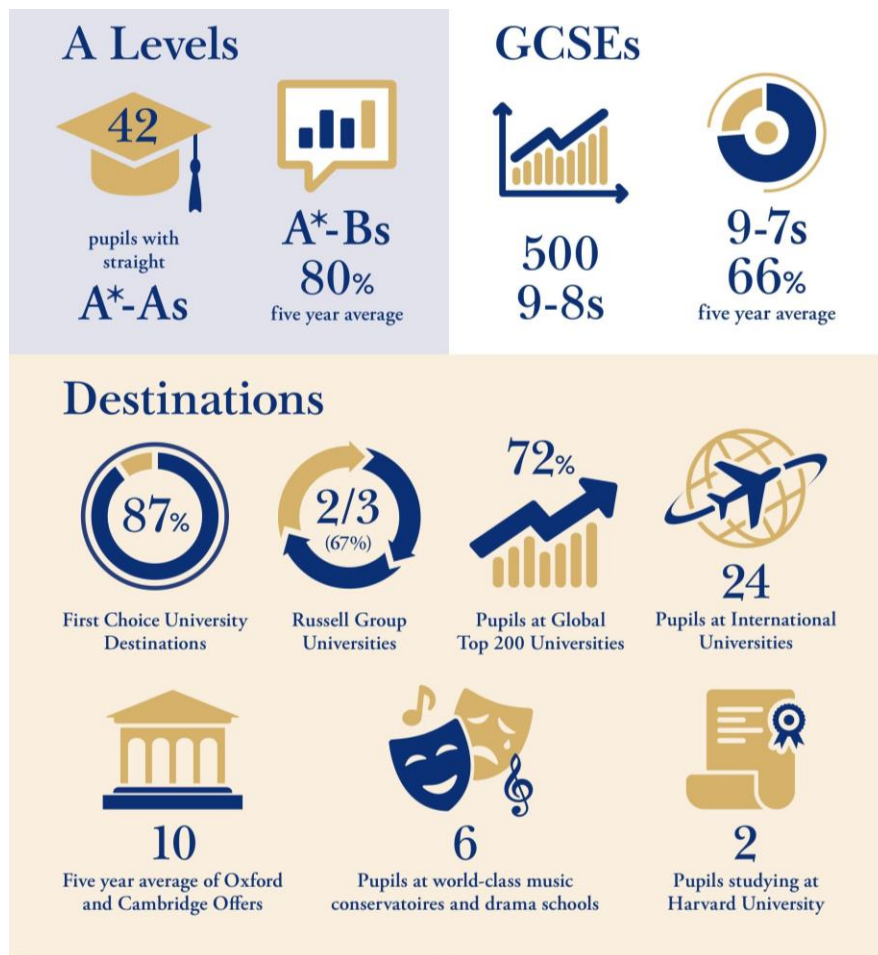


Queen Elizabeth Hall

Academic Life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who are able to think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, around 5% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at the university of their first choice. We expect about 80% of A Levels each year to be passed at A*, A or B grade. But there is as much joy for pupils who surpass his or her expectations as there is for the pupil whose progress to top grades always seemed more certain.



2024 Public Examination Results at Shrewsbury

Teaching at Shrewsbury

Shrewsbury's academic provision endeavours to be exciting, challenging, responsive and versatile. Periods are 40 minutes long and there are between 5 and 8 of these each day, including Saturdays. Monday, Wednesday, Thursday and Saturday afternoons are dedicated to Sport and Activities.

We employ around 140 teachers across the range of subjects. We accept ECTs as well as recent graduates – all appointments are based on ability in the classroom and outcomes of the interview process. We support unqualified teachers through the PGCE and also those wishing to complete their ECT induction.

All new members of staff are given a comprehensive programme of induction to help familiarise them with Shrewsbury life. Their academic and buddy mentors are there to assist the transition to Salopian life and support both professionally and personally.

Shrewsbury School is committed to the Continuous Professional Development (CPD) of its staff. INSET takes place at the beginning of each term with academic and pastoral themes being covered. Time is dedicated to the sharing of good practice and ideas in faculty meetings and individual training needs are identified both informally and through the Individual Development Plan process.



Co-Curricular Life at Shrewsbury

We want all our pupils, whatever their ability, to enjoy their life beyond the classroom, and Shrewsbury has a well-earned reputation for artistic, musical and sporting excellence.

We compete internationally in cricket and rowing, and we are one of the strongest schools in the country for football, cross-country running and fives. Facilities and coaching for these - and a host of other sports including badminton, basketball, tennis, fencing, lacrosse, hockey, netball, and rugby - are excellent.

Our school plays and musicals have drawn praise at the Edinburgh Fringe Festival and in London. As one would expect from one of the strongest music departments in the country, the breadth and quality of music making is remarkable, and a number of pupils win places at some of the top music colleges each year.

We also offer our pupils an extraordinary array of clubs, societies and other co-curricular activities, many of which take place on a dedicated weekly activity afternoon. The majority are led by members of school staff.

Shrewsbury is surrounded by glorious unspoilt countryside and the School makes the most of its easy access to the Shropshire Hills, the Welsh Marches and Snowdonia, as well as easy access to Birmingham and Manchester.



International Links

At Shrewsbury School we delight in playing our part in developing outstanding schools around the world. Our first international school opened in Bangkok back in 2003 and has become the benchmark for quality education in the city and the wider region.

So successful has the venture been that we opened a second campus in Bangkok in 2018 to keep up with demand, while at the same time opening a new school in Hong Kong. In 2021, Shrewsbury signed an agreement for a new premium international school to be launched in Phnom Penh, Cambodia. Plans are afoot to open further international schools in the coming years, including Shrewsbury School India in 2025.

The Shrewsbury family of schools share commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of the schools. Over the years Shrewsbury UK graduates have visited Bangkok to enjoy gap year opportunities there.



The Application Process

Please complete the Shrewsbury School application form together with a covering letter.

Please email your documents, ideally as 'pdfs' to [**recruitment@shrewsbury.org.uk**](mailto:recruitment@shrewsbury.org.uk) by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to The Headmaster and posted to: The Headmaster, The Schools, Shrewsbury, Shropshire, SY3 7BA.

Closing date for applications is 10am, Tuesday 28th January 2025.

Start date: 1 September 2025

Long-listed candidates will be invited to interview on Thursday 6th or Friday 7th February 2025.

Short-listed candidates will then be invited to interview on Wednesday 26th or Thursday 27th February 2025.

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.

Queries regarding applications should be addressed to:
recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please also see the Recruitment Guidance Notes on page 21.



Contractual Terms

Salary

Shrewsbury School has its own competitive salary scale.

Accommodation

Accommodation may be provided.

Sick pay

4 months in any rolling year, 8 months after 5 years' service.

Holiday pay

The postholder is entitled to the paid statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during the school holidays and is paid as part of the normal salary.

Pension

Teachers are currently enrolled into the Shrewsbury School 2021 Defined Contribution Pension Scheme. This has an employer's contribution of 16.5% salary.

Private Medical Insurance

The School has a fully funded (subject to the prevailing tax rules on Benefits in Kind) corporate membership of a medical insurance scheme and the successful candidate will be entitled to join the scheme.

Staff Benefits

Training & Development

All Shrewsbury School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

Provision of Meals

Lunch is provided at our dining room, Kingsland Hall. Refreshments are provided on site.

Parking

Parking is provided free of charge on and around site in designated areas and with a school permit.

Sports Facilities

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use.

Cycle to Work Scheme

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

Recruitment Guidance Notes:

Shrewsbury School 2025

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a twelve months' probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

Note: Unfortunately, CVs are not accepted.

Ideally your application form and letter should be sent as a pdf to: recruitment@shrewsbury.org.uk

References

In order to assess candidates' suitability, we shall request at least two references. Please note that in accordance with best practice Shrewsbury School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✦ Current passport, share code or eligible immigration document
- ✦ Current driving licence
- ✦ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*).

Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

Medical Fitness

If successfully appointed, you will be asked to complete a health declaration questionnaire and if necessary, an occupational health referral will be made.

Safer recruitment checks

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

DBS Disclosure and other checks

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

In addition, we will contact the Teaching Regulation Agency to check for:

- ✦ The award of QTS.
- ✦ Completion of teacher induction.

- ✦ Prohibitions, sanctions and restrictions that might prevent candidates from taking part in certain activities or working in specific positions.

Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

Prohibition check

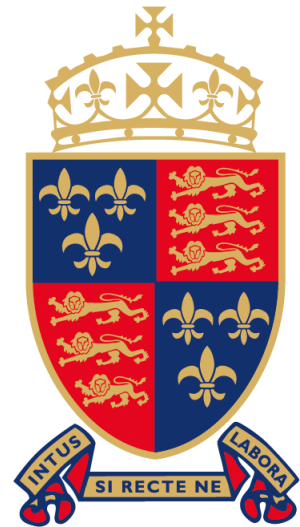
Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

Social Media check

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



The Schools, Shrewsbury. Shropshire SY3 7BA.

Email: recruitment@shrewsbury.org.uk

Telephone: 01743 280500

www.shrewsbury.org.uk

Registered charity number: 528413

