



Dollar
Academy



Appointment of Houseparent(s)

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Executive Summary

Dollar Academy, one of Scotland's leading independent schools, is looking to appoint Houseparent(s) to lead one of our individual boarding houses. The school has been at the heart of Scotland's educational development for the past 200 years and has recently been named as the Sunday Times Scottish Independent School of the Year 2024.

The Academy is a fast-paced and exciting place to work and live. There is always something new on the go; we drive ourselves hard to achieve excellence in all areas for the benefit of our entire community, but especially for our pupils.

Ensuring that boarding at Dollar Academy maintains its special family ethos Houseparent(s) share the responsibility for the pastoral and personal and social development of the pupils in their care. They share fully in the life of the whole boarding community, contributing to the running of social and other events and working with other Houseparents to sustain and develop the community.

Applications are invited from individuals and couples and from teachers and non-teachers who have a deep interest in the pastoral care of young people.



An Introduction to Dollar Academy

Dollar Academy has been a co-educational day and boarding school since its foundation in 1818. Today, it provides an exceptional all-round education to around 1,350 pupils aged 5-18. Our focus is on encouraging the individual talents and ambitions of every young person, in a positive and supportive environment that fosters the development of transferable skills, self-confidence and strong personal values. A belief in developing the whole person is central to the Dollar ethos.

Our boarding community is at the very core of Dollar Academy. We have 3 boarding houses where around 100 girls and 50 boys come to learn new skills, make lifelong friendships and do as much 'growing up' as they would at home. We have a very healthy mixture of nationalities in the Houses - half of our boarding population are British, with the remaining half being made up of pupils from 26 different nationalities. Demand for boarding places is very strong.

The school's location is undoubtedly one of the most scenic in the country, set against the Ochil Hills and the historic Castle Campbell, but within easy reach of the major towns of the central belt and just 40 minutes from Edinburgh Airport. With pupils and staff from Scotland and around the world, the Dollar community is welcoming and vibrant. The whole school sits within a single, stunning 70-acre campus.

Dollar Academy is in a strong financial position with no debt. The school currently has an exciting portfolio of strategic projects, a leading example being the FIDA initiative, which sees Dollar offer innovative educational experiences to all young people across Scotland for free.

For more information on the school, please visit the website: www.dollaracademy.org.uk

Role Description

Reporting to the Senior Houseparents this role will take responsibility for Heyworth House, one of our two girls' houses with space for up to 23 girls.

Key Houseparent responsibilities are:

Pupils Care and Welfare

- ☐ Provide a safe, homely and attractive environment for pupils, demonstrating the Dollar Academy 'Way of Life' approach ensuring highly personalised care and support.
- ☐ With child protection at its core, create a positive and proportionate culture of safeguarding within house.
- ☐ Help young people develop a sense of good/positive risk taking.
- ☐ Provide advice and support to boarders.
- ☐ Maintain effective contact with parents and relevant Academy personnel.
- ☐ Ensure equality.
- ☐ Write reports as required, or otherwise share information appropriately.
- ☐ Ensure pupil voice in decisions which affect them and ensure there are avenues to allow pupils to make suggestions or voice concerns.



Leadership

- ☐ Leadership of all House staff.
- ☐ Ensure that the vision, aims and values of boarding at Dollar Academy are understood by all and implemented within the House.
- ☐ Be responsible for the production, updating and progress made on the annual house development plan.
- ☐ Ensure established routines and arrangements are maintained.
- ☐ Ensure dynamic review and reflection procedures in order to provide the best care and support for each Boarding pupil.
- ☐ Manage new staff within their probationary period with guidance from Senior Houseparents.
- ☐ Have overall responsibility for the professional review and development of all house staff.
- ☐ Regular performance meetings with Assistant House staff
- ☐ Keep abreast of current developments in best Boarding House practice.

Environmental Health, Health & Safety, Care Inspectorate and SSSC

- ☐ Ensure Health and Social Care Standards are implemented and maintained within the House.
- ☐ Ensure that matters of Health and Safety procedure are followed, including risk assessments where appropriate.
- ☐ Ensure Fire Safety regulations are followed and understood by all.
- ☐ Ensure Environmental Health compliance within the House.
- ☐ Ensure a safe environment for pupils to live in and staff to work in
- ☐ Advise on maintenance required.
- ☐ Fully prepare for any inspection visits/audits.
- ☐ Engage in ongoing professional learning relating to guidance and regulatory compliance.

Communication

- ☐ Communicate effectively and sensitively with the three key groups of people connected with Dollar – pupils, staff and parents.
- ☐ Establish, update and maintain office noticeboard.
- ☐ Ensure pupils receive full support to communicate and be heard by staff.

Community

- ☐ Ensure that a warm and positive 'esprit de corps' is fostered within boarding community.
- ☐ Encourage participation in whole boarding and year group events.
- ☐ Host boarding events and run boarding trips.
- ☐ Ensure established arrangements for each age group within House and maintain consistency across the Houses.

Administration

- ☐ Ensure safe storage of all records in line with GDPR and any other relevant legislation.
- ☐ Ensure all required records are maintained, including using CPOMS for the logging of pupil wellbeing, safeguarding and behavioral concerns.
- ☐ Ensure all administration processes are understood and followed.
- ☐ Ensure that House "welcome pack" is regularly updated.
- ☐ Ensure Boarding Section of website is regularly updated.
- ☐ Maintaining accounts and managing the House budget.
- ☐ Reporting of staff salary information to Bursar's office.
- ☐ Involved in recruitment of new pupils; conducting tours and liaising with prospective parents.
- ☐ Attend regular meetings of Houseparents.



Person Specification

SKILLS, KNOWLEDGE AND ATTRIBUTES

- ☐ Registration with appropriate professional body such as GTCS or NMC or gain SVQ3 qualification in Health & Social Care within legally required timeframe.
- ☐ Previous experience either in a boarding school or child care setting.
- ☐ Experience of pastoral care of children in an educational environment.
- ☐ Good oral and written communication skills, with the ability to communicate effectively with a diverse range of people of all ages and at all levels.
- ☐ Highly practical with common sense and initiative.
- ☐ Effective interpersonal skills.
- ☐ Ability to work in a way that promotes the safety and wellbeing of children and young people.
- ☐ Good organisation and time management skills.
- ☐ Self-motivated, confident, committed and enthusiastic.
- ☐ Ability to work with discretion and maintain confidentiality on all school matters.



Living & Working in Dollar

Dollar is a most attractive place to live. The quality of the surrounding countryside is outstanding and the town itself has considerable scenic charm. It is well provided with local amenities. Ease of access means that it is very easy to take advantage of all that Edinburgh, Glasgow and Stirling have to offer.

Dollar Academy is very much at the heart of the town - it is a major local employer and values highly its relationship with the wider community.

The school itself is a friendly, supportive hard-working and committed community of staff and pupils who enjoy cordial, professional and productive working relationships.



Salary & Benefits

This post is full time, term time, live in and permanent with a remuneration package which includes a competitive salary based on the successful candidate's experience.

The successful candidate will live in a three-bedroom flat within the boarding House. The property is unfurnished. Utility bills will be paid as a benefit in kind.

A generous reduction on school fees is available for staff children being educated at the school. In addition, we offer on-site gym, swimming and parking facilities, an Employee Assistance Programme and Retailer Discount Scheme.



Appointment Process & How to Apply

If you have any questions about boarding at Dollar Academy prior to applying you are invited to contact our Senior Houseparents Ranald Baird (baird-r@dollaracademy.org.uk) or Kerri Baird (baird-k@dollaracademy.org.uk).

Completed application forms, along with a covering letter addressed to the Rector, should be emailed to Julie Duncan, Director of Human Resources (recruitment@dollaracademy.org.uk) by 5pm on Monday 19th February 2024.

It is intended that interviews will take place w/c 4th March 2024.

Please note that all appointments at Dollar Academy are subject to satisfactory clearance through the Disclosure Scotland Protection of Vulnerable Groups Scheme.



Dollar Academy is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Dollar Academy is committed to safeguarding and promoting the welfare of children and young people.
The successful candidate will be required to undergo child protection screening appropriate to the post.