



FARRINGTONS  
SCHOOL



Hundreds of **individuals.**  
One **community.**

BOARDING DAYTIME ASSISTANT (MATRON)  
FOR OUR BOYS BOARDING HOUSE  
CANDIDATE BRIEFING PACK





## Welcome from the Head

Farringtons is a truly remarkable school with both a rich history and an excellent grasp on the various demands of modern day teaching. Our dedicated and inspirational teachers are wholly committed to helping every pupil achieve their full academic potential, encouraging them to be independent, curious and creative. The school's enhanced National Curriculum provides a great deal of breadth and it is a fantastic reflection on our pupils that the extra freedom they are given to undertake specialist subjects yields such commendable results year on year.

Equally, however, we believe strongly that learning should not be limited to the classroom nor measured solely by performance in exams. We place great emphasis on providing opportunities for pupils to pursue a wide range of extra-curricular interests, on developing the art of leadership, teamwork and those all-important soft skills. This is seen not only in sport but also in Music, Drama and the Arts as well as through our vibrant activities programme.

Underpinned by the school's strong Christian ethos, we also take great pride in the quality of our pastoral care and the excellent relationships which exist between staff and pupils. Being a co-educational school, with both day pupils and boarders who choose to come to us from all over the world, we are blessed with a very diverse and cosmopolitan community, something we consider to be a real strength.

Besides the beautiful buildings, outstanding facilities and expansive school grounds, which are an amazing asset given our proximity to central London, what invariably strikes visitors to Farringtons is the friendliness of everyone they meet and the sense of family. I hope that this Briefing Pack, as well as our website, gives you a flavour of what a special place this is and I very much look forward to receiving your application.

David Jackson  
Head



# OUR BOARDING COMMUNITY

Our Boarding Team is comprised of very friendly and committed colleagues who all share a commitment to providing our students with the best boarding experience possible.

Our boarders come from all over the world as well as the UK, and they are fully integrated into school life. There is little differentiation between a boarder and a day student, apart from their home is School!

We aim to give our boarders a warm and inviting home from home environment, whilst ensuring that we also provide a strong academic and pastoral service to the students.

The students board from Year 7 to Year 13 and reside in two houses, West House (girls) and South House (boys). A team of house parents, day time boarding assistants and residential boarding assistant make up the boarding team. A school nurse and healthcare assistant also supports them.

Ultimately, the Head is responsible for all school matters, including boarding. However, on a day-to-day basis the house master / mistress report to the Assistant Head who is responsible for Boarding and also lives on site.

The majority of boarders have shared twin bedrooms, both the houses have a kitchen to make snacks, a common / living room, laundry facilities and Wi-Fi is available throughout the School.

The boarders have plenty to do – from using the school facilities in their free time, such as the swimming pool and sports facilities, to going out for a coffee, seeing the most recent film at the cinema, theatre trips or shopping in London.

You will have the opportunity to organise the boarder's activity programme with the opportunity to supervise the boarder's activities on a Saturday along with other members of the boarding team. These activities help enrich their stay with us, and provide the students with a broad range of experiences to keep them occupied, especially at the weekends. We have previously run trips ranging from visiting the Natural History Museum to paintballing in Kent!

We look forward to receiving an application from you.



# THE ROLE

The Boarding community at Farringtons School aims to provide and nurture a caring, stimulating, Christian family environment that is secure and safe and where pupils' relationships with their peers and members of staff are open, positive and long lasting.

Whilst the Boarding Daytime Assistant role itself is undoubtedly demanding; it is also an extremely rewarding and stimulating role. You will be expected to work, five days a week, including seventeen Saturdays throughout the academic year.

You will endeavour to promote the following key principles whilst caring for our children in a "home from home" environment.

- To make boarding life for our students a rich experience, where the boarders feel secure and nurtured in a happy, family environment.
- To promote community living, where relationships between staff and boarders are based on trust and respect.
- Our boarding staff act as locus parentis for our boarders and we expect staff to create a homely atmosphere within the boarding house.
- To ensure that pupils from different cultures are encouraged to fulfil their personal potential.
- To promote growth in independence and maturity whilst preparing our boarders to confidently meet the challenges of the wider world.

On a day-to-day basis the Boarding House Assistant reports to the Housemaster / Mistress who in turn reports to the Assistant Head of Pastoral and Boarding for pastoral care matters. In each boarding house there is a boarding staff office where you will be based.

The majority of boarders have twin or triple bedrooms, with single bedrooms for Year 13 students where possible, and every pupil has their own lockable area.

All the houses have a kitchen for boarders to prepare snacks and hot drinks, a common room with recreational facilities such as TV, play station, x-box and a table tennis table, laundry facilities, showers, toilets and Wi-Fi.

Boarders have access to school facilities outside normal lesson times, including the Sports Hall, Gym, Tennis Courts, Library, Swimming Pool, ICT facilities and the Art Block.



# JOB DESCRIPTION

The post is part of the Boarding Team

Hours of Work: 25 hours a week, term time only plus 17 Saturday's per academic year

Hours worked: Monday to Friday 1.30pm – 6.30pm plus 17 Saturday's per year, 9.00am – 5.00pm (8 hours)

Reports to: Sam Palacios – Head of Boarding

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The core purpose of this post is to work closely with the Housemaster/mistress to care for and supervise the pupils in the Boarding House. You will have a passion for supporting children, ensuring that they are happy, feel secure and are motivated; supervising them whilst developing and promoting their independence.

You will work Monday to Friday afternoons and seventeen Saturdays per year (to participate in boarding activities).

You will be an excellent communicator and listener and have a flexible, can-do approach is essential as well as being highly organised with sound administration skills.

The post holder would be expected to liaise with pupils, parents and staff at all levels.

You will play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise.

It is an essential requirement that the Boarding House Assistant will be First Aid trained (training can be provided) and be a competent administrator.

## Specific Responsibilities of This Post

- Remaining in school at the end of the full term until the last child has left and room checks are complete.
- At the beginning of each full term you must be available if necessary, for returning boarders up to 24 hours prior to boarders set arrival time.
- Work any bank holidays that are not in a holiday period (this is the first bank holiday in May).
- Mentor and support students with their studies and wellbeing.
- Administrative duties – including travel forms and arranging taxis, at the end of term, when boarders either return home or to guardians.
- Help to organise and participate in weekend activities when on duty, including cinema, laser quest and shopping trips.
- To administer any medication in accordance with the school's policy.
- The upkeep of domestic standards in the house. Working alongside our cleaning team.
- Completion of regular domestic tasks – including general cleaning and housekeeping duties not expected to be more than 2 hours a day.

- Ensuring that the boarder's rooms are kept neat and tidy, this includes speaking to the students and encouraging to tidy their room, being firm but fair!
- Attend regular meetings with House parents and other staff.
- Duties will also include the health and welfare of the students and liaison with medical centre staff. To ensure that all boarders are registered with the local GP.
- Flexibility, resilience and empathy are essential requirements when dealing with boarders along with a positive manner, especially when boarders are new to the school and are homesick.
- Care for pupils who are in the boarding house unwell during the school day.
- Follow all policies, procedures and protocols relating to Boarding.
- Liaise with parents, guardians and external agencies as necessary.
- First Aid training will be provided if necessary.

#### **You will need to:**

- Adhere to school's Safeguarding and Security procedures.
- Be an empathetic caring person who enjoys nurturing children.
- Refer any issues which you cannot deal with to the appropriate person such as the House Mistress or Head of Boarding.
- Maintain the boarding area to ensure it is warm and welcoming for our boarders.
- Liaise with all staff to meet the needs of the Students.

#### **Generic Responsibilities for All Farringtons Staff**

- To actively promote the aims and ethos of Farringtons
- To work within the Farringtons framework with regard to Health and Safety
- To be committed to child safety and undergo child protection screening (DBS check) and training
- To promote equal opportunities at Farringtons
- To support Farringtons commitment to the continued professional learning of all staff
- All staff are expected to be willing to contribute to the Farringtons School co-curricular Floreat Program
- To undertake any additional duties as may reasonably be requested by the Head or members of SMT.

#### **Safeguarding**

- To promote and maintain the standards of the school's commitment to safeguarding children
- In line with the school's safeguarding policy, record pertinent information/pupil disclosures and liaise with the Designated Safeguarding Lead where necessary
- The 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 school follows safer recruitment checks which includes obtaining references, right to work checks and as this role will involve direct contact with children, all staff are required to undertake an enhanced DBS check through the Disclosure and Barring Service.

#### **Prevent Duty**

- To promote and maintain the standards of the school's commitment to ensure all staff understand the risks of radicalisation within our School and how this risk may change from time to time.
- To ensure that staff are aware of the Prevent Strategy and are able to protect children and young people who are vulnerable or may be at risk of being radicalised.

- The School is committed to placing a strong emphasis on the common values that all communities share such as self-respect, understanding, tolerance and the sanctity of life. Pupils are taught to respect and value diversity as well as understanding how to make safe, well-considered decisions.

## Health and Safety

- All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

## Data Protection / GDPR

- All employees should familiarise themselves with and follow the Data Protection and GDPR guidelines and practices.

## Code of Conduct

- All Employees are expected to demonstrate consistently high standards of personal and professional conduct.
- All Employees must maintain high standards of the aims and ethos of the School both within and outside school, by:
  - treating pupils, staff and parents with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the employee's professional position
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - showing tolerance of and respect for the rights of others
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
  - having proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality

This job description will be reviewed on an annual basis and following consultation with you may be changed to reflect the changes in the job requirements and reflect the true nature of the role which are commensurate with your job title.



# THE PERSON

We wish to recruit a Boarding Daytime Assistant, to work in our boys boarding house.

We are looking to recruit a motivated, caring person to join our team of staff who are responsible for the pastoral and domestic care of our boarding students.

You will have an understanding nature, be empathetic to needs of our students and have good listening skills.

There is a vibrant spirit of teamwork and co-operation within the school, and we are looking for a “can-do” person who can work both collaboratively and positively, as well as having the willingness to work flexibly across a number of areas.

The successful candidate will be organised, reliable and have experience of working as part of a team.

The core purpose of this role is to provide for the safety and pastoral well-being of all the pupils within our boarding house.

In your supporting statement please include the following points:

1. Your experience to date
2. Why you would like the position of Boarding House Assistant
3. What you can offer Farringtons School, specifically relating to one or more of the areas listed above

# HOW TO APPLY

Please send in your completed application form, and supporting statement to:  
[recruitment@farringtons.kent.sch.uk](mailto:recruitment@farringtons.kent.sch.uk)

The closing date for applications: **Sunday 21 July 2024**

Early applications are recommended as we reserve the right to appoint before the closing date.

Interviews: **Interviews will be held Wednesday 24 July 2024**

Further information can be obtained by looking at the school website: [www.farringtons.org.uk](http://www.farringtons.org.uk)

*Farringtons School is committed to safeguarding and promoting the welfare of children and we will check the suitability of staff to work with children.*

*The school follows safer recruitment checks which includes obtaining references, right to work checks and as this role will involve direct contact with children, all staff are required to undertake an enhanced DBS check through the Disclosure and Barring Service.*



# BACKGROUND

Farringtons School is a leading, co-educational, independent day and boarding school in Chislehurst, Kent, for pupils aged between 3 and 18 years.

Founded in 1911, the School has a rich history and thrives today providing a balanced academic, sporting, musical and social curriculum that enables each pupil to fulfil their potential. This is delivered by a team of passionate teachers, who support pupils to achieve their best academically and in whatever they put their minds to.

The School's site and warm, nurturing Christian environment encourages all pupils to pursue activities and develop new skills. Farringtons offers an eclectic range of sports and activities which are made possible through a range of first-class facilities. The sports hall, swimming pool and 25 acres of school grounds provide superb facilities for many sports whilst the teaching and learning facilities, including the recently completed science and maths building, and the music Mac suite, provide excellent learning spaces and support a broad and balanced curriculum.

## Aims, Values & Objectives

### Farringtons Aim

To be recognised as one of the leading independent, co-educational day and boarding schools in Kent, providing education for children aged 3-18. To be the first choice school in the local area.

### Farringtons Values

The School motto, Posside Sapientiam, (Growing in Wisdom) influences much of what the School does. Underpinned by Christian values, Farringtons School aspires to be a place of trust

and respect where teachers take an active interest in the intellectual, physical, moral and spiritual development of every student. The School believes co-education to be the right platform for developing the interpersonal skills necessary to succeed in the modern world. The importance Farringtons places on nurturing individuality and the manageable size of the School ensures that students do not get lost, but rather thrive in their own way – they are encouraged to 'Develop and Shine'

### Farringtons Core Objectives

- To inspire each individual to achieve success through excellent teaching, go to university, college or an occupation and have a desire for lifelong learning.
- To create a community that promotes Christian values, gives students the confidence to live their unique lives to the full and have the capacity to think of others.
- To be known as a school where every child matters, has outstanding pastoral care and communicates successfully in and out of school.
- To provide a safe and fit for purpose environment that encourages children to achieve their best.
- To build strong partnerships and networks locally, nationally and internationally to raise the profile of the School and consequently benefit all parts of the School and local community.
- To create an environment that prepares students for their life after school, gives them real confidence and humanity and ensures that they always feel part of the Farringtons family.



# SENIOR SCHOOL

## Years 7 - 11

Farringtons has a long commitment to excellence and opportunity in education. The curriculum in the Senior School reflects this, providing a wide range of modern and traditional subjects from which to make final examination choices.

Small class sizes, dedicated staff and supportive teaching ensure that we are able to nurture individual needs. Pupils in the Senior School range in age from 11 – 19 years old. During the first three years, the emphasis is placed on sound preparation in basic academic skills and, during Year 9, thorough advice on appropriate GCSE options.

In Years 7 – 9, the curriculum comprises of English, Mathematics, Science, Physical Education and one compulsory Modern Foreign Language; currently French. In addition, pupils choose a second Modern Foreign Language, either Spanish or German. They will also study the subjects that they may choose to continue to GCSE; these include, Art & Design, Business, Computer Science, Creative iMedia, Dance, Drama, English as a Second Language, Food Preparation & Nutrition, Geography, Graphic Communication, History, Modern Foreign Languages, Music, Music Technology, Physical Education, Religion, Philosophy and Ethics.

From Year 9, pupils are supported in making their GCSE option choices as part of our careers programme. Careful planning ensures that each

pupil follows a balanced timetable of lessons, giving the right foundation for his or her future A Level, Higher Education or career choices. New subjects are introduced into the curriculum at various stages.

Throughout the School, pupils from overseas receive additional English tuition, leading to internationally recognised qualifications.

Form Tutors and visiting speakers provide a structured Wellbeing course that introduces and discusses key moral, ethical and social issues at appropriate times in the pupils' lives. It aims to foster a greater understanding of today's society and to assist them in taking responsibilities for their own and their fellows' well-being.

## Pastoral Care

Farringtons is renowned for its pastoral care. The School's ethos, size and determination to treat each person both as an individual and as a member of the community makes for a supportive environment for the pupils to grow. The School works in partnership with parents to ensure that all of the pupils feel that they are cared for and valued.

The Head and Deputy Head are involved closely in the pastoral life of the School through assemblies, Chapel worship and meeting with pupils on a regular basis.

Farringtons also organises regular Year Group meetings so parents are able to discuss their child's progress with staff and at which individual appointments to see a member of staff or the Head can be readily made.



# SENIOR SCHOOL

## Years 12 - 13

Our Sixth Form programme ensures that students acquire the academic qualifications and develop the personal qualities they need to meet the challenges of Higher Education and the world of work.

Small class sizes enable our experienced teachers to nurture the talent of every Sixth Form student as an individual. This, in turn, ensures that our students have the best possible guidance during the university application process.

Farringtons offers a wide choice of subjects and EPQ, timetabled so that university or career choices are not restricted to inflexible subject options. Increasingly, universities want to know about students' interests and activities as well as their academic achievements. Outstanding higher education support is given to every student.

We encourage our Sixth Formers to broaden their horizons and develop leadership skills through the Duke of Edinburgh Award Scheme, public speaking, the School House system and many other opportunities. Sixth Formers have their own study areas and common rooms where they can engage in private study, relax, socialise and make drinks and snacks.



## Beyond the Classroom

Farringtons' co-curricular programme and competitive House system gives pupils the opportunity for fun and fellowship whilst developing leadership skills by offering experiences and activities in a safe but challenging environment. The extra-curricular programme gives pupils the opportunity to experience and explore new interests and activities. As a result, pupils become more adventurous, confident and develop their social skills. Whenever possible, teachers bring learning to life through a programme of outings, residential trips and workshops led by visiting specialists.

Farringtons offers a successful sports programme, particularly in boys and girls' football, which comprises both elite competition and joyful participation.

This is all alongside an enviable range of activities via our Floreat programme which currently includes: rock climbing, skiing, scuba diving, podcasting, Japanese and bee keeping!

The School's sector-leading Careers provision – Farringtons Futures – also arranges work experience and internships for Senior School pupils. The School fosters an appreciation of, and an involvement in, the local community and pupils are encouraged to learn about, and take part in, fundraising activities for local, national and international charities.

The wonderful grounds and London location allow pupils to develop a love of the outdoors. We believe class work and relationships are enriched by these experiences and that they provide invaluable opportunities for children, staff and parents to learn together. Pupils enjoy exciting excursions, expeditions and sports fixtures locally, nationally and overseas.



# SCHOOL LIFE

The School believes that class work is enriched by these experiences and that they provide invaluable opportunities for children, staff and parents to learn together. Pupils enjoy exciting excursions to the British Film Institute, Port Lympne, Science Museum, Horniman museum, British museum as well as walking in the local area.

The School fosters an appreciation of, and an involvement in, the local community and pupils are encouraged to learn about, and take part in, fundraising activities for local, national and international charities. In addition, Farringtons offers a huge range of activities, including arts and crafts, football, dance, choir, orchestra, and taekwondo.

Farringtons Interactive Zone (FIZ) is an essential aspect of the Prep School, providing 'wrap around care' for pupils from Pre-Reception to Year 7. FIZ Club has been designed to help parents and guardians balance work and family commitments, while giving children a broad range of experiences, as well as supporting them with their school work.

## **Academics**

In 2023, at GCSE all subject areas achieved a series of excellent results, 10 subjects achieved 100% pass rate with 92% of students achieving five good passes including English and Mathematics. In English and Mathematics just shy of 60% of grades were awarded at 6- 9. In

this year group, value-added scores for students were impressive, with students going on to achieve marks higher than predicted when those students joined the School in 2018.

In 2023, at A Level, the successes of our students were equally well deserved. 33% of students achieved at least one A\* and 22% achieved at least two A\*. The vast majority of students have gone on to secure places at their first-choice universities, including a good number at Redbrick institutions.

At Farringtons, all pupils are helped to achieve the best academic results they can. This is especially true in the Prep School where year on year our pupils surpass themselves by achieving results significantly higher than the national average. This is accomplished by dedicated teachers with supportive parents encouraging every pupil to be the best they can be.

## **Boarding**

Boarders at Farringtons live in one of two boarding houses. There is South House for boys in Year 7 to 13 and West House for girls in Years 7 to 13. Each house is led by a team of House Parents and supported by the School Healthcare team.

## **Christian life at Farringtons**

Chapel is an integral aspect of life at Farringtons, and a place where both Prep and Senior School pupils worship regularly. All Chapel worship is inclusive and welcoming for those of different faiths, and also none at all. During worship, the School covers a range of topics which ensure that pupils are aware of local, national and worldwide issues. Pupils are encouraged to tolerate, understand and respect each other.



# HISTORY OF FARRINGTONS

## **Methodist Independent Schools Trust (MIST)**

Farringtons School is part of the Methodist Independent Schools Trust (MIST). MIST has overarching responsibility for 12 independent schools across England and works closely with other independent schools of Methodist foundation elsewhere in the UK and overseas.

MIST provides opportunities for its member schools to work closely together. What is characteristic of all MIST schools is the shared Christian/Methodist ethos. Methodist Schools are inclusive and welcoming communities where individuals are valued, good order is respected, relationships cherished, and where excellence in its widest sense (academic, extra-curricular and lifestyle) is pursued.

Methodist Schools encourage a sense of belonging, seek to improve lives and boldly expect the impossible; in Methodist Schools, educational experiences and activities bring mind and heart, intellect and passion together; and Methodist Schools work in mutually beneficial partnerships with each other and the wider Methodist Church.

## **History**

The story of Farringtons School begins in 1908. At that time, there was already a very successful Methodist boys' school in Cambridge, The Leys School, but no equivalent Methodist school for girls – an earlier establishment having closed some years before. A committee was formed to create a school to educate girls in the Methodist tradition, and Farringtons was born as a 'sister school' of The Leys.

After looking at several sites, they settled on buying the land which the School now occupies in Chislehurst. This land had formerly been the

site of a small mansion dating back to the 17th Century. Before it fell into disrepair, the house had been home to several families, including three generations of the Farrington family who lived there during the late 17th and early 18th centuries, and it is from this connection that the school took its original name – Farringtons.

The first school building, originally known as 'School House' but now called 'East House', was constructed and Miss Alice Hollingdrake Davies was appointed as the first Headmistress. She opened her school on Thursday 21 September 1911 with fourteen pupils. Over the next 90 years the School grew and came through the challenges of the World Wars.

In 1994, Farringtons merged with Stratford House – a local girls' school that had opened in Bickley in 1912. Stratford House had a similar ethos to Farringtons and similar traditions, and so the name 'Farringtons and Stratford House' was born. The merged School was soon operating happily as a single unit, colloquially known as FASH, and the pupils continue to proudly wear the Coat of Arms that was granted to Farringtons back in 1928. In September 2004, the School reverted to its original name, Farringtons School.

The Millennium saw further exciting developments. In September 2006, Farringtons became the location for a new nursery development – Busy Bees at Farringtons – providing day care for children aged three months to four years. In 2010 the school accepted boys into Year 7 for the first time. Today Farringtons is fully co-educational and thriving. Over 100 years since it was founded, it still flourishes as a School proud of its rich history and excited about the future.

Further information on Farringtons School can be found on our website.



FARRINGTONS  
SCHOOL

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