



### **About Pembroke House**

Pembroke House is a traditional, full-boarding, coeducational IAPS school of roughly 240 pupils aged 6 months to 13 years, set in the Rift Valley, Kenya. The school has a reputation for providing an outstanding all-round education with a quality of pastoral care that is second to none. Whilst known traditionally for its sporting achievements, academic standards at Pembroke House are high and all pupils are prepared for 13+ Common Entrance or scholarship examinations. The majority of children move on to schools in the UK and in recent years an impressive number of awards have been won – including academic, sport, art, drama and all-round scholarships.

We are seeking applicants with a passion for teaching, mixed with drive, energy and a delight to see children achieve their very best. A willingness to contribute to the bustling extra-curricular life of a busy boarding school is vital, as is a readiness to coach within the mix of sports in which Pembroke boys and girls are so successful.

### **The Role**

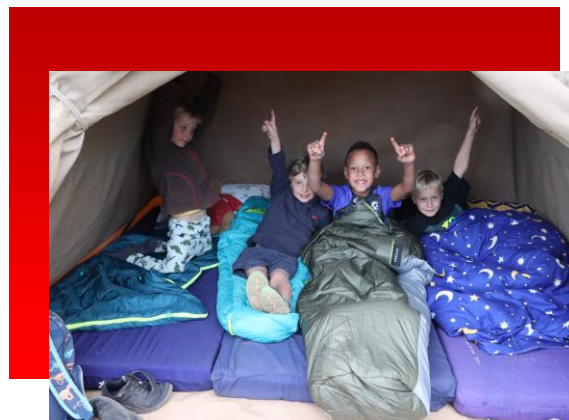
An exciting opportunity has arisen for a dynamic and passionate person to join Pembroke House School as Houseparent in the Girls Boarding House. We are looking



for a dedicated female, who is highly motivated and is able to enthuse, engage and inspire children through their interactions. The successful candidate will work towards and support the School vision to deliver a unique learning experience to every child, every day.

Successful applicants will deal with children within Years 1 - 8.

A willingness to contribute to the sporting, extra-curricular and academic life of the school is essential. In addition, the ability to teach an academic subject would be a distinct advantage. This is a full-time teaching post and as such you are accountable to the Head, who should be kept informed of all progress and affairs at school.



Potential applicants should request a job description, application form and supporting documentation by email from [recruitment@pembrokehouse.sc.ke](mailto:recruitment@pembrokehouse.sc.ke), whence any further information regarding the post may also be obtained.

The application form is also available on the Pembroke House website.

### **Responsibilities & Duties**

#### **(a) Pastoral:**

- Awareness of day-to-day problems of individual pupils and in student/student, student/staff and student/parent relationships.
- Maintaining close contact with parents both individually and by occasional e-mails and updates.
- Ensuring that guardians for overseas pupils are in place and effective.
- Undertaking tours of the House for prospective parents and pupils.
- Offering counselling and guidance, enlisting help from other appropriate persons.
- Communication to colleagues when appropriate and contacting parents when necessary.

#### **(b) Academic:**

- Leading a team of tutors to ensure the academic progress of pupils.
- Consideration of student rewards and contributing to student Reports.

- Liaise with colleagues regarding new pupils and discussion on set changes, extra tuition, referrals etc.
- Liaising with relevant staff to contribute to future school choices and scholarship potential.

(c) Cultural:

- Offer encouragement, support, and advice to pupils in their participation in drama, music, societies and social activities.

(d) Physical:

- Offer encouragement and support to pupils in their Games activities, School matches and House matches.
- Liaise with the Health Staff regarding fitness and health of pupils and ensure all relevant medical information is passed between parents, Health Staff and Registrar when appropriate.

(f) Medical:

- Liaising with school sister about pupils.
- Monitor specific medical conditions where appropriate and visit pupils in San when necessary.

(f) Administrative Responsibilities:

- Setting rotas for all house parents, tutors and house staff.
- Oversee house staff and ensure the house and all the children's property is clean and well looked after.
- Leading all aspects of the work of the Tutor team and domestic staff.
- Completing all administrative tasks properly and efficiently to ensure the smooth running of the House.
- Implementation and support of all School policies.
- Ensuring that Fire Regulations are known and followed and supporting regular checks and fire practices as required.
- Monitoring pupils' half term and end-of-term travel arrangements.

As a member of staff at Pembroke House you should be mindful of good teaching practice at all times. All members of staff are encouraged to share their ideas, and you are welcome to observe and participate in lessons taught by other staff at school. The 'Professional Expectations' document helps identify the areas of expertise that as a school we most appreciate and seek to foster.



### **Personal Attributes and Skills Sought**



The Houseparent is at all times responsible for the administrative, academic and pastoral well-being of their House. In this they have the assistance of their Tutor teams, domestic staff, and Prefect team but it is important that the Houseparent is regarded as the figurehead by both pupils and parents for s/he alone can ensure the continuity and assurance needed for the well-being of the House.

The Houseparent's responsibilities can be divided into the pastoral responsibility for members of their Houses as individuals and the administrative responsibility of ensuring the smooth running of the routine of the House as an entity.

In their leadership and utilisation of the Tutor team and House Prefect team they have overall responsibility for the academic, pastoral, cultural, spiritual and physical well-being of each member of the House.

The successful candidate will be an excellent role model for pupils, and will set high standards of smartness, manners and general demeanour. Candidates for this post are likely to have:

- a good university degree in your teaching subject, or a recognised teaching qualification such as a PGCE or QTS is a distinct advantage
- a forward-thinking and innovative mindset
- energy and dynamism
- experience of and empathy for life in a boarding school

## The Syllabus & Curriculum Overview

- There is a Common Entrance Syllabus for the 13+ ISEB exams which is the final determining factor upon the overall school curriculum which runs from Year 1 to Year 8.
- The overall school curriculum documented with the curriculum overviews by year group and by subject is determined by Heads of Department in the various subjects. The curriculum addresses those needs determined by Common Entrance and scholarship at 13+ but it is also defined by a desire to build the necessary foundations to prepare pupils for the demands of each subject in later years.
- Heads of Department in liaison with the other members of their department should revise their curriculum each year with the necessary parameters in mind. Once revised the curriculum should be given to the Director of Studies.
- In addition, the curriculum overview should be a working document and involved in the medium-term planning of the members of each department.



## Boarding

- All staff at Pembroke House support the full boarding ethos of the school. Extra time spent with the children on all levels is appreciated and serves to improve an individual teacher's overall experience at Pembroke House.
- As a Houseparent, you would be part of the Boarding House and duties involve wake up, rest, showers and bedtime.
- As the Houseparent, you will set up a rota of duties.
- You will work closely with the Two Assistant Houseparents, and the House Tutors to ensure smooth running of the boarding house.





## **Safeguarding**

Pembroke House is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. Every member of staff has a responsibility to promote and safeguard the welfare of the children and young people for whom they are responsible and to ensure compliance with the school's



Safeguarding Policy at all times. If in the course of carrying out their duties a member of staff becomes aware of any actual or potential risks to the safety or welfare of a child at school, they must report any concerns straight away to the school's Designated Safeguarding Lead. All new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references (to include current employer) and police clearance checks from all countries in which previously employed.



## **Footnotes**

All members of staff at Pembroke House are expected to 'lead by example' as well as by their skills of organisation, planning and motivation. The 'Pembroke House Expectations' document describes the manner in which the school hopes all staff will conduct themselves during their time at Pembroke House. The Staff handbook describes in more detail the organisation of the school from the teacher's point of view. In all cases ignorance of protocol is not an excuse and all staff are expected to make themselves familiar with the way in which the school operates and the manner in which it likes to handle issues with children, parents, staff and the wider community as a whole.



### **Flexibility**

- Prep school staff are by their very nature flexible so you may well find yourself teaching another subject or covering lessons in addition to your own chosen subject in order to make up your lesson allocation. This is clearly not ideal, and we will of course do all we can to avoid such a situation, but the best-laid plans do change from time to time.



### **Sport**

- Sport is taken seriously at Pembroke House and the majority of staff take games. At all times we hope to allow staff to use their strengths and help with activities and interests they themselves enjoy.



### **Accommodation & 'Keep'**

- Staff at Pembroke House are provided with fully furnished accommodation (this is a taxable benefit) or a housing allowance, depending on what is available.
- During term time all meals are supplied (again this is a taxable benefit).



### **The School Ethos**

- All members of staff are expected actively to seek to encourage all children to participate and 'do their best' in as many disciplines as possible.
- As a School we do all we can to aim for the highest standards possible with regards to each child's education and development. At the same time, we strive to be fair to 'all' – children, staff and parents. Not only must children be tutored, and explanations delivered of

decisions made but there must be the same consideration of our parents and their need to know. Thus, members of staff are encouraged to email and telephone parents and communicate as regularly and openly as time allows.

Throughout the course of each day all members of staff should make it their business actively to encourage good manners, respect and tolerance, at all times and they should endeavour to teach children how to be humble when they excel and gracious when receiving constructive criticism and advice.

**DBM**

**2<sup>nd</sup> of December 2025**

