



Job Title: Head of Boarding
Reporting to: The Head of School

Hours: Full-time, residential role
Typically 4–5 nights per week and alternate weekends (flexibility required)

Start Date: 1 September 2026

Salary: Competitive package to include: Aviva pension, discount on school fees (subject to terms), Employee Assistance Programme, staff well-being initiatives, free lunch, refreshments, and on-site parking

Accommodation: 2-bedroom flat with this own bathroom, kitchen, utility and private entrance

Job Description

To lead and manage the Boarding provision, ensuring a **safe, supportive and nurturing environment** for pupils aged 11–16. The Head of Boarding will promote a **strong sense of community**, uphold the ethos of St John's, and ensure full compliance with safeguarding and regulatory requirements.

Key Responsibilities

Pastoral Care & Student Welfare

- Create a **warm, inclusive and structured boarding environment**
- Safeguard and promote the **physical, emotional and social wellbeing** of all boarders
- Support students adjusting to life away from home, particularly international pupils
- Monitor student welfare, behaviour, and personal development
- Write end-of-term boarding reports

Safeguarding & Compliance

- Act as DDSL (Boarding) and attend safeguarding meetings
- Ensure compliance with:
 - National Minimum Standards for Boarding
 - KCSIE
 - Health & Safety and school policies
- Maintain accurate and up-to-date records, including NMS documentation
- Oversee fire safety and emergency procedures, including night-time evacuation



Leadership & Management

- Lead, support and coordinate the boarding team
 - Produce and manage **staff duty rotas**
 - Promote a positive, professional and collaborative team culture
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Boarding Operations

- Oversee the **day-to-day running** of the Boarding House
 - Ensure the safety and security of all boarding facilities
 - Manage student induction and transitions into boarding
 - Liaise with maintenance and wider school teams
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Activities & Student Experience

- Plan and deliver a **varied programme of evening and weekend activities**
 - Ensure all activities are appropriately risk assessed
 - Promote student engagement, independence and cultural integration
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Communication & Engagement

- Maintain regular communication with parents and guardians
 - Liaise with Admissions, Transport and international agents
 - Build strong relationships with overseas partners and families
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Administration & Development

- Maintain boarding data and statistics for reporting and planning
 - Support the promotion and development of the boarding provision
 - Ensure accurate record keeping and reporting
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Additional Duties

- Administer first aid and medication when required
 - Transport students when necessary (e.g. medical appointments)
 - Attend school events, including parents' evenings
 - Play a full and active role in school life
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Safeguarding Statement

St John's School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. The successful candidate will be subject to enhanced DBS and all relevant pre-employment checks.



Person Specification

Qualifications & Experience

Essential

- GCSE English and Mathematics (or equivalent)
- Experience working with young people
- Ability to communicate confidently and manage challenging situations
- Ability to remain calm under pressure and make sound decisions
- Strong organisational skills and ability to prioritise workload
- Good IT skills and ability to maintain accurate records
- Willingness to undertake relevant training

Desirable

- First Aid qualification
- Experience in a boarding environment
- Experience working with international students / EAL learners
- Pool lifeguard qualification
- Full, clean UK driving licence

Knowledge & Understanding

Essential

- Awareness of safeguarding procedures and KCSIE
- Understanding of Health & Safety requirements
- Awareness of confidentiality and professional boundaries
- Knowledge of the National Minimum Standards for Boarding

Desirable

- Understanding of ISI requirements, particularly in relation to boarding



Skills

Essential

- Ability to establish firm, fair and consistent boundaries
- Ability to build positive relationships with pupils and colleagues
- Strong communication skills (written and verbal)
- Ability to work collaboratively as part of a team
- Strong organisational and administrative skills

Desirable

- Experience of leading or managing a team
 - Ability to contribute to wider school life (e.g. co-curricular activities)
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Personal Qualities

Essential

- Warm, approachable and professional manner
 - Positive, "can do" attitude
 - Strong sense of humour and resilience
 - Ability to lead by example
 - Flexible and adaptable approach to working hours and duties
 - Self-motivated and proactive
 - High level of integrity and discretion
 - Genuine enthusiasm for working with children and young people
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