



# WYCHWOOD

SCHOOL • OXFORD

## Assistant Houseparent

Full-time

**Start Date:** September 2026

Information for Applicants



# Welcome from the Head

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I joined Wychwood in September 2022 and have had the pleasure of working with an incredibly talented, dedicated staff and committed Board of Directors to shape the vision of the school. I am looking forward to being able to implement the future strategy which will have a positive impact on our young people, our staff and the wider community.

Wychwood is one big family which celebrates individuality and nurtures potential for each pupil to make their mark in the world. As you walk onto our site there is a sense of kindness, dynamism and positivity which pervades the classrooms, the boarding areas and every corner of the school. What underpins these qualities is the respect and care which can be seen between staff and pupils as well as within the pupil body itself.

We are more than just a school: we are a close knit friendly community with a big vision and we hope you take the time to look at our website to discover more about us.



*“Wychwood is one big family which celebrates individuality and nurtures potential for each pupil to make their mark in the world”.*

*Mrs Jane Evans*





## About Wychwood

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Wychwood School is a co-educational day and boarding school for pupils aged 11-18 set in the heart of Oxford. It is an academically strong and pastorally outstanding day and boarding school. Wychwood encourages every pupil to be ambitious, aspirational and creative. Challenging and supporting each and every pupil to find creative ways to solve problems, explore and develop their curiosity and providing the opportunity to experience a wide range of activities.

We have a wonderful family atmosphere and spirit where every single member of staff is valued and considered an essential part of our combined aim: to achieve academic excellence through creativity of thought by providing education of the highest quality in a well-rounded and happy environment.

Wychwood focuses on innovation, collaboration, creativity, and leadership to deliver added value to all its pupils, striving to inspire the great minds of tomorrow. The entrepreneurial spirit is cultivated in every pupil as pupils are encouraged to question, innovate, and create, paving the way for breakthrough ideas and game-changing solutions.

Wychwood educates for life; for the real, modern, and contemporary life, whilst fostering a love for lifelong learning.



## Why work at Wychwood?

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Based in the northern sector of Oxford and close to many historical features of the city including the University of Oxford, Wychwood provides more opportunities than most to a rich variety of academic enrichment, material, venues, and speakers. Close transport links to London and all that the capital city offers further adds to the attraction.

Wychwood has a palpable, shared spirit that celebrates individuality. The shared ethos here is such that, as soon as you enter the school, there is a tangible feeling of warmth, care and positive, meaningful engagement. We are a very friendly, collaborative team of diverse and creative people, highly committed to educating individuals in a supportive and nurturing environment. We enjoy meeting and welcoming new members of staff to our team, drawing on the strengths and experience of the whole staff body for the future development of the school.

# Boarding at Wychwood

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We are delighted to be able to offer our pupils a variety of boarding options to suit the needs of the pupils and their families. Full boarding (a break to be taken at half term), weekly boarding (Monday to Friday) and occasional boarding (one or two nights during the week on a regular or ad hoc basis).

Of paramount importance is the need to provide boarders with a secure, safe and happy community in which they can flourish. This includes making friends, having some personal freedom to grow, to mature and develop as individuals, whilst having the security of knowing there are others close by.

Boarding allows the pupils to reach an understanding that there are rules in life and guidelines imposed, and these must be considered when making decisions

On their journey, they find that the boarding community is a place where the occasional mistake and wrong decision can be made safely and lessons learned. This allows the pupils to grow in good judgement, tolerance, moral awareness and to understand the importance of empathy and sensitivity when working and living with others.

Our boarding community encourages the pupils to enjoy being part of an extended family with a sense of belonging, knowing that they are accepted as individuals, that their successes will be celebrated and their problems shared.



## **The Role:** Assistant Houseparent

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### **Nature of the Post**

The Assistant House Parent will assist the House Parent oversee the daily running of the house. They will determine, within the context of general School policy, the ethos of the House and need to lead by example. The Assistant House Parent will liaise regularly with parents to ensure efficient and timely communication, supporting pupils in their day to day lives and encouraging them to achieve their potential.

The Assistant House Parent is also important in the marketing of the school and as part of their role they will be expected to meet with prospective parents as directed by the Admissions Team and to take tours of the House.

All boarding staff are expected to contribute to the wider life of the school both in the classroom and by contributing to the programme as well as the wider curriculum programme.

### **Contract:**

Full time, term time. The successful candidate will be entitled to take as holiday, all school holidays in accordance with the dates published in the School calendar.

### **Reporting to:**

Boarding Houseparent and Head

### **Remuneration:**

£22,500

### **Other Benefits:**

- Company Pension Scheme.
- Cycle to Work Scheme.
- Generous fee remission for children of staff members.
- Free meals during working hours, in term-time.
- Free parking.
- Free use of the sports gym.
- Invitations to school productions throughout the year.
- Free accommodation, including Council tax and utilities (electricity, gas, water and waste).

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## **Duties and Responsibilities**

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- Act in loco parentis at all time to the boarding pupils.
- Assist in the smooth running of the daily routine in boarding such as, getting boarders up in the morning, breakfast and supper routines and assisting with final checks and lights out.
- Be the second point of contact for boarding parents.
- Liaise with the house parent, the boarding team and other staff as required to ensure the wellbeing of boarders.
- Complete day records daily when on duty.
- Observe all Health and Safety requirements in order to maintain a safe environment.
- Act as house Fire Warden, after appropriate training.
- Be prepared to share in the First Aid cover for the school after appropriate training.
- Ensure appropriate standards of behaviour of the pupils in our care at all times.
- To report to the Director of Operations areas in need of minor or major repair in boarding areas.
- To ensure that boarding areas are clear at the end of term so that cleaning staff have access.
- To liaise with kitchen staff and cleaning staff when necessary.
- To report pupils in and out at the beginning and end of terms, half terms and when necessary.
- To create and monitor bedtime reporting registers.
- To attend appropriate CPD for boarding staff.

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## **Duties and Responsibilities**

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- To ensure that any pupil with a religious faith may practice their faith in accordance with our belief in mutual respect and tolerance.
- To attend school-related functions involving boarders.
- To be aware that pupils are eating properly and receiving adequate nutrition.
- To take part in trips and activities at weekends when on duty, being responsible for bookings, administration, re-charging and staffing when planning such trips.
- To organise regular smaller activities for boarders on the premises or in the local area.
- To support the evening activities programme monitoring pupil attendance.
- Contribute towards the duties on our residential courses in the holiday periods
- Be familiar with all relevant school policies and procedures, including safeguarding and child protection, codes of conduct and health and safety.
- To always set a good example to the pupils, including in matters such as dress code and moral conduct.
- Report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner.
- Carry out any reasonable duties as requested by the Head or Boarding Houseparent to contribute to the wider life of the school community.

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## Person Specification

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- Experience of working in a School with Boarding.
- Excellent interpersonal, communication and written skills.
- Team player, cooperative and helpful.
- Flexible and calm under pressure.
- Familiarity with the structure, ethos and expectations of an independent school environment.
- Experience in handling sensitive, stressful or emergency situations with calm and professional judgement.
- Ability to manage multiple priorities, oversee routines and maintain accurate records.
- Proven ability to implement fair, consistent and educational strategies for behaviour and discipline.
- Ability to collaborate effectively with the wider boarding team and academic staff.

Wychwood is committed to a diverse and inclusive workplace. We are an equal opportunity employer and do not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, disability, age, or any other legally protected status.

We are committed to providing an accessible environment for all candidates. If you require adjustments due to a disability or neurodiversity (such as alternative interview formats or sensory considerations), please let us know.

### To Apply

Please complete an application form by clicking **Apply Now**. If you have any questions, please do not hesitate to contact the Head's Executive Assistant, Claire Pursey, on **01865 557976** or **[c.pursey@wychwoodschool.org](mailto:c.pursey@wychwoodschool.org)**



# WYCHWOOD

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*It is the duty of independent schools and in particular boarding schools to promote and safeguard the welfare of children in their care. Wychwood School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service (DBS), and online and open social media checks. At Wychwood we are aware that pupils may suffer physical, sexual, domestic, emotional or other forms of abuse either at home or away from the school, or within school itself. There are clearly laid down and recognised policies and procedures for dealing with abuse which are available to see on request. The school follows the DfE statutory guidance given in the latest version of Keeping Children Safe in Education.*