



WYCHWOOD

SCHOOL • OXFORD

Boarding Houseparent

Full-time

September 2026

Information for Applicants



Welcome from the Head

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

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?

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

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: Boarding Houseparent

Nature of the Post

Due to continued expansion, we are looking for an experienced Boarding Houseparent. The Boarding Houseparent is a critical, live in residential role acting in *loco-parentis* for all pupils residing in the boarding house. You will head our boarding team, working alongside and managing two Assistant Houseparents.

The primary function is to serve as a central figure for pupil welfare and pastoral care, establishing a safe, stable and highly supportive domestic environment for all pupils, including those on full time, weekly or flexible boarding schedules.

This appointment requires blending pastoral leadership, with operational management. The role requires exceptional resilience, flexibility and continuous availability to foster a boarding culture of respect, responsibility and community, while acting as the key liaison between the school, the pupil and parents.

Contract:

Full time, permanent. 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:

Head and Assistant Head Pastoral.

Remuneration:

Wychwood has its own pay scale which compares favourably with other independent schools.

Other Benefits:

- Company Pension 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).

Duties and Responsibilities

- Oversee all aspects of the running of the Boarding House to create a safe, well ordered, warm and friendly environment.
- Act in *loco-parentis* providing support, empathy and guidance. Addressing homesickness, resolve peer conflicts, manage stress and foster the personal development of each pupil.
- Organise and distribute the staffing rota for the boarding team.
- Be the first point of contact for pupil health concerns. Manage and administer medication (as per the School policy) and ensure compliance with all safety and safeguarding regulations.
- Handle emergencies, incidents, pastoral issues with calmness, professionalism and discretion.
- Oversee all daily routines, including morning wake-up, mealtimes, prep, leisure time and lights out.
- Maintain order and discipline and adherence to house and School rules.
- Oversee the allocation of house funds, manage supplies and coordinate logistical needs.
- Communicate regularly with teachers and academic heads regarding pupil effort, performance, concerns and achievements.
- Organise and supervise out of house activities, and in-house social events to build community and provide enriching recreational opportunities.
- Maintain professional, confidential and timely communication with parents/guardians, providing regular updates on the pupil welfare, progress and life within the boarding house.
- Maintain accurate, organised and confidential records relating to pupil attendance, health, medication, behaviour incidents and communication logs.
- Work closely with Assistant Houseparents, teaching and support staff as part of the wider pastoral team.
- To deliver staff induction for new boarding staff.
- Act as a first aider within the boarding house. Administer immediate, appropriate care for minor illnesses and injuries and determine the necessity of escalating care to a health centre or emergency services.

Duties and Responsibilities

- Adhere to the School policy for the secure storage, dispensing and logging of prescribed pupil medications.
- Take responsibility for fire safety. Ensure all pupils and staff are trained in fire safety procedures, coordinate fire drills and maintain accurate records.
- Conduct regular safety checks of the Boarding House premises to identify and mitigate hazards, reporting maintenance and security concerns promptly.
- Ensure the Boarding handbook is kept up to date.
- Contribute in the creation, review and development of boarding related school policies.
- Manage the boarders' bedroom list.
- Oversee the safe storage of pocket money, resident permits and passports.
- Attend weekly staff briefing, weekly boarding meetings with the Head and Assistant Head Pastoral and all INSET days.
- Prepare the Boarding House for the arrival of pupils on the days before the start of term.
- Hold a weekly boarders meeting on a Sunday evening.
- Be on duty the first and last day of each half term to welcome and see off boarders in their care.
- Be prepared to work at any time to care for the boarders in times of emergency.
- Attend and implement appropriate CPD for boarding staff.
- Abide by the Wychwood Staff Code of Conduct which may be revised from time to time.
- To undertake any other tasks reasonably requested by the Head.

Person Specification

- Experience of working in a School with Boarding.
- Experience of leading a team and working on your own.
- 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.
- Committed to uploading all Health & Safety regulations in force.

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**



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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.