TERRINGTON HALL
PREP SCHOOL

Job Description
Head of Boarding

Report to:	Deputy Head Pastoral
Job Purpose:	An exciting opportunity for an ambitious, energetic and caring leader to lead and shape the future of our thriving boarding provision. The Head of Boarding will lead the day-to-day operation, and development of the boarding house, ensuring that it provides a safe, happy and nurturing home-from-home environment where pupils feel valued, supported and able to thrive. Working closely with the Headmaster and Deputy Head Pastoral, the Head of Boarding will provide strong pastoral leadership, oversee boarding staff and ensure the effective organisation, safeguarding and management of the House. The postholder will also contribute to the strategic development of the School's boarding provision. Above all, the successful candidate will ensure that boarding is an enjoyable and enriching part of school life, helping pupils to develop confidence, independence, resilience and positive relationships.
Key Responsibility /Accountability	**Leadership & Management** • Lead and manage the boarding provision, providing clear direction and support to the boarding team. • Oversee the effective day-to-day running of the boarding house, including staffing, routines, resources and communication. • Support the recruitment, induction, training and development of boarding staff. • Line manage and support the residential GAP students, providing clear direction, regular communication and appropriate oversight, while ensuring they have a positive, enjoyable and rewarding learning experience and contribute effectively to the boarding provision. • Work closely with the Headmaster and Deputy Head Pastoral to develop the strategic direction of boarding. • Foster a positive, collaborative and professional culture within the boarding team. • Manage the allocated budget effectively, ensuring expenditure is appropriate, well planned and represents good value for money. **Pastoral Care, Welfare & Safeguarding** • Provide outstanding pastoral care. Be the responsible and caring adult leadership for boarders, ensuring appropriate supervision, pastoral support and guidance. • Promote a culture in which pupils feel safe, listened to, respected and supported.

- Take the lead responsibility for the welfare, wellbeing and safety of boarders within the House, ensuring that pupils feel valued and well cared for.
- Maintain high standards of behaviour, personal presentation, hygiene and respectful relationships.
- Identify pupils' individual needs and work with colleagues and families to ensure appropriate support is provided.
- Promote and uphold the highest standards of safeguarding and ensure compliance with School policies and procedures.
- Respond appropriately to medical, welfare and safeguarding matters outside normal school hours.

Boarding Experience

- Create a vibrant, inclusive and enjoyable boarding community.
- Plan and oversee a varied programme of evening activities and an engaging weekend boarding programme.
- Coordinate boarding events and traditions throughout the year.
- Support new pupils in settling into boarding and developing a sense of belonging.
- Encourage pupil voice through regular House meetings and informal feedback.
- Promote opportunities for pupils to develop independence, confidence and life skills.

Strategic Development

- Contribute to the School's Boarding Development Plan and wider strategic planning.
- Keep abreast of developments and best practice within the independent boarding sector.
- Ensure boarding remains compliant with the relevant National Minimum Standards and other regulatory requirements.
- Identify opportunities to further develop the School's boarding provision.
- Work with the Head of Marketing and other colleagues to promote the School's boarding provision.

House & Facilities

- Ensure the boarding house is welcoming, safe, well maintained and provides a high-quality residential environment.
- Liaise with the Operations Manager and relevant colleagues regarding accommodation, facilities and resource requirements.
- Work collaboratively with housekeeping, catering, maintenance and other staff to ensure the smooth running of the House.

Relationships and Communication

- Develop positive relationships with boarders and their families/ carers.
- Communicate promptly, professionally and sensitively with parents/ carers.
- Work closely with academic and pastoral colleagues to ensure that relevant information is shared appropriately and that pupils receive consistent support.
- Attend and contribute to relevant meetings and events as required.

Residential Commitment

- Living on site is a requirement of the role. Fully subsidised accommodation is provided.
- The role involves evening, overnight and weekend responsibilities as required by the boarding rota and the needs of the School.
- It is not possible to specify fixed hours of work, particularly in relation to emergencies such as a pupil becoming unwell during the night. However, the

	postholder will be expected to be available to deal with routine matters and emergencies as they arise. • The aim is that two full evenings off per 7-day period will normally be provided during term time, subject to operational requirements. **General** The postholder will be expected to support the ethos, values and aims of Terrington Hall, comply with School policies and procedures, undertake appropriate professional development and carry out other reasonable duties appropriate to the role. No job description can be entirely exhaustive, and the postholder will be expected to adopt a flexible approach in response to the needs of the School and its pupils.

Additional Elements:	**Child Protection and Safeguarding.** ● Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child-related. This means that they should consider, always, what is in the best interests of the child. ● You must comply with Terrington Hall School's Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Person Specification	The successful candidate will be an experienced, caring and confident pastoral leader who can combine excellent organisational skills with a genuine commitment to creating an outstanding boarding experience for children. They will have the ability to lead and inspire a boarding community and create a positive, welcoming and enjoyable home-from-home environment for pupils. **Essential** Experience & Knowledge • Experience of working in a boarding, residential, pastoral or comparable child-centred environment. • Experience of leading, managing or coordinating a team. • Strong understanding of safeguarding and child protection within a school or residential setting. • Knowledge and understanding of the pastoral needs of children aged 7–13, or a willingness and ability to develop this knowledge. • Understanding of the responsibilities associated with residential boarding provision. • A sound understanding of health, safety and welfare responsibilities within a residential setting. • Commitment to maintaining high standards and to continuous improvement. Leadership & Organisation • Strong leadership and people-management skills, with the ability to motivate and support a team. • Excellent organisational skills and the ability to manage competing priorities effectively. • Ability to establish clear routines, systems and expectations. • Ability to respond calmly, confidently and appropriately to unexpected situations or emergencies. • Ability to work collaboratively with colleagues across the School. • Excellent communication skills, both written and verbal. Pupil Care & Relationships • A genuine commitment to the wellbeing, development and happiness of children. • Warm, approachable and empathetic manner, with excellent listening skills. • Ability to build positive, trusting and professional relationships with pupils. • Consistent and fair approach to behaviour management. • Ability to recognise when a pupil may need additional support and respond appropriately. • Commitment to creating an inclusive environment where every child feels valued and able to participate. Personal Qualities • Caring, patient and emotionally intelligent. • Positive, enthusiastic and energetic. • Resilient and able to remain calm under pressure. • Proactive, flexible and solution-focused. • High level of integrity, professionalism and discretion. • Positive role model for pupils and staff. • A genuine enthusiasm for boarding and the opportunities it provides for children.

Qualifications

- Appropriate safeguarding/child protection knowledge and training.
- First Aid qualification, or willingness to undertake appropriate training.
- Relevant professional qualification or equivalent experience.

Desirable

- Previous experience as a Head of Boarding, Houseparent, Assistant Houseparent or in a similar senior residential role.
- Experience within an independent school or prep school.
- Experience of weekly, full or flexi-boarding.
- Relevant teaching, pastoral, childcare or residential care qualification.
- Experience of developing boarding programmes, activities or enrichment opportunities.
- Experience of contributing to strategic planning or the development of a boarding provision.
- Knowledge of the National Minimum Standards for Boarding Schools.
- Experience of preparing for or contributing to regulatory or inspection processes.
- Additional relevant qualifications in First Aid, mental health, counselling or pastoral care.
- Experience of working with parents and families in relation to pupil welfare.

Safeguarding

Terrington Hall School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo appropriate safer recruitment checks, including an enhanced DBS check and other checks relevant to working in a boarding environment.