



JOB DESCRIPTION – Head of Boarding

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Head of Boarding
Purpose of Role	<p>The Head of Boarding is responsible for the management and development of all aspects of boarding and pastoral care of students on the IB and IC courses, including the management of the pastoral staff teams.</p> <p>The Head of Boarding also has significant responsibility for the promotion and safeguarding of the welfare of students within the St Clare's IB World School and for the Under 18 International College students.</p> <p>The Head of Boarding will be appointed as a Deputy Designated Safeguarding Lead (DDSL)</p>
Reporting Structure	<ul style="list-style-type: none"> • Reports to the Vice Principal Pastoral • Line management responsibility for the Boarding team
Key Responsibilities	<p>Chief Responsibilities</p> <ul style="list-style-type: none"> • Act as a champion and spokesperson for boarding across the college and in the wider community • Coordinate and lead on all aspects of the day-to-day operations of boarding, including staffing • Ensure excellent pastoral care and safeguarding practice in boarding • Ensure the boarding provision remains compliant with all statutory requirements and guidance such as NMS, KCSIE, fire and safety regulations etc. • Act as Deputy Designated Safeguarding Lead, with particular responsibility for safeguarding boarders during evenings and weekends <p>Boarding</p> <ul style="list-style-type: none"> • Represent the boarding community in IB management meetings as a member of the IB Management Group • Ensure excellent health provision in boarding, liaising with the nurse and other professionals as needed • Liaise with colleagues in the International College and the Summer and Short Courses team to ensure fair and collaborative use of boarding resources (e.g. bed spaces, staffing) • Oversee the allocation of boarding rooms for IB students and manage any requests for changes • Maintain and regularly review the boarding staff handbook and the boarding student handbook and related policies • Liaise with colleagues across the college to ensure boarding is appropriately represented and considered. These colleagues will include the following (although this list is not exhaustive): Nurse, Counsellor, Head of Activities, Estates Manager, HR and Bursary teams, administrative staff • Oversee the regular publication of high-quality news and information from the boarding houses and from boarding as a whole, sharing with the marketing team as appropriate

- Proactively engage boarding parents, ensuring they are kept up to date the news from St Clare's boarding communities
- Be a supportive presence in each house, including working a duty shift in each house at least once per fortnight
- Engage proactively with industry professional bodies (e.g. BSA) to ensure ongoing and up-to-date awareness of best practice
- Oversee the utilisation of rewards and sanctions in boarding, liaising with pastoral colleagues as appropriate
- Organise high-quality events and trips for the boarding community and advertise these widely across the College
- Devise the annual calendar of events for boarding and promote key dates widely across the College
- Organise and quality assure active, inclusive and effective activities and tutoring programmes for the boarding houses, in liaison with academic colleagues
- Work with Admissions to ensure that all boarders are compliant with UKVI visa regulations
- Manage and coordinate boarding staffing including house parents, graduate assistants, and relief wardens. This will include:
 - Managing the boarding payroll and house budgets/credit cards, liaising with the Bursary department as appropriate
 - Coordinating staff training, ensuring the boarding team receive appropriate and frequent training and development for their roles and that this is recorded accurately
 - Overseeing, maintaining and ensuring quality assurance of up-to-date duty rotas across the boarding houses
 - Working closely with Senior House Parents to ensure boarding staff in each 'cluster' are appropriately supported and key information is disseminated and shared within each 'cluster'
 - Line managing the Senior House Parents to ensure that all policies are adhered to and that all duties are carried out in a timely and efficient manner
 - Chairing regular meetings of the boarding team every half term to share news, best practice and any other necessary information
 - Assisting and advising senior staff to ensure that staff deployment within the boarding team maximises its efficacy
 - Creating timetables for the graduate assistants and line managing them accordingly
 - Organising and conducting, where appropriate, annual performance reviews for the boarding team.

Pastoral

- Advise boarding staff on best practice in the care of boarding students
- Support boarding staff in going about their daily duties and be a supportive, positive presence in the community
- Support the students' welfare and development, ensuring information is shared effectively between boarding colleagues and the wider community
- Oversee creation and utilisation of pastoral support plans, risk assessments, or any other documentation required to ensure excellent pastoral provision for each student

	<p>Health and Safety</p> <ul style="list-style-type: none"> • Work closely with the Head of Estates and the Vice Principal Pastoral to ensure boarding premises are well maintained, safe and comfortable • Manage boarding fire drills and ensure that accurate records of drills and incidents are maintained • Liaise with support teams to ensure that the college is compliant with National Minimum Standards for boarding, ensuring that security, medical provision and health and safety standards are met securely <p>Safeguarding and Compliance</p> <ul style="list-style-type: none"> • Ensure that the boarding houses are compliant with the latest standards in respect of safeguarding and that the boarding houses and practices meet or exceed the UK National Minimum Standards (NMS) • Act as a college-wide Deputy Designated Safeguarding Lead for the boarding houses and ensure that full DSL training is maintained • Hold fortnightly student review meetings with each house parent • Contribute to regular safeguarding audits • Ensure that all boarding houses are fully compliant with the College’s policies on safeguarding and other areas of professional practice <p>Operations, Facilities and Finance</p> <ul style="list-style-type: none"> • Oversee the use of all resources across the houses, including staffing and room allocation, maximising their potential across the IBWS, International College, and Summer and Short Courses • Work with the operations team to coordinate transportation arrangements across the houses to ensure the most effective use of time and resources <p>Communication</p> <ul style="list-style-type: none"> • Ensure transparent and clear communication to all stakeholders (staff, students and parents) in relation to boarding matters and practices • Maintain good relationships and communication between the boarding team and key pastoral and academic members of the wider staff body • Ensure that communication with parents is timely and appropriate • Take the lead on key parent communications where necessary <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Head of Boarding may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
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PERSON SPECIFICATION

The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:

Education and qualifications	<ul style="list-style-type: none"> • An honours degree or equivalent professional experience (E) • A recognised teaching qualification (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Recent and consistent involvement in boarding life (E) • Thorough understanding of child protection and safeguarding procedures and practice (E) • Up-to-date awareness of compliance considerations in boarding (D) • Strong organisation writing and IT skills (E) • Direct experience working in a diverse international environment (E) • Experience working with students aged 15 and over (E)

	<ul style="list-style-type: none"> • Experience of regulatory inspection processes, e.g. ISI (D) • Experience of appraising colleagues (D) • Experience working in a residential school (E) • Working knowledge of the National Minimum Standards for Boarding Schools (E) • A commitment to equal opportunities and inclusion (E)
Personal skills and attributes	<ul style="list-style-type: none"> • A high level of professionalism and dedication to safeguarding children and young adults (E) • Resilient, with an ability to manage challenge and prioritise decision making effectively (E) • Selflessness and a willingness to put the needs of others first (E) • A positive and solution-focused attitude to work (E) • Able to work effectively and harmoniously as part of an energetic and hard-working team (E) • Respect for all members of the school community (E) • Able to establish a positive and respectful rapport with students, staff and parents (E) • Experience of dealing with confidential information (E)
References and Pre-employment Checks <i>St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.</i> <i>Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.</i>	
References	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.
Identity, right to work and qualifications	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.
Police checks/DBS	Police checks/Disclosure and Barring Service checks will also be undertaken for which employees/prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a <i>pre-requisite</i> of employment.
Health questionnaire	Satisfactory completion of a health questionnaire.
Prohibition order checks	Prohibition order checks will be carried out for all teaching positions and for senior management positions as appropriate.
TERMS AND CONDITIONS	
Terms of Employment	Full time, permanent contract working during term-time plus up to two weeks before the Autumn term begins (for student orientation), and the day after term ends (while students are leaving to go home).
Place of Work	139 Banbury Road, Oxford, OX2 7AL

Hours of Work	<p>An average of 45 hours per week, which will include some evening and weekend work.</p> <p>Emergency on call hours, to respond to safeguarding concerns within boarding will also be required from time to time.</p> <p>A teaching commitment of up to 10 hours per week or a significant contribution to the activities programme will be included in the hours outlined above.</p> <p>The academic year for IB teaching is 35 weeks, from late August until mid-June, with breaks at the end of term and mid-term in October and February.</p>
Probationary Period	Three months
Notice Period	After successful completion of the probationary period, one full term's notice must be received in writing prior to the start of a term.
Salary/Pay	<p>Competitive salary depending on skills and experience</p> <p>Salaries are reviewed annually with any increases taking effect in September.</p>
Holidays	<p>The holiday year is 1st September to 31st August.</p> <p>Holiday entitlement is calculated with reference to the statutory minimum holiday entitlement and is deemed to be taken during college holiday periods and outside of the working weeks specified above. You will not normally be required to work during college holiday periods.</p> <p>Please note that public/bank holidays that occur during college terms will be working days.</p>
Pension	A contributory defined contribution (DC) pension scheme is offered following a 3-month deferment period. St Clare's will pay a sum equivalent to 20% of salary subject to the employee making contributions of at least 5%.
Accommodation	It is a requirement of the role that the Head of Boarding will occupy College accommodation as the Principal deems to be suitable. The terms of occupation will be set out in a Service Occupancy Agreement.
Other Benefits	<ul style="list-style-type: none"> • Meals will be provided in the College dining hall on days during Terms, Semesters or other periods of teaching and major summer courses if the Employee is working and meals are being served to students. • Season ticket loan • Cycle to Work scheme • Fee reduction of day fees for children of staff who study at the College • Life Assurance • Subsidised gym membership • Employee Assistance Programme
HOW TO APPLY	
Applications	<p>Applications must be made using the College's standard application form which can be found on the College website at www.stclares.ac.uk/recruitment.</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>

Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Post	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: recruitment@stclares.ac.uk Tel: 01865 552031
Deadline for applications	This role will close at 9am on Friday 27 th February 2026 Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.
Selection process	Interviews will take place soon after the closing date. Where appropriate, applicants will also be asked to prepare and teach a lesson on an agreed topic. There will be an opportunity to look around the College and meet other colleagues on the day of the interview.