



Candidate information for

# Assistant Head of Boarding (Girls)

January 2025

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# A message from Ben



We are proud of our rich heritage and tradition (as the oldest prep school in the country) whilst embracing innovation and change to ensure that we are preparing our pupils to be successful, high achieving and accomplished young people.

Our magnificent country setting within the South Downs national park and state of the art facilities enable us to provide an exciting and innovative curriculum in a safe, nurturing and inspiring environment. The opportunities are varied and inclusive allowing children to be involved, to follow their interests, take risks and build lifelong passions. Our community is built on the values of respect, creativity and courage with all children feeling secure, happy and able to flourish.

Academic rigour and challenge are important; we want all pupils to achieve their potential within a supportive environment where learning is creative, engaging and accessible. Our unique ACE Habits for Learning – Active learner, Critical thinker and Explorer are embedded in all aspects of teaching and learning allowing children to develop essential skills and become independent learners.

One thing I always notice about the school is the tangible sense of excitement, purpose and energy everywhere I go. All academic subjects, creative arts, sports and co-curricular are taught in well-equipped specialist areas by teachers with passion for their subjects as well as love for their topics. Children are inspired and motivated every day within a caring community. It is a joy to hear children excitedly talking to their parents about what they are learning, how their match went or what they did at breaktime.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham House community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for education. Attitude and approach are just as important as qualifications and experience. If you have any questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position.

Good luck!

A handwritten signature in black ink, appearing to read 'Ben Evans'. The signature is fluid and cursive.

Ben Evans  
Headmaster





# The role

This is a superb opportunity for an experienced and dynamic individual who will be acting in loco parentis for our boarding girls aged between 7 and 13. The successful applicant will show a commitment to their pastoral care, wellbeing and enjoyment of boarding.

The school currently has a strong girls boarding community of around 60 pupils, from Years 3 - 8. They are a mixture of UK and international boarders from diverse backgrounds, bringing an important and highly valued globalism to our wider school community of around 330 pupils in total.

As a full boarding school, the successful candidate will be required to work at weekends as well as during the week. The weekends provide a unique and rewarding opportunity to get to know the girls better and to have fun in a relaxed, homely environment, with games and activities planned and implemented by the boarding and weekend team.

The successful candidate will, along with the other boarding staff, evolve, market, and deliver an ambitious, dynamic, and progressive vision for the future of boarding at Windlesham House which has boarding development and expansion as a core aspect of its strategic planning.

The position comes with a comfortable apartment suitable for an individual, couple or family. The site has excellent facilities that the family can use outside school hours and in the holidays including a golf course, swimming pool and astro turf.

Applicants need not have teaching qualifications; the emphasis of the role is in pastoral care.

**Windlesham House is a distinctive school where tradition meets innovation, providing opportunities for children to be creative, courageous, kind and successful.**







The assistant head of girls boarding will be responsible for working with and supporting the head of girls boarding in all areas within the boarding house. The successful candidate will be part of a wonderful and hard working team who are all committed to providing girls a home from home.

### Pastoral care

- Help to ensure that boarders are happy, settled and enjoy boarding life
- Have an excellent knowledge and awareness of boarders' wellbeing, strengths and weaknesses both from an academic and pastoral perspective and to ensure that the pupils' needs are being appropriately met by the boarding staff so that they can thrive and flourish in our care
- Ensure that the specific needs of overseas boarders are managed effectively
- Play an integral role to ensure that communication between and across boarding staff, parents, guardians, carers, and pupils is always helpful, constructive and efficient
- Develop good relationships with parents and contact parents regularly with positive feedback and photos
- Produce care plans for specific boarders when required
- Help to develop and enhance pupil voice and to carefully review boarder feedback and action it when appropriate
- Take care of boarders at all boarding times when on duty including in dorms, at mealtimes and other times as appropriate
- Ensure boarders' needs are met i.e. sufficient clothing and personal hygiene etc
- With the school office and travel secretary ensure that pupils' whereabouts and travel plans are known prior to weekends, excursions and holidays
- Potentially be part of the safeguarding team as Deputy DSL

### Strategic and advisory

- Work closely with the head of girls Boarding (HoGB) on the development and delivery of boarding strategy
- Work with colleagues to create an annual development plan for girls' boarding to support delivery of the school's strategic plan, and to represent and enhance the boarding community
- Positively represent the needs of the boarding community in relation to the overall needs of the school
- Proactively identify opportunities to improve the quality and nature of the girls' boarding provision and the boarding experience, and to assist the HoGB in enacting improvements

- Help in ensuring that school policies and guidance documents related to girls' boarding remain up to date, compliant and reflective of best practice
- Actively represent the boarding community in the wider school and attend relevant school events as the key representative and advocate of boarding
- Relish personal and professional development as an active part of the school's annual development planning and appraisal cycles
- Undertake additional duties that the Head may deem reasonable

### Managerial

- Be a resident in the girls' boarding house and be responsible for its day to day running when required
- Manage the matrons when on duty
- Promote the effective implementation of the National Minimum Standards for Boarding Schools
- Attend (and chair if required) meetings with the residential boarding staff.
- Ensure that all procedures in the houses are up to date, safe and implemented correctly and that school policies are adhered to.
- Keep records of the children (welfare, behaviour) in line with school procedures and provide written reports as required.
- Liaise with other key staff and departments within the school to ensure the safety of boarders, boarding staff, and the quality of boarding provision
- Have a working knowledge of the induction programme which is in place for all the boarders and that all staff associated with boarding are aware of and fulfil the responsibilities of their roles, including before and after the start and end of terms
- Help to ensure all types of boarding provision are valued, empowering, and work effectively eg, full boarders, weekly boarders and flexi boarders
- Plan and manage a vibrant, varied, and enriching programme of evening boarder activities

### Personnel and training

- Help in ensuring that the boarding staff (boarding assistants, evening matrons, resident matrons and gap assistants) have a clear understanding of their roles and responsibilities, and that these roles are monitored
- Help provide in-house boarding inset as and when required







“The family feel and supportive atmosphere comes up time and again with Windlesham pupils, who feel nurtured and supported by everybody from the head down.”

*Muddy Stiletto's review 2022*

### Health and safety

- Ensure that there is a suitable and sufficient risk assessment programme for the boarding areas and activities
- Monitor and review boarding safety procedures annually and make recommendations for any necessary improvements
- Assist in regular fire drills which are carried out termly and the outcomes recorded and provide overnight fire cover

### Inspections

- Help prepare and oversee the production of paperwork and procedures in readiness for any inspections with specific responsibility for the National Minimum Standards in Boarding
- Assist in ensuring that the boarding handbook is up to date and effective for purpose
- Ensure awareness and compliance towards all aspects of UKVI regulation related to the life and operation of boarding

### School policies

- Be familiar with all school policies, both those pertaining to teaching and school life in general, and ensure they are accurately and consistently implemented

### Standards and quality assurance

- Support the aims and ethos of the school
- Set an example of professional conduct and personal commitment to the education and welfare of the children in the school which can be followed by colleagues and appreciated by parents
- Set a good example in terms of dress, punctuality and attendance
- Take part in the Windlesham House staff appraisal process
- Attend and participate in presentations for parents and pupil performances/productions
- Uphold the school's code of conduct and dress code
- Attend team and staff meetings, speech day, sports day, inset sessions and similar important functions both in and out of normal school hours and participate in Open Days for current and prospective parents and pupils

# We are looking for

## Personal qualities

- Kindness
- Enthusiasm, energy, determination and a positive outlook
- A genuine interest in the personal development and wellbeing of children
- Commitment to excellent provision for all children
- Reliability, integrity and gravitas
- Approachability
- A good sense of humour!
- A positive attitude towards professional development

## Skills and attributes

- Strong leadership and interpersonal skills
- The ability to work both independently and collaboratively
- Strong written and verbal communication skills
- Creativity and good at problem solving with a willingness to adapt and be flexible
- Able to motivate the boarding team, girls and our community
- Ability to work under pressure and a capacity for hard work
- Outstanding organisational skills
- Ability to strike a balance between understanding the needs of the whole school whilst being a persuasive advocate for boarders and for the boarding community

## Experience and knowledge

- Current or recent experience of management in a boarding house is desirable. A qualification in boarding management would be an advantage
- An awareness of recent boarding developments and a knowledge and understanding of National Minimum Standards for Boarding





The successful candidate will be expected to promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact. You will need to be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the DSL lead. You will be aware of, support and ensure equal opportunities for all as well as contributing to the overall ethos/work/aims of the school.

## What we offer

- The person appointed will be paid according to the Windlesham House pay scales
- Access to the pension scheme with Scottish Widows
- Life assurance cover which provides death in service cover
- Free school lunch and refreshments during term time whilst the kitchen is operating
- Parking on site although all vehicles are parked at the driver's risk
- Access to an employee assistance programme
- School fee discount for staff whose children are Windlesham House pupils subject to the school's normal admissions procedures

## Terms and conditions

All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers including any school employment during your career.

- All staff comply with the school's child protection and safeguarding policy
- All staff set an example to pupils and dress appropriately at all times
- The school operates a no smoking and no vaping policy
- The school takes its obligations under the Health & Safety at Work Act very seriously and the post holder requires all staff to comply with all aspects of the School's health & safety policy, particularly in relation to safe working practices
- All staff keep up to date with the school's current policies which are posted on the staff shared drives





# How to apply

Completed applications should be emailed to [hr@windlesham.com](mailto:hr@windlesham.com) at latest by the closing date of 12 noon on Monday 11 November. Interview dates to be confirmed. To apply, please complete the application form which is available on our website.

## Important instructions for applicants

- Your application should include a covering letter summarising your suitability for the role with close reference to the role you are applying for
- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees at Windlesham House

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.







# Recruitment and selection

Windlesham House is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The school carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our [Recruitment, Selection and Disclosures Policy](#). If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers who cannot take these offences into account. Guidance will be provided when you are invited to interview.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's designated safeguarding lead or to the headmaster.

Windlesham House is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements.

## Data Protection

The school collects personal data during the recruitment process which it adds to the successful candidate's employment record. The school retains application information on unsuccessful candidates for six months after the completion of the recruitment process. After this, it will be securely destroyed. For further information on how we use your information and with whom we share it, please refer to our [Data Protection policy](#).



# Our school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4-13 where tradition meets innovation, providing opportunities for your children to be creative, courageous and successful.

As the oldest prep school in the country (est 1837) and the first prep school to become co-educational (1967), we have always led the way in embracing the new. We are progressive and innovative in our ethos and approach while embracing our traditions and rich history. Focussing on the wellbeing of every child, each benefits from a first class and distinctive education full of exciting opportunities and experiences in the glorious South Downs; the grounds are alive with children building dens, climbing trees, playing golf and collecting chicken eggs.

Our outstanding programmes, including world languages and sports academies, have earned us recognition across all aspects of the education we offer and provide exciting opportunities for girls and boys aged 4-13. Recently a parent said, "Windlesham House continues to thrive and nurture future generations of exceptional children." We are delighted to be laying the foundations for the future with our green plan and innovative leadership Diploma & Futures Programme for Years 7 & 8.

To learn more about the school, please explore our [website](#).

## A breath of fresh air

Looking back on your childhood, what memories stand out to you? Hopefully days of exploring nature, playing with friends and learning new skills ... our beautiful 65 acres of grass and woodland, nestled in the foothills of the South Downs allows children to be children, giving space to learn, discover and play. Our long held policy of no school uniform (within reason of course!) helps children feel relaxed in their home away from home. There is plenty of wildlife to spot – including a family of deer, badgers, pheasants and plenty of birds. With over 1000 trees to climb, there's plenty of scope for a treehouse or den to house adventure seekers.







## Our values

At Windlesham House, we take great pride in the individual journey our pupils go on whilst here and what sort of child they become at the end of that journey. They are encouraged to be curious, we want them to be creative, celebrate each other's successes, show commitment in everything they do, make a contribution and show that they care.

We aim to

- Provide educational excellence through the provision of effective and inspiring teaching, encouraging enthusiasm for learning and enabling each pupil to achieve their potential
- Sustain a supportive, kind and happy environment where the individual and spiritual needs of the pupils and staff are recognised and provided for within a community that celebrates diversity
- Encourage pupils to be self-confident, self-motivating and self-disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals
- Attract, develop and retain exceptional staff whose commitment to the children is transformational whilst also continually seeking opportunities to grow and develop through the investment in first class facilities and resources
- Communicate and collaborate closely with parents to understand their expectations and aspirations
- Ensure a bespoke and modern boarding environment tailored to each pupil's individual needs

**“Our teachers really go above and beyond. They are forward thinking, conscientious and do a brilliant job engaging every single learner.”**

*Ben Evans, Headmaster*





Windlesham  
House School

- Est. 1837 -

Windlesham House School - Washington - Pulborough - West Sussex - RH20 4AY  
[www.windlesham.com](http://www.windlesham.com) - 01903 874700 - [whsoffice@windlesham.com](mailto:whsoffice@windlesham.com)