

BRIEF FOR THE POSITION OF

# DIRECTOR OF BOARDING

WOLDINGHAM SCHOOL



SEPTEMBER 2024



# The school

Set in hundreds of acres of beautiful Surrey countryside, Woldingham is one of the UK's leading day and boarding schools for girls aged 11-18. Our vision is to provide an outstanding education that empowers women to change the world for the better.

Woldingham is proud to be a pioneer of women's education, our single-sex environment is supportive and stimulating. Our empowered learning philosophy and values-driven ethos enable students to #WriteYourOwnStory.

Woldingham is increasingly popular and we have more than 540 students enrolled.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers. Woldingham is in the top 10% of schools for added value.

Most students leave Woldingham to take university places at prestigious institutions in the UK and overseas. Around 75% go to courses at Oxbridge or Russell Group universities. In recent years some of the most popular UK universities for students have included Bristol, Durham, Edinburgh and Exeter. Woldingham students have also taken up places at a range of

universities overseas including Dartmouth, NYU and Cornell in the USA.

Academic excellence in all subject areas goes hand in hand with learning beyond the classroom. Our exceptional extra-curricular programme of sport, clubs, performing arts and outreach into our local community enables students to develop a wonderful range of skills, expertise and interests, alongside high-level academic achievement. Every student is unique. Our aim is for girls to 'write your own story' at school and throughout life.

Around 50% of students board – full, weekly or flexi. Around 40% of our students live locally, 40% come from London and 20% from overseas. Our global community is very important to us and students from more than 30 different nationalities attend Woldingham.





## HISTORY

Founded by Saint Madeleine Sophie Barat in 1842, Woldingham is one of the oldest girls' schools in the UK. Initially based in Acton, the school later moved to Roehampton and in 1946 moved to our current home at Marden Park. Initially a full boarding school, Woldingham now has a well-balanced mix of boarders and day students.

As the first Sacred Heart school in England, Woldingham was initially called the Convent of the Sacred Heart. It became Woldingham School in 1985 when it moved to lay leadership.

## ETHOS

Woldingham is a happy and successful school where we develop confident, compassionate and courageous young women.

Students are encouraged to nurture respect for self, each other and for the environment. The Woldingham community is strong, forward-thinking and kind. Students leave Woldingham with academic results that open doors, values to navigate successful careers and friendships that last a lifetime.

Woldingham is a Catholic school, where we welcome girls of all faiths or none. Woldingham is part of the Sacred Heart Network, which has schools in more than 40 countries around the world.

Woldingham has a strong sense of community underpinned by a set of shared values, based on the Sacred Heart goals, which are:

- Faith and living responsibly in the world today.
- Social justice and an awareness which impels to action.
- Community and sharing friendships with those outside it.
- Scholarship and a deep respect for intellectual values.
- Personal responsibility and growth in an atmosphere of wide and appropriate freedom.

## ACADEMIC EXCELLENCE

Woldingham is committed to fulfilling the academic potential of every student. A selective school, We are proud of our 'value added' outcomes where students regularly achieve a grade higher than their baseline predictions in all subjects at GCSE. In 2024, 51% of A Level grades

were A\*-A and 30% of GCSE grades were 9. 83% of students achieved a place at their first choice university.

Empowered Learning is a student-focussed, teacher led approach to academic curriculum, designed to cater for the needs of each individual student, create independent learners and inspire students to love their subjects.

The school offers a broad curriculum with 26 A Level choices available in the Sixth Form. There is an excellent academic enrichment programme for all students, as well as a dedicated programme for academic scholars. We also provide intensive support for students applying to Oxbridge, and for medicine, dentistry and veterinary science.





Boarders in Years 7, 8 and 9 live in Marden and Years 10 and 11 in Main House, with individual study bedrooms from Year 10 upwards. Students in the Sixth Form live in purpose-built modern accommodation, providing the perfect transition from school to university.

There is a busy range of evening and weekend activities with students in the older years enjoying greater independence.

### EXTRA-CURRICULAR

Woldingham has a rich and varied extra-curricular programme with more than 100 clubs and activities to choose from. Students are encouraged to balance study with activity, and to be committed and proud of their wider abilities.

The House system fosters community across the school, with a busy programme of activities and competitions. Woldingham has four mixed-age Houses, each of which promotes a spirit of community among students of different ages and staff. Students belong to one of four Houses named after Patrons with a close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fund-raising events, inter-House competitions and, a highlight of the year, the House Festival in September. House assemblies are held fortnightly. Each House has its own Mass and feast where students and staff celebrate together and focus their fund-raising efforts.

Woldingham has an active outreach programme giving back to the community – both locally and further afield.



### PASTORAL CARE

Pastoral care is at the heart of the school. At Woldingham every student is known and supported as an individual by both teaching and support staff. The school supports – and expects – students and staff to be kind to each other. Students can be themselves and grow into independent women who will make a positive contribution to the world. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

### THRIVE & WELLBEING

The school's THRIVE programme promotes emotional well-being and enables every student to develop the growth mindset, resilience and self-worth to enjoy success as well as learn from setbacks. It helps students face changes with flexibility, meet failure with resilience and manage their own busy lives calmly.

As part of the THRIVE programme, students develop study skills. Study skills are developed as girls move up through the school, with the strong foundations built in Years 7 and 8 carried on through to the Sixth Form.

THRIVE focuses on the importance of wellbeing. Students learn about handling social media, self-esteem and body image. They learn how to deal with pressure, responsibility and making the right choices. All skills needed to be successful at school and as an adult.

### BOARDING

Woldingham is first and foremost a boarding school with strong traditions. We offer a flexible approach to boarding to meet the needs of families today. Around half of current students board with options including full, weekly and flexi-boarding.

Boarders live in year groups and are cared for by a Head of Year, housemistress, assistant housemistress and resident tutor.



## SPORT

Sport is extremely important to life at Woldingham and plays a vital role in supporting physical and emotional health and wellbeing.

Sport is about enjoyment, inclusion, team spirit, fitness, competition and performance. By the time our students leave, our aim is for them to have a lifelong commitment to sport and healthy living. We rightly celebrate the achievements of our athletes, some of whom represent their county and even country, and our school teams who do well in local and regional competitions.

Woldingham has excellent sports facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance/gymnastics studio. We have extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

In the autumn and spring terms, netball and hockey are our major sports. In the summer we play cricket, tennis and athletics. In addition, students compete in sports such as swimming and cross country. We place great value in being part of a team as well as excelling as an individual.

The school has a busy weekday and Saturday fixture list and participates in district and county tournaments.

There are strongly contested House sport competitions throughout the year, culminating in our annual sports day. We also offer a fantastic range of sport trips within the UK and overseas.

## CREATIVE AND PERFORMING ARTS

Woldingham's Millennium Centre has some of the best facilities for music and drama performance of any school in the country. The 630-seater acoustically designed Dineen Auditorium includes an orchestra pit and fully computerised sound and lighting system. The Millennium Centre also has recital and rehearsal rooms, a studio theatre, wardrobe room, dressing rooms and fantastic foyer area.

Woldingham School has an outstanding reputation for drama. The industry standard facilities and specialist drama staff support students to create productions of the very highest standard. The school has high specification technical support with state-of-the-art sound and lighting run by a highly-qualified technical crew.

The Music Department is well resourced, dynamic and busy, providing many and varied opportunities for our musicians to perform. Standards and expectations are very high.

Each term there is a large-scale concert and a number of informal and formal recitals. Our musicians perform in the numerous joint productions with the Drama Department and the choirs lead the singing at Westminster Cathedral for our annual school carol service.

Woldingham's art facilities are outstanding with purpose-built art and textiles studios comprising two studios, a 3-D area equipped with a range of power tools and two kilns, a dark room and a textile room. Student artwork is displayed throughout the school.

## LOOKING FORWARD

The school's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous young women.

Sue Baillie, Head joined in September 2024 and says "Woldingham is a very special place, where the strength of our values-led ethos combined with our empowered approach to education creates a warm and caring community where girls flourish."



# The role

Job title:	Director of Boarding (SLT)
Department:	Residential
Hours of work:	Full-time
Responsible to:	Head
Responsible for:	Housemistresses, Assistant Housemistresses, Residential Graduates and International Student Coordinator

## OVERVIEW

The school is seeking to appoint a Director of Boarding who will be a key member of the senior leadership team. This is a strategic role, requiring a dynamic, forward thinking leader with strong boarding experience.

Woldingham has a long tradition of boarding; 50% of pupils currently board in some way with 20% boarding full time. The school is perfectly placed within its own safe space in approx. 500 acres of Surrey countryside but also only 40 minutes from Central London, 5 minutes from the M25 and near to Gatwick and Heathrow airports. This is an exciting time to join the proactive and dedicated leadership team at Woldingham, where you will contribute to its strategic aims and, in doing so, make a positive difference to the school community.

## SCHOOL LEADERSHIP TEAM

- A member of the School Leadership Team.
- To assume line management of the boarding team. (Management of certain academic or pastoral departments in consultation with and as directed by the Head).
- To attend Governors' Committees, as agreed by the Head and Chair of Governors.
- To work with the other members of SLT to develop and implement the School's Strategic Development Plan.
- To work with the SLT in assisting the Head in the preparation of the Annual Operational Plan for SLT and Governors.
- Support with the agenda for staff conferences and staff meetings, and to assist in their delivery.

- To contribute to the review and maintenance of high standards of pupil welfare, discipline, behaviour, punctuality and dress code within all aspects of school life.
- To support and work closely with the External Relations department in developing new initiatives which promote boarding at the school.
- To deliver occasional whole school and year group assemblies.
- Within the context of the School Strategic Development Plan (SSDP) framework, the Director of Boarding will have responsibility for ensuring the School's compliance with the Independent Schools Inspectorate requirements in all matters relating to boarding including the NMS requirements. This will include developing appropriate ISI and NMS compliance action plans, in liaison with other key staff such as the Deputy Head Operations, Safeguarding and Pastoral as well as the Director of Finance and Operations.
- To assist the Head, in the support of all pastoral staff including recruitment, resourcing, training, people management, development, performance and reward.





### PASTORAL AND SAFEGUARDING

- To support and guide the residential team in their pastoral care of the boarders.
- To work with the Year/House teams to ensure that all overseas boarders have appropriate guardian arrangements in place.
- To ensure that students, parents and guardians are well informed about the school's boarding policies and all aspects of the care and welfare of boarding pupils.

### BOARDING LIFE

- To work together with the Director of External Relations to promote and market boarding at Woldingham.
- To ensure a full and varied programme of activities and trips are available to boarders at the weekends.
- To support the programme of socials for boarders throughout the school, in liaison with Heads of Year.
- To support pupils by attending events, e.g. concerts/productions socials/House events.
- To assist boarding teams in their effective management of the flexi-boarding arrangements.
- To tour prospective families around the school, on occasion.
- To represent boarding at prep independent school shows.
- To assist the Head with arrangements for welcome receptions at the start of the year.
- To lead the weekly residential meeting and manage the 'weekend arrangements' and 'week ahead' information, circulating details of the arrangements to the team.

### ISI INSPECTION PREPARATION AND H&S

- To be aware of national developments in boarding provision and work with the wider SLT on development of strategy



policy as required with the aim to provide a thriving, safe, innovative and happy boarding environment.

- To be aware of regulation and compliance requirements of the National Minimum Standards for Boarding and to work with key staff to ensure these standards are maintained/exceeded.
- To liaise with key staff in the preparation, and running of, the boarding elements of an ISI inspection.
- To report on Health and Safety matters related to boarding and to ensure relevant Risk Assessments are up to date.
- To have oversight of fire routines and procedures out of school hours, and to organise the required fire drills in 'boarding time/sleeping hours'
- To advise on matters relating to the security and safety of the residential community.

### STAFF

- To deploy, train and develop all boarding staff to make the most effective use of their skills, expertise and experience and to ensure that all boarding staff have

a clear understanding of their roles, duties and responsibilities.

- To visit year areas regularly in boarding time in support of staff, to monitor procedure and to engage with boarders to assess their views of the boarding experience.
- To work alongside the Head in maintaining and developing further the existing programme of residential staff development and performance management.
- To ensure that all residential staff duties are undertaken.
- To advise the Head on residential staffing needs and to assist in the appointment of new staff and their induction.
- To take the lead in the recruitment, welcome, induction and line management of residential graduates.
- To make arrangements for residential staff conferences and dinners.
- To advise the Security department of residential staff holiday arrangements.
- To appraise line-led boarding staff.



### BOARDING & RESIDENTIAL ADMINISTRATION

- To manage the residential team rotas (Year area staffing/meal duties/weekend rota/Fire Officer)
- To lead in the annual audit of Year documentation to ensure consistent policy and procedure across year groups, including meeting UKVI requirements.
- To review and update the student and residential staff handbooks.
- To work with the Year teams to ensure that students' personal belongings are used appropriately and stored securely.
- To work with the Year teams to ensure the tidiness and good order of boarding accommodation including common rooms.
- To manage the boarding budget.
- To assess on-going required improvements to/redecoration of boarding accommodation and to liaise with the DFO for budget planning.
- To co-ordinate residential staff cover.
- Oversee hospital escort arrangements as required by the Health Centre.
- To make arrangements for the start/end of term, including end of term lock-up.
- To liaise with/join members of the SLT at meetings with Catering Domestic Services/Security departments, as required.

- To work with the Transport Manager to ensure accurate and timely transport arrangements for boarders.
- To exercise an oversight of the tidiness and good order of the school campus, liaising with the DFO, Heads of Year, Housemistresses, Catering Manager, Domestic Services, where appropriate.

### DUTIES

- Regularly visit and support boarding areas.
- To complete two boarding duties per week.
- To act as senior staff on call on weekday evenings (on rota) and alternate weekends.
- To act as senior staff on call on return/departure of boarders at start/end of each term and half term (on rota)
- To be on emergency back-up cover for residential staff weekday evenings and alternate weekends.

### RESIDENTIAL ACCOMMODATION

This is a residential post. Private accommodation is provided. Accommodation is free although a small tax liability may be incurred. Please note that the accommodation is provided within a non-smoking area of the school. Pets may be accommodated in the property in discussion with the Director of Finance and Operations.

It is a requirement of this post that the Director of Boarding is resident on the school campus during term time, except when officially off duty on alternate weekends.

When resident on site, additional duties include:

- To assist the SLT in sharing weekend responsibility on-site in rotation.
- To provide emergency cover for absent House staff.

### GENERAL

- The post has shared PA support.
- To contribute to the academic and wider life of the school
- The Director of Boarding will have alternate weekends off duty subject to fulfilling their obligation to attend key school events.
- The post holder will be expected to carry out such other duties as reasonably requested by the Head that are commensurate with its level of responsibility.

### TERMS AND BENEFITS

- **Start date:** Easter 2025, or earlier
- **Salary:** Competitive.
- **Pension:** The successful candidate will be auto enrolled into the school's pension scheme, which includes life assurance.
- **Lunch:** A free lunch is available in the dining room each working day when the kitchens are open, and other meals when on boarding duty.
- **Parking:** There is free parking on site.
- **Gym and pool:** There are staff sessions for use of these facilities.







# The person

ESSENTIAL	DESIRABLE
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Commands the respect of students, staff and parents.</li> <li>• Calm, positive and measured, and a confident decision maker.</li> <li>• The ability to communicate enthusiasm and vision to the staff and pupils about the boarding experience.</li> <li>• The ability to blend firmness, patience and empathy when dealing with difficult situations; to be sensitive to the demands of residential work yet with the authority to direct staff.</li> </ul>	
<p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• To be passionate about, and dedicated to, the boarding experience.</li> <li>• Enjoys the company of teenagers and is relaxed in their company.</li> <li>• Resilient and optimistic; someone who is willing to go the extra mile in the busy life of a boarding and day school.</li> <li>• Ability to identify problems and bring positive solutions.</li> <li>• Flexible and adaptable in approach to working hours, with humour, energy, stamina and enthusiasm.</li> <li>• Interest in the welfare, happiness and professional development of those under your leadership.</li> </ul>	
<p><b>Operational excellence</b></p> <ul style="list-style-type: none"> <li>• Significant pastoral and boarding experience</li> <li>• Demonstrates significant initiative and drive, allied to the ability to work quickly and accurately.</li> <li>• A well-qualified graduate.</li> <li>• An effective public speaker; fluent and accurate written and spoken English.</li> <li>• Ability to market the school effectively.</li> <li>• Excellent organisational, administrative and IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Designated Safeguarding Lead Level 3 qualification and experience.</li> <li>• Experience of a boarding role such as Housemistress</li> <li>• Strategic understanding of pastoral developments.</li> </ul>
<p><b>Ethos and whole school values</b></p> <ul style="list-style-type: none"> <li>• An individual with a genuine commitment to the wellbeing of the staff and students in their care.</li> <li>• Committed to operating as part of the school community.</li> <li>• Supportive of the Sacred Heart values.</li> <li>• Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	
<p><b>Safeguarding and pastoral</b></p> <ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	



# How to apply

## CLOSING DATE AND APPLICATION ARRANGEMENTS

The closing date for applications is 9.00am on **Monday 7th October 2024**.

Interviews will take place on **Monday 14th October 2024**.

To apply please submit your completed application form to **hr@woldinghamschool.co.uk** with a supporting letter.

If candidates wish to have a conversation with the Head prior to interview please email **head@woldinghamschool.co.uk**.

## PROFESSIONAL DEVELOPMENT AND STAFF WELFARE

Our professional team of staff is Woldingham's greatest asset, and we want to ensure that everyone is supported to work in an effective, enjoyable and fulfilling way. Staff Development is a high priority, with induction and mentoring programmes for Newly Qualified Teachers and new colleagues, plus an annual cycle of Personal Professional Development planning for all colleagues including coaching, training and a Leadership Programme.

Staff are welcome to use our range of facilities including the gym, tennis courts and the swimming pool. Our Staffroom Committee organises regular social events, and a range of wellbeing initiatives to support staff in their working life.

*Woldingham 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 and the Disclosure and Barring Service.*





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