

BRIEF FOR THE POSITION OF

# HEAD OF BOARDING

WOLDINGHAM SCHOOL



March 2022





# The school

Set in 700 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.

As one of the UK's oldest girls' schools, Woldingham is proud to be a pioneer of women's education. Our single-sex environment is supportive and stimulating.

Woldingham is increasingly popular and we expect to have more than 620 students enrolled from September 2022.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers. Woldingham is in the top 1% 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 the past five years we have had 26 Oxbridge offers. In recent years some of the most popular UK universities for students have included Bristol, Durham, Edinburgh, Exeter, Manchester and UCL. Woldingham students have

also taken up places at a range of universities overseas including Princeton, 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 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.



The Board of Governors agreed a new strategic development plan for 2019-2024, with a refreshed vision and mission underpinned by the school's Sacred Heart values of faith, community, intellectual values, social awareness and personal growth. The plan has been extremely well received and the school has made a positive start to achieve the ambitious vision.







## 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

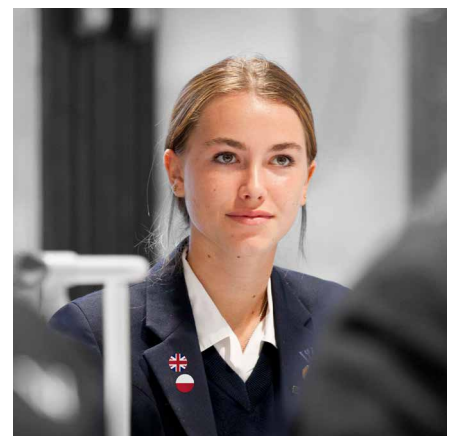
Woldingham is a happy and successful school where we develop confident, compassionate and courageous young women.

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 family life ahead, 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 based on a set of shared principles 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, Woldingham is proud to be in the top 1% of schools in the UK for 'value added education.' In 2021, 90% of A Level grades were A\*-A and 62% of GCSE grades were 9-8. In 2021, 12 Sixth Formers took an EPQ and eight achieved an A\*.

Teaching and learning are centered around our unique WOLD model, which sets out our expectations of every lesson.

### Willingness

to work hard and  
make mistakes

### Opportunities

to maximise  
all learning

### Learning

is a life-long  
process

### Determination

to succeed

The school offers a broad curriculum with 27 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 and intensive support for students applying to Oxbridge, medicine, dentistry and veterinary science.







## 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. Woldingham's single-sex environment is supportive and stimulating. It enables students to be themselves and to grow into independent women who will make a positive contribution to the world. Relationships amongst the students and the staff are excellent. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

## THRIVE

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's boarding tradition remains strong with the school providing 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 their own year group and are cared for by a dedicated Head of Year, housemistress and assistant housemistress.

Boarders in Years 7 and 8 live in Marden and Years 9 to 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 provided with greater independence.

## EXTRA-CURRICULAR

Woldingham has a rich and varied extra-curricular programme with more than 80 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 to give back to the community – both locally and more widely.



## 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 600-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. In 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 Masses and the school carol service.

Woldingham's art facilities are outstanding with purpose-built accommodation 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 published a new five-year strategic plan in 2019 with a refreshed vision and mission. 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.

The plan centres around six key strategic objectives: developing people; developing learning; developing ethos and community; developing infrastructure and operations; developing sustainability; and developing communications.

# The role

Job title: Head of Boarding  
 Department: Boarding  
 Responsible to: Senior Deputy Head / Deputy Head Operations

## ROLE

Woldingham School is looking to appoint a Head of Boarding to take a dynamic, forward-thinking, and strategic lead on boarding throughout the school to ensure boarding at Woldingham is a fulfilling, rewarding, and stimulating experience for all involved. The Head of Boarding will be an experienced senior leader whose professional career to date shows exemplary commitment to boarding education. They will be recognised as an expert in the field of boarding and will have lengthy experience in schools renowned for outstanding boarding practice.

The ideal candidate will be able to demonstrate inspirational leadership with the vision, presence, and foresight to develop and enhance the boarding provision, ethos, and outstanding pastoral care for which Woldingham is renowned.

Applicants will be required to have teaching experience with flexibility around subjects and will work on a reduced timetable.

There is a genuine occupational requirement (as defined by Schedule 9 (Part 1) of the Equality Act 2010) for the post holder to be female. Accordingly, this post is open to women only.

Close to London, yet in an outstandingly beautiful rural setting, Woldingham is a happy and successful Catholic boarding and day school for girls aged 11 to 18. With a strong community and caring culture, we are building on a proud heritage that stretches back over 175 years. We're now driving an exciting future that's underpinned by fresh ideas, an innovative spirit and state-of-the-art facilities.

## PURPOSE

- To ensure boarding at Woldingham is a fulfilling, rewarding and stimulating experience for all involved.
- In conjunction with the School's Strategic Development Plan, to take a dynamic, forward-thinking and strategic lead on boarding throughout the school.
- To promote and market the Woldingham boarding experience.
- To play a key role in leading, supporting, guiding and motivating residential colleagues.
- To manage the efficient staffing, organisation and resources of Year areas and to identify needs in the boarding accommodation in relation to the overall needs of the school.

## Accountability

The Head of Boarding is accountable to the Senior Deputy Head (SDH) for Boarding/Pastoral matters and to the Deputy Head Operations (DHO) for Trips Administration. The Head of Boarding will attend fortnightly meetings with the SDH, and with the DHO as required.







## GENERAL RESPONSIBILITIES

### Pastoral and Safeguarding

- With the SDH, to support and guide the residential team in their pastoral and safeguarding care of the boarders.
- To work with the Year 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 safeguarding care and welfare of boarding pupils.

### Boarding Life

- To work together with the Head, SDH, Registrar and Marketing departments 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 social's for boarders throughout the school, in liaison with the HoY's.
- To support the girls by attending events e.g. concerts, productions, social's, house events.
- To assist the Year teams in their effective management of the flexi-boarding arrangements.
- To tour some prospective families around the school.
- To represent boarding at some preparatory/independent school shows.
- To assist the SDH with the arrangements for welcome receptions at the start of the year.
- To manage 'weekend arrangements' and 'week ahead' aspects of the weekly residential meeting and circulate details of the arrangements to the team.

- To represent boarding at some preparatory/independent school shows.
- To assist the SDH with the arrangements for Welcome Receptions at the start of the year.
- To manage 'Weekend Arrangements' and 'Week Ahead' aspects of the weekly residential meeting and circulate details of the arrangements to the team.

### ISI Inspections Preparation and H&S

- To be aware of national developments in boarding provision and work with SDH on development of strategy/policy as required.
- To be aware of regulation and compliance required by the National Minimum Standards for Boarding and to work with the SDH and DFO/Head of Operations to ensure these standards are maintained/exceeded.
- To liaise with the SDH and DHO in preparation and running of the boarding elements for any ISI inspection.
- To report on Health and Safety matters related to boarding and to ensure relevant risk assessments for Years 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.

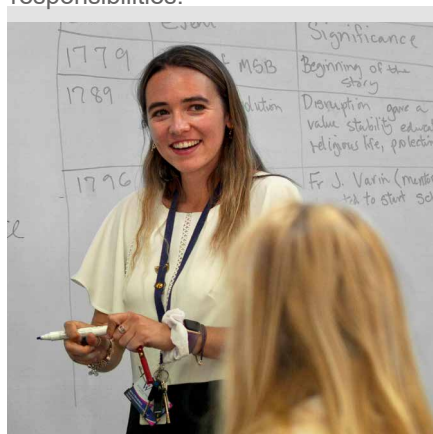
### Staff

- 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 and SDH 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.
- With the SDH, to make arrangements for Residential staff conferences and dinners.
- To advise the Security Department of residential staff holiday arrangements.
- To appraise House staff.

### Boarding & Residential Administration

- To manage the Residential team rotas (Year area staffing/meal duties/weekend rota/Fire officer).
- To lead, with the SDH, in the annual audit of Year documentation to ensure consistent policy and procedure across year groups, including meeting UKVI requirements.
- To work with the SDH on the review and updating of 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 SDH 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 EOT lock-up.
- To liaise with/join SDH at meetings with Catering/Domestic Services/Security departments, as required.
- To work with the Transport Officer 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 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

- It is a requirement of this post that the Head 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 teach a reduced timetable.
- The Head of Boarding will have alternate weekends off duty subject to fulfilling their obligation to attend key school events, and one day per week.
- 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.

### Residential Requirements

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 provided is within a non-smoking area of the school. Pets may be accommodated in the property in discussion with the Director of Finance and Operations.

### SALARY AND BENEFITS

- Start date: September 2022
- Salary: Competitive
- Pension: The successful candidate will be auto enrolled into the school's pension scheme, which includes life assurance.
- Facilities: Lunch is provided each working day when on duty. Members of staff can use the School's Sports facilities at allocated times.
- Parking: There is free parking on site.



## PERSON SPECIFICATION

### Leadership - ESSENTIAL

- Commands the respect of students, staff and parents.
- Calm, positive and measured, and a confident decision maker.
- The ability to communicate enthusiasm and vision to the staff and pupils about the boarding experience.
- 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.

### Personal Behaviours - ESSENTIAL

- To be passionate about, and dedicated to, the boarding experience.
- Enjoys the company of teenagers and is relaxed in their company.
- Resilient and optimistic; someone who is willing to go the extra mile in the busy life of a boarding and day school.
- Ability to identify problems and bring positive solutions.
- Flexible and adaptable in approach to working hours, with humour, energy, stamina and enthusiasm.
- Interest in the welfare, happiness and professional development of those under your leadership.

### Operational Excellence - ESSENTIAL

- Significant pastoral and Boarding experience.
- Demonstrates significant initiative and drive, allied to the ability to work quickly and accurately.
- A well-qualified graduate.
- An effective public speaker; fluent and accurate written and spoken English.
- Ability to market the school effectively.
- Excellent organisational, administrative and IT skills.





## PERSON SPECIFICATION

### Operational Excellence - Desirable

- Designated Safeguarding Lead Level 3 qualification and experience.
- Experience of a boarding role such as Housemistress.
- Strategic understanding of pastoral developments.

### Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care.
- Committed to operating as part of the school community.
- Supportive of the Sacred Heart Values.
- Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.

### Safeguarding & Pastoral

- Committed to safeguarding and promoting the welfare of children and young people.
- A satisfactory Enhanced Disclosure from the DBS.

# How to apply

The closing date for applications is 9.00am on **Friday 18 March 2022**. Interviews will take place on **24 March 2022**.

To apply please submit your completed application form to [hr@woldinghamschool.co.uk](mailto:hr@woldinghamschool.co.uk) with a supporting letter.

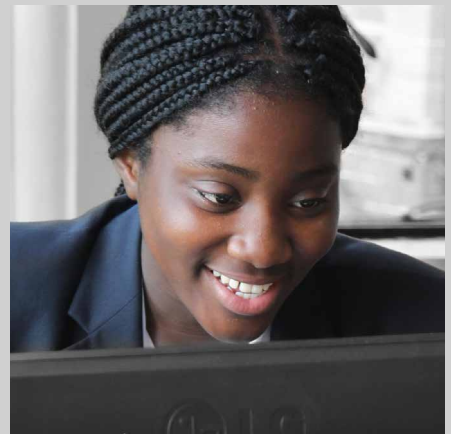
**The School reserves the right to interview and/or appoint at any time during the recruitment process. The vacancy will close once a suitable candidate has been appointed.**

## 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 and a new Leadership Programme in development for September 2021.

Staff are welcome to use our range of outstanding facilities including the gym, squash and tennis courts and the swimming pool. Our Staffroom Committee organises regular social events, and a range of wellbeing initiatives 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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