



---

# BISHOP'S STORTFORD COLLEGE

---

ESTD 1868

## BOARDING HOUSEMASTER/MISTRESS (BOARDING HSM)





The feel of Bishop's Stortford College is always forward-looking, recognising from the start the sort of world our pupils will be entering and the skills they need. We are a hard-working, down-to-earth, and highly successful community.

Set on the edge of a market town between London and Cambridge, the atmosphere at our co-educational day and boarding school, is the perfect launch pad for outstanding achievement.

## Welcome from the College Headmaster

---

Thank you for your interest in working at the College. Since joining here in 2024, I have had the immense pleasure of working with our dedicated and talented team of staff, at the same time as leading our vision for the future.

At Bishop's Stortford College, we nurture belonging, kindle scholarship, and grow character in ambitious pupils aged 3 to 18 who aspire to succeed in academics, sports, and the arts. At our core are our values of Belonging, Scholarship and Character. Derived from the College's initials, they shape our thinking today and in the future.

Bishop's Stortford College is the modern face of independent education. Together we are embarking on a collective strategy that unites staff, pupils and our wider community in delivering academic excellence balanced with personal growth and strong values. This is what an education for today and tomorrow must deliver.

Underpinning everything is a unique community spirit that enables everyone to succeed, and to be happy doing so. We do not look like most schools of our type. We do indeed have the luxury of a 130 acre campus with wonderful facilities. But we are different in some important ways, most notably in our balance of academic, sport and the performing arts to ensure every child finds their niche and supported by a sector-leading pastoral system is able to thrive during their time at the College and beyond. I hope that by reading through the following pages and our Information for Candidates, you will see this for yourself and consider applying for this role.

Mr John Maguire





## Introduction to the College

---

One of the UK's leading co-educational, day and boarding schools, Bishop's Stortford College is a diverse and infectious mix of enthusiasm and dedication, making it an extremely stimulating place to work.

Seen as one untied College, but functioning as three schools, there are approximately 1,300 pupils aged 3 to 18 years old on the shared site, blending full, weekly and part-time flexi boarders with day pupils. We offer an academically selective but deliberately broad educational offer that looks to deliver excellent examination results but also an opportunity for individual qualities and character growth in a safe, inclusive and caring community.

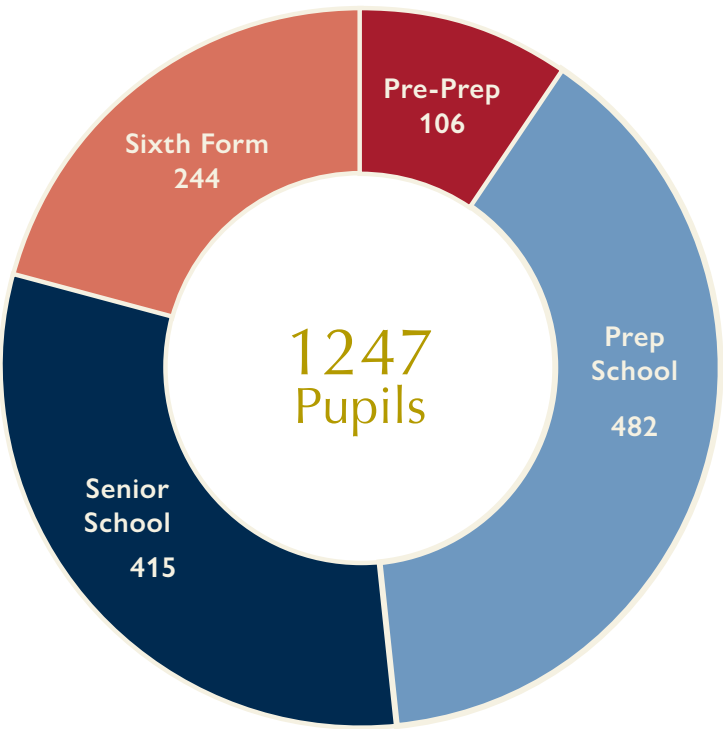
It is the unpretentious and successful delivery of this whole person, ready for the modern world, that allows us to stake claim to being the modern face of independent education.

The College Headmaster reports directly to the Chairman of the Governing Council and has responsibility for the whole College, though day-to-day management of the Prep School and the Pre-Prep is delegated to the Heads of those schools. The College Headmaster has day-to-day responsibility for the Senior School.

The College was established in 1868 as the Non-Conformist Grammar School and became Bishop's Stortford College in 1901. The Prep School was opened in 1902 and the Pre-Prep department in 1995, when the school went fully co-educational. The Prep School and Pre-Prep School are now separate with their own buildings, but they make use of facilities shared with the Senior School, including the swimming pool, dining room, DT building, Music faculty and playing fields. We continue to improve and enhance our estate. In recent years, there has been extensive renovation of classrooms across all three schools, and this enhancement and development will continue as part of our Estates Master Plan



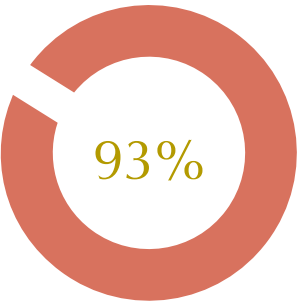
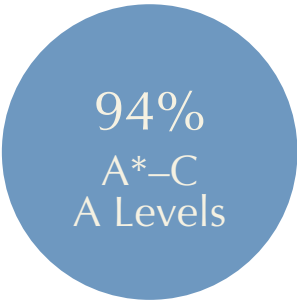
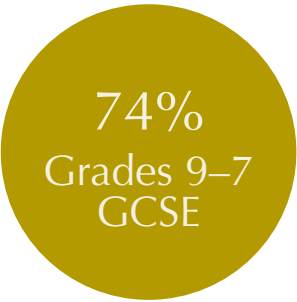
# The College in Numbers



24  
Nationalities



4 Boarding  
Houses



Placed at a university  
of their choice





Pupils are organised across the three schools, with Music and Sports departments, together with Professional Services, working across all three schools. Professional Services incorporates Admissions, Commercial, Development, Finance, HR, Facilities and Estates, IT, Marketing and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

The College has a forward-thinking approach supported by eight strategic pillars:

- Delivering academic excellence through a modern curriculum
- Developing strong personal values through the provision of outstanding pastoral care
- Finding the best in every pupil by developing every pupil's unique strengths
- Attracting ambitious, enthusiastic pupils and communicating about College life
- Being a great place to work, recognising that staff are the most important resource
- Enhancing the environment through a programme of maintenance and improvement
- Maximising resources to deliver both affordability and teaching excellence
- Inspiring governance and leadership which is accountable, responsible, courageous and has clear vision



## BOARDING HOUSEMASTER/MISTRESS (BOARDING HSM)

Bishop's Stortford College is a leading, academically selective, co-educational day and boarding school for pupils aged 3 to 18. We offer a world-class education rooted in the core values of *belonging, scholarship, and character*. Our mission is to deliver exceptional academic achievement, sporting excellence, and personal growth for every pupil within a child-centred, inclusive environment that blends our rich heritage with a forward-thinking approach to independent education. Renowned for its tradition of academic excellence and holistic development, the College provides a nurturing and aspirational setting where every student is encouraged to thrive. The Senior School (ages 13–18) is structured around ten pastoral houses, each with its own dedicated facilities. Four of these houses accommodate both boarding and day students—among them, Rowe House.

Rowe House is one of the College's principal boys' boarding houses, offering a vibrant, supportive, and caring community. Purpose-built in 2021, it features sector-leading facilities, including predominantly ensuite rooms, designed to provide a modern and comfortable living environment.

The role of Housemaster/mistress (HsM) is pivotal in shaping the Rowe House experience and exemplifying the College's values. This document outlines the responsibilities of the HsM, highlights the unique opportunities the role presents, and describes the qualities and mindset essential for success in this rewarding leadership position.



## TERMS AND CONDITIONS

**Terms:** Full Time, Term-time only, 33 weeks per year. Residential.

**Reports to:** Director of Boarding

**Salary:** Highly Competitive

**Accommodation:** New family accommodation within the boarding house is offered rent and utility free.

**Fee Remission:** Where relevant, fee remission may be offered to the children of the successful candidate, subject to normal entry requirements being met.

Full details of benefits are detailed in the *Information for Candidates* document.

**Closing date for applications:** 13<sup>th</sup> September 2025, however the College reserves the right to interview suitable candidates on receipt of suitable applications and may offer before this closing date, so early applications are encouraged.

For more information about this post or the College, in the first instance, please contact us for a confidential discussion.

[recruitment@bishopsstortfordcollege.org](mailto:recruitment@bishopsstortfordcollege.org)

01279 972 743





## MAIN RESPONSIBILITIES

Purpose: To lead and manage the House staff, operations, and resources effectively; ensuring the safety, high standards of discipline, and outstanding pastoral care for all pupils, staff, and domestic personnel within the House.

### 1. Pastoral Care

- Ensure a safe, supportive, and homely environment at Rowe House, promoting the physical, emotional, and psychological well-being of all pupils.
- Support all boarders—full, weekly, and flexi—ensuring they feel valued and included.
- Build strong relationships with each pupil, understanding their individual needs and aspirations.
- Act as the main point of contact for personal, academic, and social matters, offering guidance and support.
- Monitor mental health and emotional resilience, referring pupils to pastoral or counselling services when needed.
- Promote a culture of kindness, respect, and inclusion within the House.
- Ensure staff are aware of each pupil's strengths and needs to support their development.
- Provide timely support for emotional, academic, or behavioural concerns, liaising with relevant staff and safeguarding leads as appropriate.
- Uphold the school's disciplinary policy through fair and transparent systems of rewards and sanctions, maintaining clear records and ensuring pupils understand procedures.

### 2. Academic Oversight

- Maintain regular communication with academic staff to monitor pupil progress and well-being, offering feedback and support as needed.
- Promote a culture of aspiration and academic engagement, encouraging pupils to set and achieve personal goals.
- Oversee homework routines and provide academic support sessions where necessary.
- Implement targeted academic interventions to help boarders reach their full potential.
- Celebrate academic success and foster intellectual curiosity and diligence.
- Stay informed of each pupil's academic strengths and challenges, liaising with tutors and teachers to ensure relevant background information is shared.
- Track academic progress through merits, commendations, and College awards, and write informed House reports when required.
- Ensure evening study conditions are conducive to effective learning.
- Serve as a House Tutor and support the induction of new pupils and their families.

### 3. House Administration and Organisation

- Organise the weekly duty rota to ensure fair distribution among House staff, enabling the HsM to focus on deeper pastoral engagement.
  - All boarders must have at least one 1:1 meeting per term with the Boarding HsM.
  - Boarding HsMs are expected to be on duty every Friday evening and for two weekend days per fortnight.

- Boarding HsMs must reside in the House during term time, except during agreed absences.
- Oversee the daily operations of Rowe House, including routines, meetings, and the management of matrons, tutors, cleaners, and maintenance staff.
- Maintain accurate records of pupil welfare, progress, health, achievements, and behaviour, ensuring all House staff contribute appropriately.
- Ensure pupils' belongings are used and stored respectfully and securely, and that the House environment is treated with care.
- Promote a culture of mutual support and collective responsibility among pupils.
- Ensure full compliance with safeguarding policies and maintain accurate records across all aspects of boarding life.
- Lead regular House assemblies, activities, and events to build community and belonging.
- Manage the House budget responsibly, authorising expenditure and tracking resource use.
- Coordinate room and facility allocation fairly and transparently.
- Maintain a safe, clean, and welcoming physical environment.
- Oversee and encourage pupil participation in the weekend "Best of British Culture" programme.

#### 4. Parental Engagement

- Act as the main liaison with parents and guardians, maintaining regular, professional communication about pupils' progress, achievements, and concerns.
- Ensure timely responses to parental enquiries (within 24 hours) and maintain clear communication with staff and pupils.
- Organise meetings and provide regular feedback to boarding parents, fostering strong, proactive relationships.
- Lead parents' meetings, house visits, and welcome events for new boarders and their families.
- Respond promptly and sensitively to parental concerns, offering reassurance and maintaining high standards of professionalism.
- Host House families during termly House Matches weekends, providing hospitality and a welcoming environment.
- Keep the MIS Administrator updated with any changes to parent or guardian contact details.

#### 5. Safeguarding and Health & Safety

- Take overall responsibility for the safeguarding and welfare of all boarders, adhering to College policies and statutory guidance at all times.
- Register pupils each morning and complete House registration on the MIS before lessons begin. Conduct nightly headcounts at lights out and report any absences or incidents immediately to the Head and Head of Boarding.
- Plan and review staff supervision structures to ensure pupil safety at all times, including during meals, weekends, and House activities. Ensure adequate cover is in place.

- Work with the Medical Centre to meet pupils' medical needs, encourage healthy lifestyles, and maintain records of medications issued and medical updates from parents. Ensure pupils are escorted to hospital appointments and that parents are informed.
- Ensure all pupils and staff are familiar with fire safety procedures. Conduct and log termly fire drills (day and night), a walk-through in the first week of the school year, and weekly call point checks.
- Ensure all student-owned electrical items are PAT tested at the start of the Winter Term.
- Attend regular training in safeguarding, first aid, and health & safety, and ensure all House staff are up to date.
- Conduct regular risk assessments and ensure full compliance with health & safety standards. Report and monitor all concerns and maintenance issues.
- Ensure all House staff understand and follow school policies on safeguarding, bullying, substance misuse, and risk management.
- Serve as a Deputy Designated Safeguarding Lead and an active member of the College Safeguarding Team.

#### 6. Leadership and Community Building

- Inspire and lead the House team to uphold the values and high standards of Bishop's Stortford College.
- Provide clear role descriptions for all House staff and contribute to their performance reviews through the College appraisal system.
- Act as line manager to the Deputy Housemaster/Housemistress.
- Develop and manage duty staff and House monitor teams, publishing a termly rota accessible to staff and pupils.
- Foster a strong sense of belonging and loyalty among pupils, encouraging active participation in school and inter-house activities.
- Ensure staff, pupils, and parents understand the House's aims and the principles of its community life.
- Promote House traditions and identity while embracing innovation and adapting to new challenges.
- Mentor and support prefects and student leaders, encouraging responsibility and leadership development.

#### 7. Extra-Curricular and Enrichment

- Encourage and support pupil participation in a wide range of extracurricular activities, including sport, music, drama, and service.
- Organise House competitions, outings, and social events that promote camaraderie and personal growth.
- Coordinate and attend key College events (e.g. carol services), and lead House events and competitions throughout the year.
- Support boarders in developing their talents, exploring new interests, and maintaining a healthy, balanced lifestyle.



## 8. Professional Development

- Engage in ongoing professional development through relevant training and active participation in the College's learning community.
- Share best practices and mentor junior colleagues where appropriate.
- Participate in the College's appraisal and performance review processes.
- Undertake any additional responsibilities reasonably assigned by the Headmaster.

## 9. Marketing of the House Environment, Recruitment of New Students, and Retention of All Students

- Promote Rowe House as a key part of the College community, highlighting its supportive environment, excellent facilities, and rich extracurricular offering to attract and retain pupils.
- Maintain an active and strategic social media presence that reflects the values and strengths of Rowe House, showcasing achievements, events, and daily life to engage current and prospective families.
- Champion innovation within the House, adopting creative approaches to enhance the boarding experience and seeking opportunities to apply for prestigious international awards in boarding and pastoral care.
- Lead recruitment efforts by coordinating open days, school fairs, social media campaigns, and partnerships with feeder schools to present a compelling vision of life at Rowe House.
- Prioritise student retention by fostering a supportive, inclusive environment and responding to feedback through regular surveys and pastoral check-ins.
- Develop and share a House Recruitment and Retention Action Plan to support best practice across the College.
- Monitor annual leaver data to evaluate the effectiveness of recruitment and retention strategies, using insights to inform continuous improvement.

## ADDITIONAL DUTIES

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. A flexible approach to all aspects of this role is essential.

This role will involve working evenings and weekend and will require a flexible approach to hours. The post holder will be required to travel nationally and internationally if required.

## SAFEGUARDING

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 College's Safeguarding Policy at all times. If, while 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 their Line Manager or the College's relevant Safeguarding Lead.

## EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status, or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

## SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

## DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

## EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to consider the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

## PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- A covering letter
- CV
- Application form
- Interview
- References
- Medical questionnaire
- DBS application

## EDUCATION AND QUALIFICATIONS

Essential:

- A good honours degree in a relevant subject area (essential).

Desirable:

- Evidence of ongoing professional development, such as NPQML/NPQSL, boarding-specific training (e.g. BSA qualifications), or leadership courses.
- Further training or certification in pastoral care, safeguarding, or leadership.

Optional:

- Qualified Teacher Status (QTS) or equivalent teaching qualification.

## EXPERIENCE AND SKILLS

- *Pastoral Leadership*: Proven experience in a pastoral or boarding role, ideally within an independent school setting.
- *Team Management*: Experience leading and managing staff teams, including performance reviews and rota planning.
- *Safeguarding & Welfare*: Strong background in safeguarding, child protection, and promoting student welfare.
- *Excellent Communication*: Strong written and verbal skills across diverse audiences.
- *Organisation & Problem-Solving*: Capable of managing complex routines and resolving issues proactively.
- *Communication with Parents*: Experience building positive relationships with parents and guardians, including handling sensitive issues.
- *Event & Activity Coordination*: Experience organising house events, extracurricular activities, and community-building initiatives.
- *Administrative Competence*: Familiarity with MIS systems, record-keeping, and compliance with health & safety and regulatory standards.
- *Marketing & Promotion*: Ability to contribute to recruitment and retention through social media, events, and outreach.



## PERSONAL QUALITIES

- *Leadership & Integrity:* Ability to inspire trust, lead by example, and uphold high standards.
- *Adaptability:* Comfortable with change and committed to continuous improvement.
- *Commitment to Boarding Life:* Willingness to be fully involved in the life of the House, including evenings and weekends.
- *Empathy & Emotional Intelligence:* Warm, approachable, and responsive to individual student needs.

## OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate and all adults living in accommodation require enhanced DBS clearance.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

## REASONS TO APPLY

- *Make a Meaningful Impact* - This is a key Senior Middle Leadership role, offering the opportunity to shape the lives of young people during a formative stage and contribute meaningfully to the College community.
- *Join a Supportive and Purpose-Driven Team* - Be part of a close-knit, diverse team of professionals who are deeply committed to student welfare, academic achievement, and holistic development.
- *Grow Professionally and Personally* - This role offers rich opportunities for professional growth across leadership, pastoral care, administration, and education. Experience the unique rewards of mentoring students, building a strong house identity, and seeing pupils thrive.
- *A Stepping Stone to Senior Leadership* - With a maximum tenure of 12 years (reviewed at 7 and 10), this role is designed to support career progression—both within the College and across the independent sector. It is widely regarded as excellent preparation for Deputy Headship or other senior pastoral roles.
- *Attractive Package and Living Arrangements* - The role includes high-quality, newly built family accommodation, a competitive salary, access to College facilities, and generous fee remission.
- *A School That Balances Tradition and Innovation* - Bishop's Stortford College blends heritage with forward-thinking practice, offering a dynamic environment where new ideas are welcomed and supported.



## APPLICATION PROCESS

### YOU SHOULD SUBMIT:

- A completed application form

Applications should be made electronically via the College website.

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

- Early applications are encouraged, and we are open to the possibility of making an appointment prior to the published closing date.
- Due to the high volume of applications received, we regret that it is not possible to provide feedback to candidates at the application stage.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.

For more information about this post or the College, in the first instance, please contact us for a confidential discussion.

[recruitment@bishopsstortfordcollege.org](mailto:recruitment@bishopsstortfordcollege.org)

01279 972 743



Co-Educational Day and Boarding 4 to 18 Years

---

[bishopsstortfordcollege.org](http://bishopsstortfordcollege.org)

---