



# HEAD OF LOWER SCHOOL BOARDING CANDIDATE INFORMATION



CARE • COURAGE • CONTRIBUTION • CONNECTION

# OUR PURPOSE AND VALUES

We provide exceptional, contemporary co-education with a global outlook and offer experiences to learn in a caring and inspiring boarding and day community.

Our four core values of Care, Courage, Contribution and Connection represent qualities that we wish to inspire and instil in our pupils and are also values that we want our staff to embody, so that we lead by example.

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## CARE

We care for the pupils, and we also show care for ourselves and our colleagues. We take great pride and care in our work.

## COURAGE

We are honest, we act with integrity, and always have the best interests of the pupils at heart.

## CONTRIBUTION

We do our job to the best of our ability, and if a job needs doing, we will volunteer to get it done.

## CONNECTION

We work collaboratively with one another and in partnership with parents and guardians.





# OUR STRATEGIC OBJECTIVES

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## Educational Excellence

To deliver an innovative, ambitious and challenging education fit for the 21st Century by fostering a love of learning through a broad, balanced and connected curriculum underpinned by our core values.

## Exceptional Care

To place outstanding pastoral care at the heart of all we do, ensuring that Oakham School is a caring and courageous community and a great place to live, learn and work.

## Partnership and Philanthropy

To contribute and bring benefit to our wider community by sharing our ideas, experience and facilities. To increase our bursary provision so that more children can enjoy and benefit from an Oakham education.

## Collaborative Communication

To communicate internally and externally in an open, authentic and dynamic manner that seeks to make meaningful and long-lasting connections.

## Financial Sustainability

To secure our ability to invest in the development of our staff, the total curriculum and campus to the benefit of our pupils and the wider community and ensure that we deliver our strategic objectives and exceptional education.



# WELCOME TO OAKHAM

Thank you for considering this role  
of Head of Lower School Boarding at  
Oakham School.

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This is an exciting opportunity, at an important time for the School, to play a key role in building on Oakham's reputation as one of the country's leading independent schools.

If you have any questions, or would like an informal discussion, please do get in touch with us via Mrs Claire Betts on 01572 758804.

We look forward to receiving your application.

Henry Price  
Headmaster



When people ask us

‘Why choose Oakham?’

our answer is quite simply ‘Experience’.

We offer multiple opportunities for our pupils to experience inside and outside the classroom.

We possess a wealth of experience in educating and caring for young people.

We want our pupils' overall Oakham School experience to be joyous, transformative and memorable.





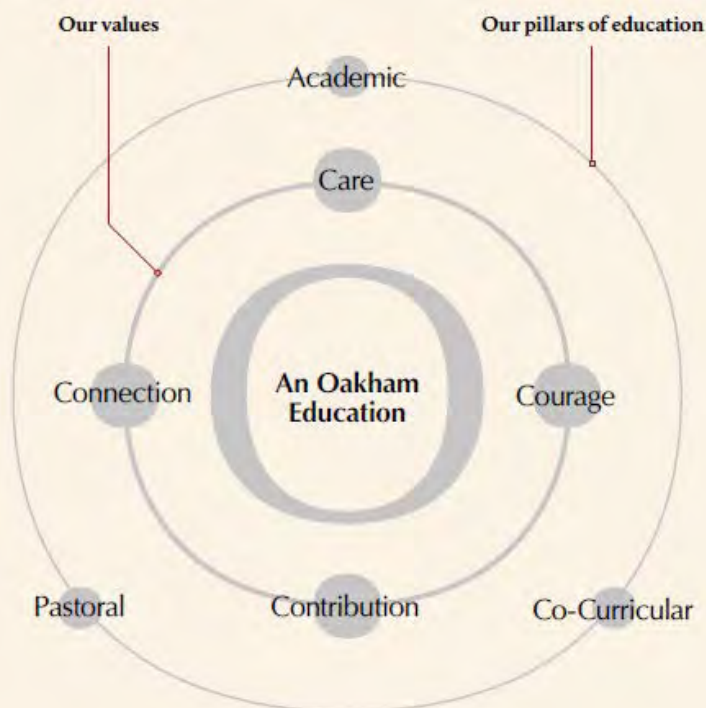
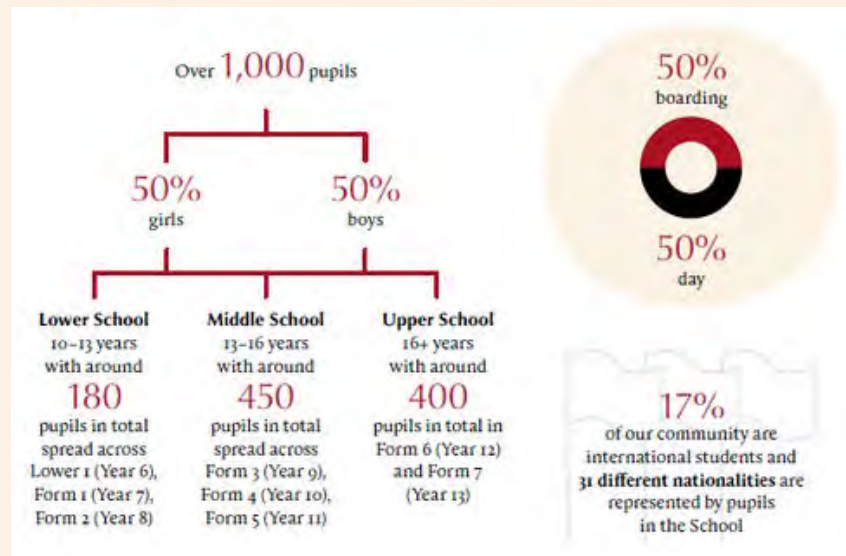
Our vibrant, fully co-educational boarding and day community of over 1,000 pupils and 500 staff live and work together in our beautiful 70-acre school campus, which is part of the historic market town of Oakham, in the heart of rural England.





# AN OAKHAM EDUCATION

One of the things that people frequently comment on when they visit Oakham School is how well-rounded our pupils are.



In order to help our pupils develop into grounded and responsible adults, well equipped for whatever life holds beyond our campus, Oakham teachers care for all aspects of their education:

## Academic

- Outstanding subject faculties and specialist academic facilities
- Pupils in Forms 1–3 (Years 7–9) follow the acclaimed IB MYP curriculum
- 26 different subjects at GCSE
- Two distinct pathways at 16+: IB Diploma Programme or A-levels and BTECs
- View our most recent exam results

<b>2,400</b> square-metre Library	<b>360</b> members of teaching staff	<b>150</b> classrooms, studios and laboratories	<b>200-SEAT</b> university-style lecture theatre

### Pastoral

- Every pupil at Oakham – full boarders, weekly boarders and day – belongs to a House
- There are 16 Houses, each led by a Housemaster or Housemistress and supported by a team of Tutors, Prefects and a Matron
- Each pupil has their own Tutor who guides them academically
- State-of-the-art Medical and Pastoral Centre

### Co-Curricular

- Over 125 activities each week, including DofE, CCF, Voluntary Action, Community Projects
- Sport is part of the weekly timetable
- Flourishing Creative and Performing Arts Departments





# Head of Lower School Boarding

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## Purpose

The Head of Lower School Boarding provides pastoral care for boarding pupils beyond the academic day. They are responsible for creating a homely environment (known as Hodges) in which each boarding pupil feels cared for, understood and at ease. This environment fosters an atmosphere where each child can have fun while simultaneously learning how to interact with their peers and adults. Achieving this requires the development and maintenance of strong relationships with both the children and their parents. Additionally, it entails maintaining an ethos that aligns with the values and expectations of the Houses, allowing boarders to strike the right balance between school and "home" life.

## Reporting

The Head of Lower School Boarding reports operationally to the Head of Lower School on a day-to-day basis and collaborates closely with the Housemasters and Housemistresses. The Head of Lower School Boarding is under the line management of the Deputy Head Pastoral.

## Job Details

The role of the Head of Lower School Boarding is extensive and diverse, and no job description can encompass all eventualities. He or she must be attentive to the development of the pupils under their care. The Head of Lower School Boarding will receive support from a resident Assistant Houseparent, Resident Tutors, and Gap students. It is crucial that the Head of Lower School Boarding cultivates a strong boarding team to guarantee the care of our youngest boarders.

## Pastoral Responsibilities:

- To create and manage a suitable programme of wide-ranging activities for boarders in the evenings and at weekends in liaison with the Boarding team.
- Ensure appropriate risk assessments are prepared for activities for boarders.
- Be an active and visible presence and on duty to look after/supervise those children who are boarding out of formal school time.
- Be a presence at times when parents are dropping and collecting their children from Hodges.
- Assist in the supervision of those day pupils who are accessing 'end of day care'
- To be aware of the academic strengths and weaknesses of pupils; to liaise with tutors to ensure that relevant background circumstances of pupils are known and discussed; to ensure that the conditions and supervision during evening prep are conducive to effective academic progress (as directed by the Deputy Head Pastoral).
- Be available for scheduled prospective parents' visits, Open Mornings and other marketing events.
- In conjunction with the respective Assistant Houseparent oversee the medical needs of the boarding pupils.
- In conjunction with the Boarding team, be responsible for the behaviour of the boarding pupils in the boarding areas.
- To ensure the Boarding team consistently address pastoral concerns and matters within boarding: ensuring Day Housemasters and Housemistresses are also aware.
- Work closely with Housemasters and Housemistresses to help pupils develop a sense of responsibility and leadership.
- Work closely with Housemasters and Housemistresses to ensure there is a consistent approach to discipline with individual pupils.





# Head of Lower School Boarding

- Communication between the Head of Lower School Boarding and Housemasters and Housemistresses is of paramount importance. Regular liaison both electronically and face to face is crucial to ensure this happens
- Alongside the respective Assistant Houseparent, be responsible for communication with boarding parents if a child in their care is ill overnight or at the weekend.
- To be resident prior to arrival, and after departure of boarders, in order to effect smoothly such arrival and departure and deal with parental requests. Depending on the term this will vary i.e. the start and end of the academic year will require an earlier time in residence than following a half term (actual times are in line with middle and upper school houses)
- After the end of term, to supervise the clearing up and cleaning of the house. In conjunction with the assistant houseparent, carry out a check of all furniture, fixtures and fittings, preparing a list of repairs and maintenance items required for submission to the estates department, to advise on replacement or renewal of furniture, fixtures and fittings
- At the end of the holidays (especially if the House has been used for holiday lettings) to supervise the preparation of bedrooms; to carry out a check on furnishings to ensure that all are in good order, repairs carried out, and that rooms are clean and presentable.



## Administrative responsibilities:

- Oversee, publicise and maintain routines for the boarding areas.
- Be responsible for leave-out arrangements for full boarding pupils
- Be responsible for organisation of passports, tickets and taxis
- Be familiar with and develop a working knowledge of relevant legislation including the Children Act, Child Protection Acts, Human Rights Act, Health and Safety at Work Act and the legal rights of children.
- Inform the Head of Lower School and if appropriate the Deputy Head (pastoral) of confidential or sensitive matters in respect of any pupil in their care.
- Inform the relevant Housemaster/Housemistress of any breaches of discipline or good conduct and ensure any punishments awarded are recorded in line with School policy
- Ensure that medical matters are dealt with appropriately, liaising with the Medical Centre, Assistant Houseparent, Housemaster/Housemistress the Sports Department, and the pupil's parents as appropriate.
- Maintain a comprehensive personal file on each boarder and ensure that it is updated in the pupil's main file in the House.

# Head of Lower School Boarding

- Carry out fire practices in accordance with the School's policies and maintain a record of fire practices and fire equipment inspections.
- Liaise with the School's Security, Health and Safety Committee on all matters related to the security of the Boarding area.
- Liaise with the Estates Manager regarding maintaining and adding to the fabric of the Boarding area and in matters relating to Estates Technicians.
- Liaise with the Domestic Team Leader to maintain/add to the soft furnishings and electrical appliances of the Boarding area and regarding matters related to the House Assistant houseparent/cleaning staff.
- Ensure that the environs of the Boarding area (Hodges) are kept free of litter
- Carry out Risk Assessments as directed by the Chairman of the Security, Health and Safety Committee.

## Hours/weeks worked:

- Seven day rota with one day off per week and some time off during each working day (Monday-Friday)
- Term time, plus a requirement to return to school after the holidays at least three days before the students are due to arrive and ensure cover until their departure at the end of the term. With due notice given, some availability may also be required during the School holidays for work which, in the reasonable opinion of the Head, is necessary for the proper performance of the Head of Lower School Boarding's duties.
- Resident in the House during term time, except on off-duty days
- Available to all students and staff when on duty during the week and at weekends
- Support as many school functions as possible

## Holiday

Subject to the requirements above, the Head of Lower School Boarding is entitled to take full pay during all School holidays in accordance with the published dates in the School calendar, and subject to any additional requirements. Public and Bank Holidays occurring during School terms may well be working days.

## Accommodation

This will be provided rent-free in a three-bed flat, attached to the Boarding House. The School will pay all rates (excluding private telephone calls), taxes (including water rates) and buildings insurance.





# Head of Lower School Boarding

## Person Specification

	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• Have experience of a boarding school environment.</li><li>• Worked with young people in either a teaching / coaching / volunteering role.</li></ul>	<ul style="list-style-type: none"><li>• Experience of a similar role</li><li>• Some basic medical experience, with a first aid certificate</li></ul>
<b>Skills/Aptitudes</b>	<ul style="list-style-type: none"><li>• Genuine interest and enthusiasm for working with younger pupils.</li><li>• Genuine interest in developing constructive caring relationships with pupils in their care</li><li>• Team player</li><li>• Excellent communication and collaborative skills</li><li>• Friendly, patient, professional approach</li><li>• Ability to inspire confidence of pupils and prospective parents</li><li>• Strong organisational skills</li><li>• Ability to remain calm and think clearly under pressure</li><li>• IT literate</li></ul>	

# BENEFITS OF WORKING AT OAKHAM SCHOOL

## Remuneration

The salary for the post will be agreed with the Headmaster. Circa £35,000 per annum (rent-free accommodation will be provided).

## School Dining

We pride ourselves on the exceptional quality and variety of the food we offer.

Staff can enjoy free lunches in the Barraclough Dining Hall during term time.

Any staff required on school business before 7.30am or beyond 6.00pm may also have breakfast and supper.

## Sports Facilities

Staff are able to make free use of the school gym, swimming pool and squash courts during specially designated staff times.

## Pension Scheme

Flexible Retirement Plan run by TPT Solutions (formerly The Pensions Trust): the school will double match the employee's contribution up to 10%. Linked Death in Service Benefit is 4 x salary.

## ADDITIONAL BENEFITS

- Sick Pay
- An opportunity to join a healthcare Cash Plan Scheme, with an option to include family members
- Personal Accident Insurance
- Childcare Vouchers and Cycle to Work Schemes
- Free car parking on school campus

Oakham School offers a beautiful working environment just a few minutes' walk from the historic town centre and amenities.

Oakham itself is a thriving market town with a population of around 11,000.

Rutland is the UK's smallest county and is a beautiful part of the country – a hidden jewel set within rolling countryside. Rutland Water with its many tourist attractions is on our doorstep and the surrounding villages are full of quintessential English charm.



# Head of Lower School Boarding

## RECRUITMENT INFORMATION

### Salary and Professional Development

Circa £35,000 per annum (rent-free accommodation provided).

Oakham operates its own competitive salary structure, and the school is keen to recruit and retain high quality staff. There is a generous professional development budget, and staff are encouraged to undertake research and training that will both develop them and enhance the school's educational provision.

### Child Protection

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. If you are shortlisted for the position, you will be required to complete a self-declaration form in relation to any criminal record or information that would make you unsuitable to work with children.

All members of staff are expected to have proper regard for the School's safeguarding policy and procedures, including up-to-date training.

Oakham School fully recognises its responsibilities for Child Protection. We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture. We follow the child protection procedures set out by Leicestershire and Rutland Safeguarding Children Partnership – Multi-Agency Safeguarding Arrangements. We understand the need to engage with any local safeguarding children partnerships and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2021. Our policy is written in line with guidance given in *Keeping Children Safe in Education* (September 2021) (KCSIE), including Annex B for school leaders and those working

directly with Children, *Prevent Duty* (April 2021), *Working Together to Safeguard Children* (2018) (WT), *What to do if you're worried a child is being abused* (2015), *Sexual violence and sexual harassment between children in schools and colleges* (September 2021) and the local safeguarding children partnership (LSCP). At Oakham School, we have a 'Nominated Trustee' to take leadership responsibility for the school's safeguarding arrangements.

### What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils. Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

### Staff

Staff are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned and should always act in the best interest of the child.

### What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

## Making an application

To apply, please complete the online application form. Please also attach a CV and covering letter, addressed to the Headmaster, outlining your suitability for the role.

The application form is available on the [Oakham School website](#) under 'Job Opportunities'.

**Enquiries: Tel:** 01572 758804

**Email:** [recruitment@oakham.rutland.sch.uk](mailto:recruitment@oakham.rutland.sch.uk) or contact Claire Betts, Asst HR Business Partner, [ccb@oakham.rutland.sch.uk](mailto:ccb@oakham.rutland.sch.uk).

**The closing date for applications is 9am Friday 3 May 2024.**

*Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Enhanced Disclosure with the Disclosure & Barring Service. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at Oakham School.*

CARE  
COURAGE  
CONTRIBUTION  
CONNECTION

