



ROYAL HIGH
BATH

GDST
GIRLS' DAY SCHOOL TRUST

Deputy House Parent

Candidate Information Pack

For Girls. For Life.





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Welcome



A Warm Welcome from Royal High School Bath, GDST!

Thank you for your interest in joining us at RHB – a vibrant, forward-thinking day and boarding school for girls aged 3–18 located in the beautiful UNESCO city of Bath. RHB is the only independent girls' school in Bath and this year we celebrate 150 years of educating and empowering the young women in and around our city. This school is a special place to be; you'll feel it as soon as you walk through the door.

This is a truly exciting opportunity to join a school where innovation meets tradition, and where every girl is known, has her own story and is empowered to thrive. This is an exciting role which offers the right candidate a fantastic opportunity to help lead, develop and champion the Boarding provision within the School, with a focus on supporting our Sixth Form students.

I am looking for someone who is experienced and passionate about Barding and who has a strong knowledge of Senior School Boarding Provision and care for both the domestic and international market. The successful candidate must also posses excellent inter-personal and organisational skills and the ability to inspire both students and staff.

The role includes accommodation within our breath-taking Grade II listed main school building, nestled on the outskirts (but within walking distance) of the beautiful UNESCO world heritage city of Bath.

We have a mix of UK and international boarders who join us from all over the globe and it will be the role of the House Parent and wider boarding team to support our students from more than 23 nationalities to ensure they are happy and thrive at RHB.

If you're ready to inspire, lead, and make a lasting difference in the lives of young people, we warmly invite you to apply. We can't wait to welcome the next member of our passionate and talented team!

Best wishes,
Ms Heidi-Jayne Boyes, Head





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About us



This is a fabulous opportunity to join a collaborative and forward-thinking school community and to make a significant contribution to the Boarding experience at RHB.

RHB is a remarkable school for girls to belong to. Girls will always come first for us – everything we do is built around girls and their needs.

At RHB we value tradition whilst embracing tomorrow's world through innovative and creative thinking. We strive to be an outward looking school, generous in its service and partnerships to others, inclusive and diverse in its outlook.

At the heart of what we do is a desire to educate and empower a school of curious young people by equipping them with the skills, confidence and compassion to live a life unlimited. Along with the academic excellence the school is renowned for, we pride ourselves on how we nurture compassion as much as excellence, where girls spark off one another and support each other as they build skills and confidence for learning and in life. Every girl has the freedom to express herself individually and collectively, explore what excites her and experience new interests, independence, friendships and sisterhood, which will take them way beyond the classroom.

At RHB, we are entirely committed to providing an outstanding, contemporary, girl-centred education and are seeking to ensure a dynamic learning experience inside and outside the classroom, with plentiful opportunities for girls to try new things and take risks in a safe environment. We also want our girls to develop into happy, fulfilled and confident young women who leave in Year 13 to pursue their further education of choice be that at university, through an apprenticeship or in the world of work. The GDST alumnae network covers an extensive range of careers Worldwide and offers students endless opportunities from mentoring to professional networking, self-development and social events. This network is a community unlike any other.

As a Microsoft Showcase School (one of only 23 independent schools who have achieved this in the UK) we encourage all our staff to improve their Microsoft Learn profile with the aim of developing students' future ready skills. In addition, you will have the opportunity to collaborate with colleagues in other GDST schools as well as through the International Coalition of Girls' Schools and be encouraged to develop your own career.



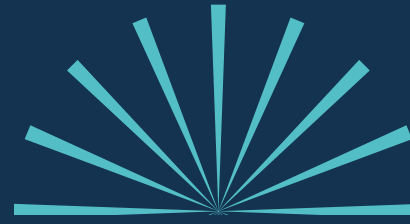
Responsibilities specific to the role

Leadership and Community Building

- Work closely with the House Parent to create a vibrant, cohesive boarding community
- The Deputy House Parent has a focus on our Sixth Form boarders, recognising their needs, but also working across all age groups, developing the boarding provision and showing the younger boarders opportunities they will have as they progress through the boarding house
- Working with the House Parent to manage all aspects of the boarding house
- To be resident at all times whilst on duty during term time and to be responsible to the House Parent, and ultimately the Head for the general welfare and personal development of all boarders
- You will be required to share the overnight on call duties with the other members of the House team, and you should remain in the building overnight except for your two nights off in the week
- Deputise for the House Parent in their absence, taking overall responsibility for the House and be the first port of call for student and parent issues at such times
- Establish themselves within the House team and be a visible presence when on duty and beyond
- To work closely with the Heads of Year and Tutors in ensuring continuity of care for the girls in boarding
- To attend the Wednesday Pastoral briefing
- Support the House Parent in monitoring student welfare and discipline, including leading on student issues and House initiatives as required
- Take on specific responsibilities and duties as agreed with the House Parent
- To be actively involved in the marketing of the boarding provision and to work with the Deputy Head P & B and Head of Marketing and Head of Admissions on recruitment and retention of girls into boarding, in accordance with the strategic plan
- Support the House Parent to ensure that House routines and School policies are effectively enacted
- Help ensure that the House is a safe and healthy environment including taking responsibility for the House in the event of fire alarms/lockdowns during the House Parent' absence
- To help the Boarding Team prepare for ISI inspections and the GDST annual Boarding Audits to ensure that every aspect of the boarding provision meets and exceeds the National Minimum Standards for Boarding and compliance
- Help to coordinate the work of the Boarding Assistants
- To build a strong personal relationship with each of the students in the House, to sound out the needs of each boarder and to work continuously towards meeting those needs
- To keep in touch with parents and guardians closely as required by the House Parent, and to respond to their concerns, and to consult the House Parent and to keep her informed of all matters concerning the welfare of the boarders
- To be a member of the team of boarding staff and to make a positive contribution in all areas concerning the welfare of the boarders
- Provide inductions for all new boarders with regards to rooms, medication, laundry, cleaning, healthy eating, etc
- To work closely with the Head of Sixth Form and Tutors in ensuring continuity of care for the girls in boarding



Responsibilities specific to the role



- Work with the House Parent to ensure that the House is ready and welcoming for the new parents and boarders and returning boarders prior to the start of each term, and seeing boarders safely offsite at exeats, half terms and end of terms
- To adhere to the policies of the school and the GDST, as published in the Staff Handbook, in particular policies relating to the safeguarding of children
- To commit to continuous training and updating mandatory H&S, Safeguarding and pastoral development

To Pupils

- Build positive, supportive and mutually respectful relationships with all boarders and their parents/ carers
- Attend a range of events across the school calendar, in agreement with fellow boarding colleagues so that all boarding students feel supported and valued
- To take on responsibility for locking up and the security of the Boarding House at the end of the evenings. You should remain in the building on call overnight apart from on your two nights off in the week.
- To liaise with the House Parent in ensuring each boarder has a comfortable living environment and to ensure that all boarders' needs are addressed
- Deliver and dispense all medication, including controlled drugs, to boarders, and maintain records of this.
- Ensure catering are aware of any food intolerances/allergies/religious observances and undertake regular food checks at mealtimes
- To work with the House Parent to maintain a healthy routine of life for each boarder, and to make sure that standards of cleanliness and personal hygiene are carried out.
- To be aware of and respond to the needs of individual boarders, including those from different cultural backgrounds, and to be aware of the changing needs of all students as they develop
- To be aware of the specific academic needs of all the students and to ensure the nurturing of each student's academic potential
- To support the House Parent and Deputy Head P & B in monitoring and managing of the demands faced by students and to advise boarders on managing coursework, exam preparation and UCAS applications
- To eat with the boarders to ensure a healthy diet, and happy and civilised mealtimes
- To ensure that all boarders have sufficient rest, and that bed-time routines appropriate to the age group are established and maintained
- To liaise with the Medical Centre concerning the general health and lifestyle of the boarders, and to keep closely in touch with them in case of individual illness and to deliver medication to boarders, completing medical administration effectively
- To deal with disciplinary matters in a firm but caring manner, and to liaise with the House Parent or Deputy Head P & B in any matter of serious concern
- To support the House Team in ensuring that boarders have access to and participate in a lively programme of activities at weekends
- To ensure that the House is never left unattended and that boarders are always adequately supervised at all times outside the teaching day, including exeat weekend.
- To be prepared to work at any time to care for the boarders in times of emergency



Responsibilities specific to the role



- To follow the instructions of the Director of Boarding to ensure that all fire regulations are rigorously met and regular fire drills carried out
- To ensure that the presence of boarders is checked individually and personally at the times required and that this responsibility is effectively carried out by members of the House Team when on duty
- To ensure that any unauthorised absence of students is reported to the Head immediately and communicated to teaching staff
- To ensure that visitors to the House, including day girls, are welcomed and carefully monitored, and that the bedroom accommodation, including the corridors, is private to the boarders and to members of the House Team only, and parents at the appropriate times. To ensure that no other visitor, including members of the families of House staff, is permitted to enter these areas

To Parents

- To build a good relationship with parents by liaising with them over matters of welfare
- To liaise with the House Parent and Director of Finance & Operations to ensure that the House is ready to welcome parents as they bring back their daughters after every holiday
- To warmly welcome new boarders and parents to the House
- To work with the House Parent in ensuring that the travel arrangements for each boarder are given by parents, are known and recorded. To notify the House Parent if there are any arrangements which are unsuitable
- To be prepared to respond to the concerns of parents at any time, and to arrange for a member of the House staff to have the House mobile phone switched on and with them at relevant times in the evenings and at weekends, including overnight
- To keep in contact with parents and guardians in every possible way and develop a good working relationship with them
- To obtain parental permission for any visit by a boarder to another family or travel in someone's car at any time
- To obtain parental permission for any overnight stay away from school, including trips home
- To obtain confirmation from the host family (if other than parents) of any overnight stay away from school.

To The House Team

- To participate in the school's system of appraisal including continuous conversations and setting and fulfilment of targets.
- To attend meetings as required by the House Parent and/or Deputy Head P & B
- To be on duty on the first day when boarders return at the start of each term and at the end of half terms and end of terms



Responsibilities specific to the role



To The School

- If teaching, to teach a proportion of the timetable in any subject
- To maintain regular contact with and a flow of information to the House Parent, Head of Sixth Form and Heads of Year on all matters concerning the welfare of individual boarders, the Houses in general and members of the House Teams
- To ensure the highest standards of behaviour by boarders in the Houses and in all areas of School life and appropriate professional appearance
- To ensure the highest standards of professionalism throughout the boarding team
- To participate in appropriate supervisory duties shared by all members of staff
- To complete student reports and/or UCAS references as and when required, meeting the published deadlines
- To seek the Deputy Head P & B's and House Parent's authorisation for any absence from School in term time, and to give notice as early as possible in the case of unavoidable absence through sickness, with appropriate guidance for replacement
- To be resident every night when on duty during term time, except with the authorisation of the House Parent
- To make recommendations to the House Parent for the smooth running of the House in the event of the absence of any member of the House Team
- To engage with and support the EVC with the boarding use of EVOLVE and development of risk assessments, training boarding staff on EVOLVE and to be responsible for checking boarding risk assessments for trips
- To attend all relevant staff meetings and INSET days, and any relevant external courses recommended
- To support the House Parent at staff meetings, INSET days, Open Days, Open Houses, new student days and recruitment events
- To ensure the quality and accuracy of all records within boarding and these are kept up to date
- To liaise with the House Parent to ensure that the House is ready in all respects for holiday lets and that they are left in a properly secured and organised state after the departure of the last student at the end of each term
- To attend recruitment events for boarding and to meet with agents representing overseas students as appropriate
- To be involved in the marketing of the boarding provision and to work with the House Parent and Deputy Head P & B on the development of boarding in accordance to the strategic plan



Essential & Desirable criteria



Category	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Ability to support conflict resolution • Organizational and time management skills • Basic IT proficiency 	<ul style="list-style-type: none"> • First aid skills • Ability to drive (clean license) • Coaching or mentoring skills
Knowledge	<ul style="list-style-type: none"> • Safeguarding and child protection principles • Understanding of boarding school routines • Health and safety awareness 	<ul style="list-style-type: none"> • Knowledge of pastoral care best practices • Awareness of SEND (Special Educational Needs and Disabilities) • Cultural sensitivity and diversity awareness
Qualification	<ul style="list-style-type: none"> • Basic safeguarding training • Willingness to undertake relevant childcare or pastoral training 	<ul style="list-style-type: none"> • Higher-level qualification in child development, social work, or education • First Aid certification
Experience	<ul style="list-style-type: none"> • Experience working with children or young people • Experience in a residential or educational setting 	<ul style="list-style-type: none"> • Experience in boarding schools • Experience assisting with extracurricular activities (sports, arts, etc.)
Attitudes / Approach	<ul style="list-style-type: none"> • Empathetic and caring • Patient and resilient • Professional and discreet • Flexible and adaptable 	<ul style="list-style-type: none"> • Proactive and enthusiastic • Willingness to contribute to wider school community

General Requirements

All School staff are expected to:

- Work towards and support the School vision and the current School objectives outlined in the School Development Plan
- Contribute to the School's programme of co-curricular activities
- Support and contribute to the School's responsibility for safeguarding students
- Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars
- Undertake any other reasonable duties required that are related to the job purpose from time to time



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Why work for us?



As House Parent, you will play a vital role in ensuring that every student receives the support they need to flourish both academically and personally. You will be part of a dedicated, caring, and expert team committed to inclusion, wellbeing, and excellence in education.

If you are passionate about transforming lives, tailoring education to the individual, and leading meaningful change, then we would love to hear from you.

Let me share the Top 5 Reasons why Royal High School Bath is such a special place to work:



Relationships & Connections

At RHB, relationships are the cornerstone of everything we do. We are a warm, welcoming, and close-knit community where staff are genuinely valued and supported. As House Parent, you will work in close partnership with teachers, pastoral staff, parents, and – most importantly – our students, building trust and making a real impact every day.



We Take the Time to Know Each and Every Student

Every girl is seen, heard, and celebrated. We believe in personalised learning and know that no two students are the same. Our inclusive approach allows us to identify and nurture each individual's strengths while supporting them through their challenges.



For Girls. For Life.

Our all-girls environment is empowering, dynamic, and deeply supportive. We equip our students not just for exams, but for life – helping them to become confident, kind and brave women ready to shape the world. As House Parent, your work will help ensure that every girl has the tools to fulfil her potential.



Forward-Thinking Approach

We embrace innovation in teaching, learning, and support. From the integration of digital technologies to progressive thinking around neurodiversity and mental health, our approach is future-focused. As House Parent, you'll have the freedom to explore new ideas, champion strategies, and work collaboratively across departments to develop impactful interventions.



Opportunities

Royal High School Bath is part of the Girls' Day School Trust (GDST), the UK's leading network of independent girls' schools. This brings unparalleled opportunities for professional development, career progression, and collaboration with the GDST family. You'll also enjoy the benefits of working in a beautiful, historic city in the heart of the Southwest.



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Other information

As part of the GDST, the UK's leading network of independent girls' schools, we can offer a variety of benefits, such as:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Training grants for qualifications
- GDST pension schemes
- Free life assurance benefit
- A discount of up to 50% on fees for children at GDST schools
- Interest free loans for training, computer purchase loans and travel season ticket loans
- A Cycle to Work scheme
- Free lunches during term time
- Access to our free BUPA Employee Assistance programme
- Competitive terms and conditions of employment

This job description should be seen as enabling rather than restrictive and will be subject to regular review. The successful candidate will be expected to take up the post from April 2026. An excellent remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered. The GDST is committed to diversity, inclusion, and real change: a family where every individual is valued, respected, and included.

Salary: GDST Pay Band Regional Grade 5 £39,518 - £57,000

Closing date: Monday 1 December at midday

Interview date: Monday 8 December 2025

We reserve the right to withdraw this role early if a suitable candidate is found. Please apply via the link [here](#).

All appointments will be subject to two satisfactory references, disclosure check by the Disclosure & Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the School. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice.

For Girls. *For Life.*