



# Dallam School

Work with us

## Boarding House Assistant

Required May 2025

Salary: NJC Scale 2 (points 3-4 – currently £24,027 to £24,404 per annum full time equivalent)

Hours of work: 2 x weekend shifts 12pm-6pm (Saturday and Sunday)

Courage | Respect | Compassion | Endeavour | Integrity

# Welcome to Dallam



Steven Henneberry  
Headteacher

We're a vibrant and friendly comprehensive school where our children can continue studying into Sixth Form or study away from home, staying in our State Boarding House.

Dallam School offers day and boarding students a place to achieve academically, enjoy a wide range of creative and outdoor opportunities, and develop into a responsible and caring individual.

That inclusive ethos carries across to our team. We recruit from all walks of life and provide a friendly and supportive environment where the wellbeing of our staff is prioritised.

We aim to be the place where staff can develop their careers and achieve their ambitions, through high quality professional learning. It's a positive work environment where we grow our own talent and build career ladders.

Most importantly, we support staff to see clearly the contribution they make to our school community and the children who thrive here.

*"Staff, including those in the early stages of their careers, feel well supported by leaders."  
Ofsted, 2023.*



# Our school

📌 **Location:** Cumbria, United Kingdom

📌 **Type:** Mainstream School

📌 **Phase:** Secondary

📌 **Funding status:** State - Academy

📌 **Gender:** Mixed

📌 **Age range:** 11 - 19 years

## About Dallam School

Dallam has a long and successful history with a heritage and traditions stretching back to 1613. The school is grounded in traditional values but we're also forward-thinking and innovative and today, it is a popular mixed comprehensive with students often studying with us from Year 7 to Year 13. Students from our South Cumbria catchment join those travelling in daily from North Lancashire. While our international boarders bring diversity and richness.

We formed the South Westmorland Multi Academy Trust in 2016 and remain a single academy, maintaining close links with local secondary schools and Kendal College.

We have a supportive and inclusive culture in and around school where community is at the heart of all that we do. This includes the working relationship between teachers and students, the trusting relationships with form tutors and the pastoral team, and the honest relationships our staff develop with parents and carers.

Expert staff, specialising in their subjects up to A-level, teach throughout the school. We offer extra-curricular opportunities from music and drama to a full sporting programme that makes use of our excellent indoor and outdoor facilities.

All of this makes Dallam an excellent place to work.



# Our values

## Learning for all, learning for life

We're a supportive, caring community working hard to meet all student needs. Everyone's wellbeing and welfare is a top priority. We offer a wide range of enrichment activities beyond the curriculum.

### **Our vision:**

At Dallam School, we believe that education empowers students with the knowledge, skills and values they need to build a better future for themselves, their families and their community. At our school, every student develops the confidence and courage to be themselves and has access to opportunities that unlock future success. The inclusive and innovative ethos of Dallam School creates an inspiring environment in which every student can shine in their own way.

### **Our values:**

- Courage (be brave)
- Endeavour (strive for excellence)
- Respect (others, self and environment)
- Integrity (be honest)
- Compassion (be kind)



# What we offer

## Dallam School lives and breathes its People Vision



A learning organisation in which our people...

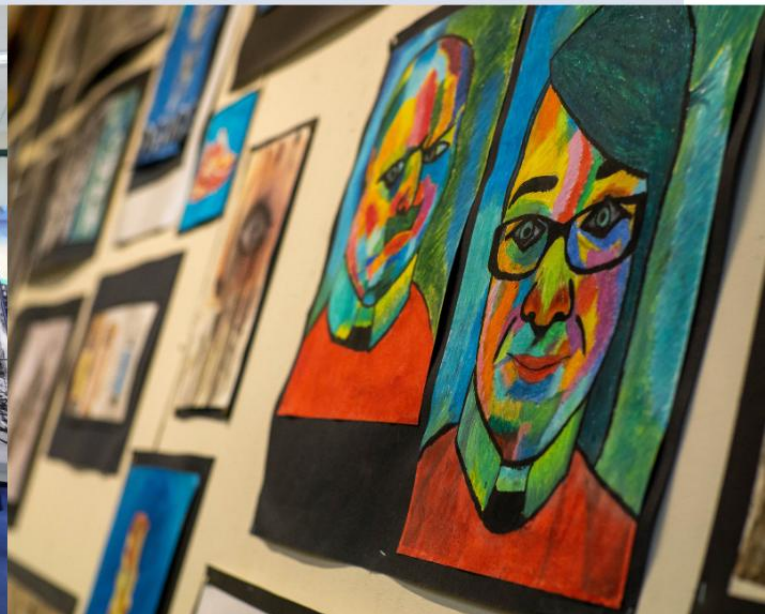
- receive care and support in a welcoming, collaborative community;
- feel a sense of agency and control;
- are committed to their work and our school and are recognised for this;
- engage in evidence-based and research led practice;
- experience a level of challenge in their work which is both stretching and rewarding, and;
- have access to high quality and bespoke professional development and career progression.



Ours is a positive work environment where regular recognition of achievements helps to create a sense of purpose and satisfaction in our people, leading to increased engagement, motivation and improved outcomes for our children.



It is important to us that everyone is able to play a part in shaping the direction of Dallam School and that all staff are supported at every stage along this journey.



# Professional development

We aim to be the place where staff can develop their careers and achieve their ambitions, through high quality professional learning. We strive to create a working environment that impacts positively on staff development; a culture of mutual trust, respect, openness and commitment to student achievement.

You can expect us to:

- Ensure access to high quality and bespoke professional development and the opportunity to progress your career at Dallam School
- Provide opportunities for staff to take on leadership roles, and, participate in project-based, collaborative thinking and learning
- Enable teachers to collaborate to refine their teaching practices and work together to solve problems in school. This includes working with partner schools to improve individual practices and school wide policies and protocols
- Secure a continuous appraisal process with meaningful feedback which enables staff development. Regular professional development conversations allow staff to excel in their roles, provide feedback on what support and progression they want, stay current with best practices, and continuously improve their craft



Working in a  
great location



Dallam School &  
Boarding House

LANCASTER

LEEDS

To Leeds Bradford Airport  
(LBA) 1hr 30 mins

MANCHESTER

To Manchester  
Piccadilly 60 mins  
To Manchester Airport  
(MAN) 75 mins

LIVERPOOL

To Liverpool Airport  
(LPL) 80 mins

To London Euston  
2hrs 25 mins

# Working in a great location

## Our setting

Dallam School is set in the beautiful English countryside in the north of England, with busy village life in Milnthorpe on our doorstep. Milnthorpe is home with lots of shops, cafés, takeaways, and friendly local people. It's a good contrast to the quieter and older village of Heversham where you'll find our Boarding house.

## Well connected

Dallam is brilliantly located to connect out to the rest of the country. By road you are soon on the M6 motorway, with the Scottish and Yorkshire borders close by. Trains from Oxenholme Lake District, Carnforth and Arnside get students to UK cities like London, Edinburgh and Glasgow in under 3 hours. The nearest international airports are Manchester and Liverpool, followed by Glasgow. There are ferry links at Heysham for the Isle Of Man too.

## The Lake District

Over 18 million people visit the Lake District each year; it is a pretty special place. Some of the mountains that make up this UNESCO World Heritage site can be seen from the boarding house. Just 20 minutes by car, it's a place that's as important to humanity as the likes of the Taj Mahal and the Grand Canyon. Our team take lots of opportunities to explore this extraordinary landscape and all that it offers - from active adventure to artistic inspiration.



# Job description – Boarding House Assistant

**Salary: NJC Scale 2 (points 3-4 – currently £24,027 to £24,404 per annum full time equivalent)**

**Hours: 2 x weekend shifts 12pm-6pm (Sat and Sun)**

The job description may include all such other duties as the Headteacher and Trustees may reasonably expect from time to time.

## **Relationships**

1. The post-holder reports to the Head of Boarding
2. The post holder will work closely with the Head of Boarding, Deputy Head of Boarding and Houseparents
3. The post-holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of residential care and the teaching and learning at Dallam School

## **General Responsibilities**

As a Boarding House Assistant, you will be an integral part of Dallam's boarding staff and the wider house boarding team. The primary role is to provide quality care and pastoral support to our boarding pupils, over the weekends.

## **Specific Responsibilities**

- Work closely with our boarding pupils, undertaking duties in the boarding house.
- Work with the Head of Boarding to ensure information and issues arising during your duties are correctly reported and followed-up
- Assist the Boarding House with administration tasks as required
- Assist with student supervision during prep and activities
- Provide 'on call' cover for absent colleagues in the boarding house, if required
- Routinely be in your accommodation before the security alarm is set in the evening so that the duty staff can secure the house for the night
- Occupy your accommodation during term time
- Assist in emergency evacuations in the boarding house, if the situation arises, as instructed by the duty staff
- Encourage our young people to engage in clubs/activities and societies;
- Assist in the supervision and co-ordination of weekend boarder activities and trips
- Maintain good order, appearance and behaviour in the boarding house at meal times and throughout the school as a whole
- Promote the School and the value of boarding at Open Days and other marketing events, when appropriate.

# Person specification – Boarding House Assistant

The Boarding House Assistant role is outward facing and candidates should be confident and knowledgeable representatives of the School.

Criteria	Qualities	Essential	Desirable
Qualifications	Educated to degree level		√
	Safeguarding qualification		√
	Current first aid qualification (or willingness to gain certificate on taking up appointment)	√	
	Hold a Boarding School Association qualification (or be willing to obtain one)		√
	A full, clean driving license and ability to drive a minibus	√	
Skills, knowledge and experience	Experience in working within a boarding setting		√
	Can coach or lead on activities during boarder's free time at the weekend	√	
	Excellent communication, IT, organisational and management skills	√	
	Ability to seek areas for improvement and to implement change	√	
	Ability to relate effectively to a diverse range of students	√	
	Flexibility to adjust to change and development	√	
	Ability to understand, review and evaluate the work of the boarding house against Boarding National Minimum Standards	√	
	Ability to work under pressure and meet deadlines	√	
	A commitment to developing your own skills, knowledge and understanding of the boarding sector, including a desire to engage in ongoing professional development	√	
	An understanding of the importance of promoting and safeguarding the welfare of students	√	
Personal qualities	A breadth of interest beyond the school curriculum that can be shared with students and staff	√	
	A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	√	
	A commitment to ensuring equal opportunities for all stakeholders	√	
	Emotional resilience	√	
	Self-motivated with exceptional planning and organisational skills	√	
	Willingness to participate enthusiastically in all aspects of the school's educational and boarding life	√	
	Approachable, personable and confident	√	
	A high level of personal and professional integrity, discretion and confidentiality	√	
	A sense of humour, flexibility and proportion to approach the post in a well-balanced way	√	

The criteria will be assessed using a combination of the letter of application, qualification certificates, interview process and references. Candidates will be expected to complete a number of technical tasks at interview in order to assess their competence.

# How to apply

We strongly encourage you to visit the school before you apply for the post. If you would like to discuss the position with the Headteacher, Mr Steven Henneberry, please contact him by email: [s.henneberry@dallamschool.co.uk](mailto:s.henneberry@dallamschool.co.uk)

If you decide to apply for the post, please note the following important information:

Please read the Guidance Notes carefully before completing the Application Form and ensure that you fill in all sections. Please contact the school if you require the application form in an alternative format.

Along with the Application Form, please write a covering letter of no more than two sides. Please include the following;

- A statement about why you are applying for this particular post
- An outline of relative experience
- How your personal and professional qualities make you suitable for the role

**Closing date: Tuesday 8<sup>th</sup> April 2025 at 12pm**

We will contact all applicants selected for the interview process by telephone initially. This will be followed up by a formal invitation and further information about the process the following day. We will contact all applicants, even if where the application was unsuccessful.

**The interview process: week commencing 21<sup>st</sup> April 2025**

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with the recruitment process. Once this process is complete, the data relating to unsuccessful candidates will be stored for a maximum of 6 months and then destroyed. If you are successful, your application form will be retained and form the basis of your personnel record. We will also undertake online searches in accordance with our responsibilities under keeping children safe in education. An enhanced check with the disclosure and barring service will be undertaken for this post.

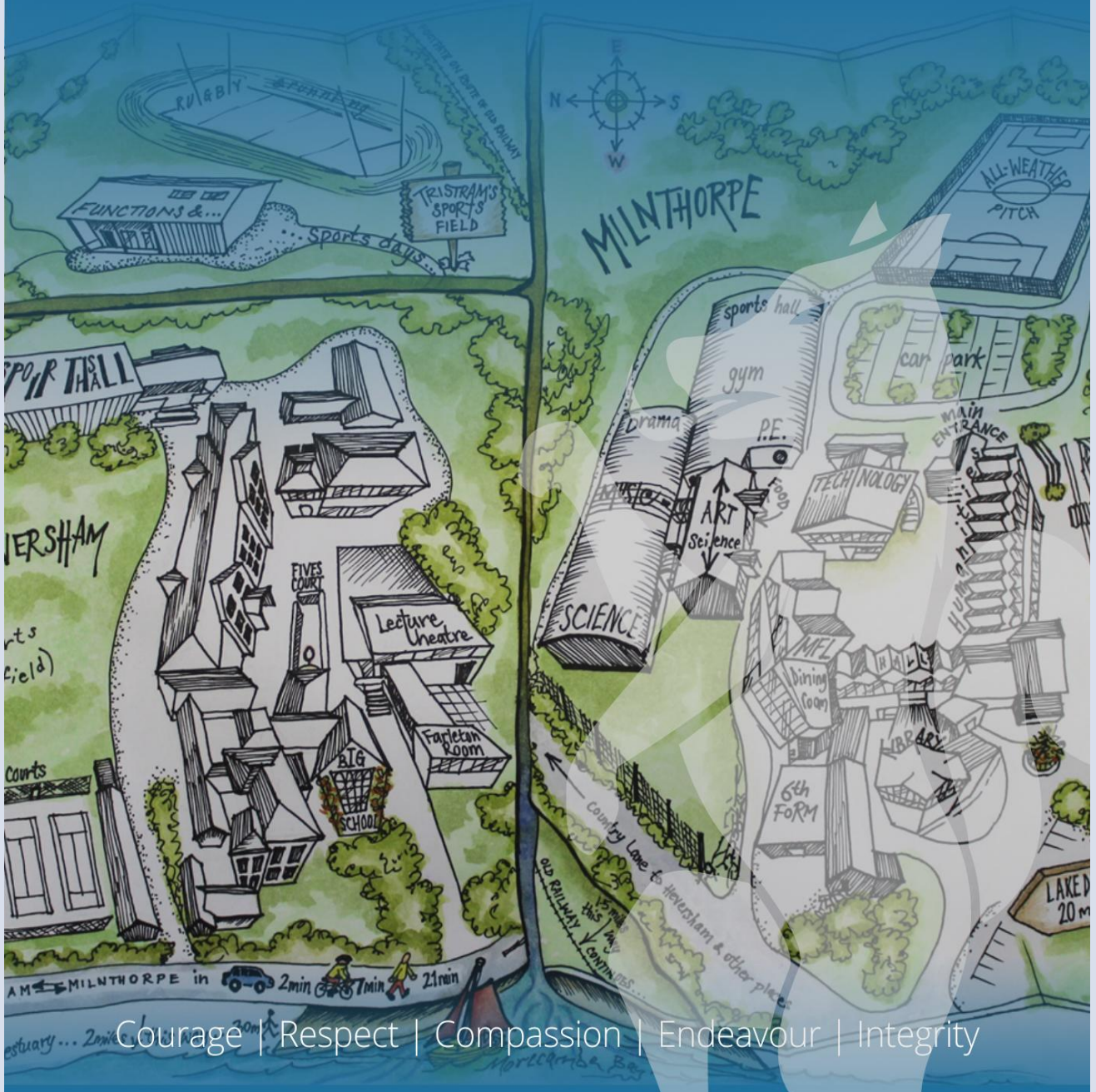
If you require further information or wish to discuss any issues, please do feel free to get in touch with Sharne Morgan, Finance and HR Officer, as a first contact –

015395 65168, [s.morgan@dallamschool.co.uk](mailto:s.morgan@dallamschool.co.uk)

For further information, please visit:  
[www.dallamschool.co.uk](http://www.dallamschool.co.uk)      [www.southlakesfederation.co.uk](http://www.southlakesfederation.co.uk)



# Dallam School



Courage | Respect | Compassion | Endeavour | Integrity