



ROYAL HIGH
BATH

GDST
GIRLS' DAY SCHOOL TRUST

House Parent

Candidate Information Pack

For Girls. For Life.



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 a dynamic role which offers the right candidate a fantastic opportunity to lead, develop and champion the Boarding provision within the School and I am looking for a highly experienced leader with strong knowledge of Senior School Boarding Provision and care for both the domestic and international market. The successful candidate must also possess 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.



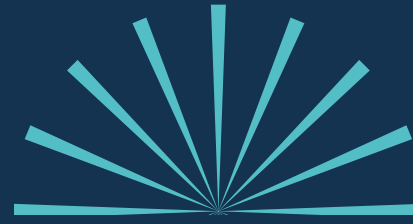
Responsibilities specific to the role

Leadership and Community Building

- The post holder will lead and manage the School's boarding provision and develop the strategic plan for boarding in consultation with the Head
- To be HM of School House and resident within School House during term time when on duty and to be responsible to the Deputy Head (Pastoral, Boarding and Safeguarding) and ultimately the Head for the general welfare and personal development of all of the boarders in accordance with the policy of the School and the detailed regulation provided by the National Minimum Standards for Boarding
- To ensure you and the Boarding Team have continuous development and training opportunities to keep standards of pastoral care and professionalism at a high standard
- To coordinate all matters of Health and Safety within boarding and liaise with the Health and Safety Coordinator and Director of Finance and Operations in relation to Health and Safety matters.
- To liaise with the Director of Finance and Operations over matters concerning the boarding budget
- To coordinate preparation of boarding provision for ISI inspections and GDST annual Boarding Audits to ensure that every aspect of the boarding provision meets and exceeds the National Minimum Standards for Boarding and compliance
- To keep up-to-date with the latest developments in boarding practice and liaise with the GDST and Boarding Schools' Association over future development and training
- To teach a proportion of a timetable (approx. 10 lessons per fortnight)
- Inspire and lead the House team to uphold the values and high standards of Royal High, Bath.
- Oversee performance reviews through the School appraisal system for all boarding staff
- Line Manage the Deputy and Assistant House Parents
- Develop and lead the Boarding Team, publishing a termly rota accessible to staff and students.
- Foster a strong sense of belonging and loyalty among students, encouraging active participation in school and inter-house activities creating a dynamic and vibrant for all members of the boarding community
- Ensure staff, students, and parents understand the House's aims and the principles of its community life.
- Promote traditions and identity while embracing innovation and adapting to new challenges.
- Coach and support prefects and student leaders, encouraging responsibility and leadership development
- To complete pupil reports and/or UCAS references as and when required, meeting the published deadlines
- To seek the Head'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 Head
- To be trained and lead as Fire Warden for Boarding and the School within Boarding hours and on site if resident in the holidays
- To ensure the smooth running of the House in the event of the absence of any member of the House Teams



Responsibilities specific to the role



Pastoral Care

- Ensure a safe, supportive, and homely environment at Royal High, Bath, promoting the physical, emotional, and psychological well-being of all students
- Support all boarders—full, weekly, and flexi—ensuring they feel valued and included.
- Build strong relationships with each student, 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 students to pastoral or counselling services when needed
- Promote a culture of kindness, respect, and inclusion within the House
- Ensure staff are aware of each student'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 students understand procedures

Academic Oversight

- Maintain regular communication with academic staff to monitor student progress and well-being, offering feedback and support as needed
- Promote a culture of aspiration and academic engagement, encouraging students 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 student'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 students and their families

House Administration and Organisation

- Organise the weekly duty rota to ensure fair distribution among House staff, enabling the House Parent to focus on deeper pastoral engagement
- All boarders must have at least one 1:1 meeting per term with the House Parent
- The House Parent is expected to be on duty every other Friday evening and for two weekend days per fortnight
- House Parents must reside in the House during term time, except during agreed absences



Responsibilities specific to the role



- Oversee the daily operations including routines, meetings, and the management of the Boarding Staff
- Maintain accurate records of student welfare, progress, health, achievements, and behaviour, ensuring all House staff contribute appropriately
- Ensure students' 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 students
- 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 and open these up to Day students
- Manage the House budget responsibly, authorising expenditure and tracking resource use
- Coordinate room and facility allocation fairly and transparently, in liaison with Admissions and Estates Teams
- Maintain a safe, clean, and welcoming physical environment

Parental Engagement

- Act as the main liaison with parents and guardians, maintaining regular, professional communication about students' progress, achievements, and concerns.
- Ensure timely responses to parental enquiries (within 24 hours) and maintain clear communication with staff and students.
- 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 at the start and end of term by providing hospitality and a welcoming environment.
- Liaise with the Attendance and Safeguarding Officer with any changes to parent or guardian contact details

Safeguarding and Health & Safety

- Take overall responsibility for the safeguarding and welfare of all boarders, adhering to the School and GDST policies and statutory guidance at all times.
- Register students each morning and complete House registration before lessons begin.
- Plan and review staff supervision structures to ensure student safety at all times, including during meals, weekends, and House activities. Ensure adequate cover is in place.
- Work with the Medical Centre to meet students' medical needs, encourage healthy lifestyles, and maintain records of medications issued and medical updates from parents. Ensure students are escorted to hospital appointments and that parents are informed.
- Ensure all students 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 Autumn Term.



Responsibilities specific to the role



- 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 School's Safeguarding Team

Extra-Curricular and Enrichment

- Encourage and support student participation in a wide range of extracurricular activities, including sport, music, drama, and service.
- Oversee the organisation of House competitions, outings, and social events that promote camaraderie and personal growth.
- Coordinate and attend key school 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.

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

- Promote Royal High, Bath as a key part of the School community, highlighting its supportive environment, excellent facilities, and rich extracurricular offering to attract and retain students
- Maintain an active and strategic social media presence that reflects the values and strengths of Royal High, Bath, 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 boarding recruitment by coordinating open days, school fairs, social media campaigns, and partnerships with feeder schools to present a compelling vision of life at Royal High, Bath. This may involve the opportunity to travel and attend overseas recruitment events
- 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 School
- Monitor annual leaver data to evaluate the effectiveness of recruitment and retention strategies, using insights to inform continuous improvement



Essential & Desirable criteria



Category	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Strong interpersonal and communication skills • Ability to manage and resolve conflicts • Organizational and time management skills • Strong IT proficiency • Leadership Skills 	<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"> • Excellent professional knowledge and understanding • Excellent subject knowledge • Understanding of the National Minimum Standards for Boarding • Up to date with developments in Boarding • Good working knowledge of common ICT applications 	<ul style="list-style-type: none"> • Knowledge of pastoral care best practices • Cultural sensitivity and diversity awareness • Knowledge of pastoral care best practices • Awareness of SEND (Special Educational Needs and Disabilities) • Cultural sensitivity and diversity awareness • An understanding of ISI regulatory requirements
Qualification	<ul style="list-style-type: none"> • QTS • Good honours degree 	<ul style="list-style-type: none"> • Safeguarding training • Masters Degree • First Aid certification • Relevant Boarding Association Qualification
Experience	<ul style="list-style-type: none"> • Experience in a residential or educational setting for KS 3-6 • Experience managing teams or supervising staff • Experience of working in a boarding environment 	<ul style="list-style-type: none"> • Experience in extracurricular activities (sports, arts, etc.) • Some experience of strategic planning
Attitudes / Approach	<ul style="list-style-type: none"> • Empathetic and caring • Patient and resilient • Professional and discreet • Flexible and adaptable 	

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 in in the summer term but we will also consider a September 2026 start for the right candidate. 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 ML grade 4. SP13-26 £48,369 - £68,283

Closing date: Monday 1 December at midday

Interview date: Friday 5 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 reference, 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.*