



Elstree School

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Candidate brief for the position of
Head of Boarding
To Commence September 2023



Elstree School



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Elstree School

Welcome

Thank you for your interest in working at Elstree. We hope the following information is useful for you:

Set in 150 acres of stunning parkland in rural West Berkshire, only one hour by car from West London, Elstree welcomes boys and girls aged 3-13 years. It is a happy, secure and purposeful environment – an idyllic place for children to be nurtured and inspired.

At Elstree we are academically ambitious and provide a first class all-round education. Our pupils go on to the top senior schools and we are immensely proud of the strong Common Entrance and Scholarship record. The emphasis is on building confidence, developing talent and maximising potential.

Christian values underpin everything we do. Pupils are encouraged to respect one another and to gain a strong sense of personal worth. We pride ourselves on their openness and positive spirit, their good manners and, above all, their ability to contribute fully to the school and make lifelong friends.

It is so easy to complicate education. Whilst it is vital to embrace the challenges of the 21st Century, at Elstree we understand the importance of giving children a proper childhood. Creativity, teamwork and tolerance go hand in hand with a hunger and curiosity to learn and a strong will to succeed.

Whilst Elstree's facilities and approach have modernised hugely in recent years, the aim is still to embed the important values of hard work, kindness to others and making the most of opportunities. Academic achievement coupled with the chance to be involved in sport, music, art and drama, ensure that Elstree remains a preparatory school in the broadest sense of the word.

I would be delighted to welcome you to Elstree to give you the opportunity to see it for yourself.

I look forward to meeting you.

Sid Inglis
Headmaster

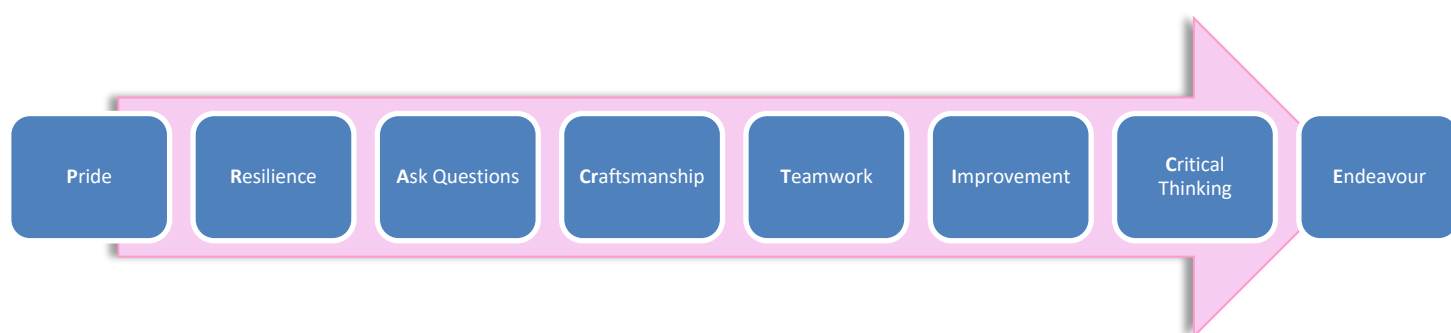




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The School

At Elstree, we aim to find, nurture and develop talent and prepare children for senior school education and life beyond. We support them in their academic journey towards being self-regulated, independent learners. This is reinforced in our Elstree Learner profile: “Working together to create happy, self-regulated learners with life worthy learning skills”



Every child is encouraged to have a go at a very broad range of activities and all their achievements are celebrated, whatever the field. Thus, they grow up within a happy and productive environment where their teachers aim to ensure that each pupil is given the opportunity to shine in an area of school life which builds confidence and high self-esteem.

Year 3 forms the main point of entry for the new intake of pupils from other schools to join boys and girls from our Pre-Prep. Years 3 and 4 are based in the Cooper Classrooms with their changing rooms nearby. They have a Class Teacher who teaches many of their lessons. The pupils start to become more independent in their movement around the school by going to PE, DT, Art, Music, French and ICT which are taught by specialist teachers. The children become involved in many different activities which develop all round strengths. These include drama (LAMDA), many sporting opportunities, musical groups such as choirs and orchestras, art and design technology, fencing, judo, drama productions and dance. Year 5 brings the introduction of Saturday School which gives us the opportunity to give more variety and breadth to both the academic and extracurricular programmes and the possibility of flexi-boarding.

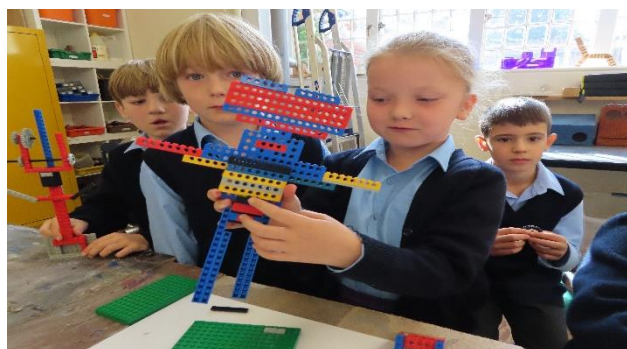
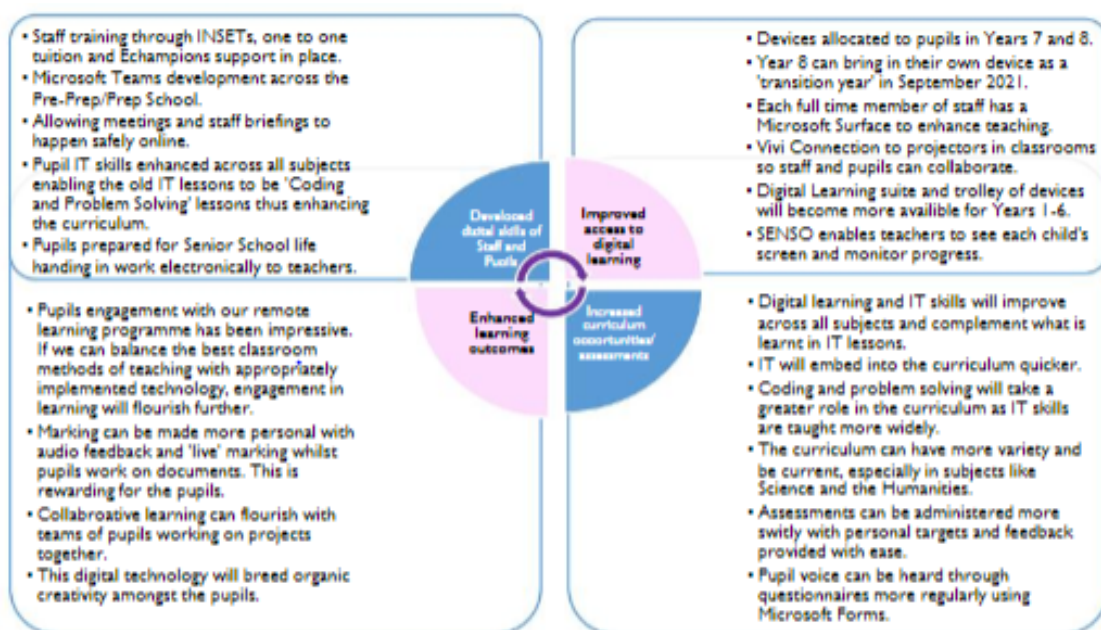
In Years 5 and 6, pupils move to a “Tutor” system and are taught by individual subject specialists for all of their subjects and begin to work independently in supervised prep time which is structured within the school day. Their Form Tutor supports and helps pupils to organise themselves – being in the right place at the right time, with the right things, having completed any work set.

Years 7 and 8 begin to have a greater focus on the examinations ahead of them and their target school. Tutors consider how best to guide pupils towards their own goals and how to encourage them to get the best out of themselves. Our strong record of Common Entrance results and Scholarship Awards bears testimony to the success of our approach and our Year 8s leave us as confident young people, without arrogance but with enthusiasm and a readiness to tackle all that lies ahead.



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All of our pupils in Years 6-8 have a Microsoft Surface electronic device in class. We believe that this empowers our learners to help them accelerate their academic progress and meet more learning outcomes. At Elstree we believe in an inquiry approach to learning and this balance of technology with tried and tested traditional teaching methods will prepare our pupils in a well-balanced manner for their future lives. A focus on how technology can enhance learning outcomes in each lesson will be at the forefront of our minds. Our IT suite, laptops and trolley of devices is available for the younger years to enable a more digital learning delivery further across the school.





Elstree School

The role: Head of Boarding – from September 2023

Responsibilities as Head of Boarding

Job Summary

To oversee, develop, and promote all aspects of boarding provision and boarders at Elstree. Responsible for managing efficiently the staffing, organisation and resources of the boarding provision and to provide for the safety, welfare, good discipline and pastoral well-being of all boarders. Ensure compliance with the National Minimum Boarding Standards.

To carry out all duties which may be reasonably required by the Headmaster and Governors. The Head of Boarding will have due regard for the school's ethos, aims and policies.

Line Management

The Head of Boarding reports to the Senior Deputy Head but also liaises closely with the Headmaster and/or Headmaster's Wife. The Head of Boarding is responsible for managing the boarding team, including Matrons, house staff and resident staff. The successful candidate will be fully supportive of colleagues and the wider school community.

Day to day Management of the Boarding House

- To be a presence in the boarding houses and the school during the evenings and at Big Weekends
- To create a warm, welcoming atmosphere amongst the boarders
- Establish, publicise and maintain a routine for the boarding houses
- Develop and oversee a Boarders' induction programme
- Organise and lead the Big Weekends (around three per term).
- Allocation of pupils to dorms
- Developing and monitoring the House competitions, liaising with the Assistant Head, Co-curricular
- Organisation of key boarding events
- In term time to complete 4 overnight duties per week; be on duty on Saturday evenings and Sunday mornings during Big Weekends, and at least two other evenings per week.
- To be available to assist the matrons with the boarders' morning routine
- To liaise with the Bursar over any ongoing renovation needs of the boarding accommodation and to be responsible for monitoring the fixtures and fittings in the dormitories and reporting any Health and Safety concerns to the Bursar
- To attend the Health and Safety Committee
- To be a member of the Accommodation Committee and oversee agreed allocation arrangements for resident staff
- To be a member of the Pastoral Leadership Team
- To be aware of the academic strengths and weaknesses of pupils; to liaise with form tutors to ensure that relevant pastoral information about pupils is known and discussed.
- To organise a full, dynamic and effective programme of activities for boarders on weekday evenings, and work with the Senior Deputy Head to ensure adequate staffing cover. Particular thought needs to go into the arrangements for the popular 'Big Weekends'.
- To ensure effective communication with colleagues concerning the welfare of boarders and act as a centre point for the dissemination of information
- To be involved with the recruitment of boarding staff as required



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Management of the House Team

- Oversee the work of the “Boarding Team” and the duties of the resident boarding staff and meet with them regularly to discuss boarding matters and ensure quality and consistency particularly in relation to Boarding Regulations and welfare issues
- To liaise with, manage and motivate the boarding staff team, and be responsible for their annual appraisal, utilising appropriate consultation and delegation, fostering good relations and open communication.
- Ensure that all members of the team are aware of and compliant with the school’s policies and procedures.
- Devise and manage a rota for staff boarding duties
- Support and supervise Gap Students when/if working in the Boarding House.
- To hold regular house meetings with staff and boarding pupils.
- To ensure the smooth induction of new boarding staff into the school
- Lead the development and training of boarding staff ensuring the highest standards of performance, demonstrating commitment to self-improvement, personal development, and a genuinely reflective professional culture
- Observing colleagues at work and encouraging the evaluation and sharing of best practice

Boarding standards and best practice

- To review the Elstree’s boarding procedures as appropriate and carry out termly reviews of records
- To ensure that Elstree is compliant with the regulatory requirements of the National Minimum Boarding Standards and to liaise with the Deputy Head Pastoral in preparation and running of the boarding inspection
- Ensure that parents and guardians are well informed about Elstree’s boarding policies and all aspects of the care and welfare of boarding pupils
- To ensure that the pastoral care documents are in place and up to date and ensure that with the Deputy Head Pastoral that any recommendations from the Care Standards reports are completed

Pastoral and Welfare

- To liaise with all staff on all welfare issues affecting the boarding life of the school
- For boarding pupils, ensure that medical matters are dealt with appropriately in line with Elstree’s medical protocol and practices, liaising with the Surgery, the appropriate departments and the pupils’ parents and guardians as necessary
- Advise the Deputy Head Pastoral on boarding developments in the world beyond Elstree and current best practice in boarding
- Carry out risk assessments in conjunction with the Deputy Head Pastoral in order to ensure that all matters related to the safety, welfare and security of boarders are fully met
- Ensure that boarders’ views are secured on a regular basis through questionnaires and Boarders’ Council Meetings

Marketing

- Maintain a high profile for boarding (flexi and weekly) with current and prospective parents and be able to contribute to the wider marketing of the school. This may include organising events to encourage parents to view boarding, such as open evenings and boarding weekends
- Contribute to the school website with news of boarding events and updates, in the form of boarding blogs and Instagram and Twitter posts
- Advertise key boarding events on the boarding board and follow up with photos
- Oversee boarding recruitment literature, both paper and online, including contributing to Elstree’s publications, Echo and Salvo
- Liaise with parents and be responsible for giving tours of the boarding house



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Documentation

- All paperwork associated with boarding is completed accurately and to deadlines
- Ensure that the pastoral care document, in consultation with the Designated Safeguarding Lead and other external agencies, is up to date and being implemented
- Issues relating to the implementation of the National Minimum Standards for Boarding are successfully identified and that in consultation with relevant parties recommendations from inspection reports are appropriately followed through
- Boarding newsletters and activity programmes are regularly produced, informing parents and interested parties of the events of the term

Other duties

- Preparing appropriately for any external inspection
- Close liaison with the Senior Deputy Head who will act as the main line manager
- Close liaison with the Headmaster and Headmaster's Wife, including a pre and post term meeting and regular meetings during term time over future plans for boarding and dormitories
- Ensure that there is a long-term vision for boarding at the school
- Liaison with Head of PSHEE and Head of ICT where appropriate
- To occupy the Head of Boarding's flat overnight during term time and provide some security cover for the main building during times of residence, including the school holidays.
- The aim should be that the boarding house is a 'home from home' for the boarders.
- To be in residence in the week before the start and the week after the end of term to ensure that the boarding house is ready for the new term and is suitably 'closed down' after the end of term
- To ensure the Boarding House is presentable at all times





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Responsibilities as a Teacher

Teaching, preparation, assessment, record-keeping, the writing of reports, pastoral care and the liaison with parents and other staff are regarded as an integral part of every teacher's commitment.

Every Teacher is expected to:

Teaching

- To plan, prepare and teach creative lessons as required by the Headmaster, projecting a passionate and energetic approach to your subject
- Teaching, according to their educational needs, the pupils assigned to them, including the setting and marking of work carried out by the pupils in the school and elsewhere in line with the school's Teaching and Learning Policy
- To prepare children in Year 8 for Common Entrance and Scholarship exams to a wide variety of senior schools
- To manage their classroom in such a way that it is a stimulating and welcoming environment for the pupils
- To use, develop and embed digital learning across your teaching practices

Marking and Feedback

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils progress
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Feeding assessment marking into departmental tracking
- Communicating and consulting with the parents of pupils

Assessments and Reports

- To review pupils' progress at regular intervals in line with the school's Curriculum Policy
- To contribute to the preparation and marking of internal and mock Common Entrance examinations, coursework and practical assessments

Pastoral Duties

- Promote the general progress and wellbeing of pupils
- Ensure the correct implementation of Elstree's pastoral systems
- Alert pastoral staff to problems experienced by pupils and make recommendations as to how these may be resolved
- Communicate as appropriate with parents (or guardians) of pupils regarding their development after consultation with appropriate staff

Discipline, Health and Safety

- Be an integral part of a team that accepts the collective responsibility for the health, education and welfare of the pupils in the school, and to abide by Health and Safety regulations in accordance with relevant school policies (e.g. Safeguarding and Prevent, Health and Safety and Boarding National Minimum Standards)
- Contribute to the School ethos by upholding discipline and standards of general behaviour around the School and to uphold and support decisions taken by the Headmaster or by their representative, such as the Senior Deputy Head or Deputy Head Academic



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Appraisal and continuing professional development

- To keep informed of current teaching and subject specific developments through documents, meetings and external training courses
- Positively engage with the Staff Appraisal System and academic departmental reviews
- Reviewing from time to time your methods of teaching and programmes of work
- Participating in arrangements for your further training and professional development as a teacher

Staff Meetings

- Participate positively in all meetings at the School both internally (weekly academic and pastoral meetings) and external meetings with other parties and parents as required
- Attend Parents' meetings, Common Room and Departmental meetings and major school events when required by the Headmaster

Other Activities

- Assist in the implementation of the aims of the School, which are based upon developing each pupil's natural ability to the full, and to support the Christian ethos of the School
- Play as full a part as possible in the life of a busy boarding school, such as undertaking a contribution to the extra-curricular life of the school (as reasonably required by the Headmaster) and a fair share of the supervisory duties in the school, including duties within the Boarding house, leading activities in the evening and on Big Weekends as appropriate
- Teachers will be expected to take part the pastoral welfare of the pupils by undertaking the role of a form tutor
- Cover for absent colleagues and, when absent themselves, set appropriate work wherever possible
- Participating in administrative and organisational tasks related to such duties as are above, including the management or supervision of persons providing support or the in the school and the ordering and allocation of equipment and material

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Child Protection and Safeguarding

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Elstree's Child Protection and Safeguarding Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.



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Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.



Person Specification

Education and Qualifications	Essential	Desirable
Qualified teacher status		✓
Good honours graduate	✓	
Commitment to personal/professional development	✓	
Trained in safer recruitment practices		✓
Knowledge and understanding of National Minimum Boarding Standards		✓
Experience	Essential	Desirable
Understanding and appreciation of all aspects of boarding life and a passion for providing pastoral care for boarders	✓	
Ability to Coach Sport		✓
First Aid trained		✓
Excellent and proven boarding experience in a boarding school		✓



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Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork	✓	
Excellent leader who is fair, consistent and loyal	✓	
Welcoming and friendly; able to put pupils and parents at ease	✓	
Proactive at resolving issues	✓	
Ability to generate ideas and drive initiatives	✓	
Ability to approach situations with great tact and discretion	✓	
Ability to remain calm in all given situations	✓	
Excellent organisational and communication skills	✓	
Ability to coordinate and run a variety of activities for children of different ages.	✓	
School Ethos, Values and Aims	Essential	Desirable
Fully supports Elstree's ethos and aims and family atmosphere	✓	
Supportive of Elstree's Christian values and character	✓	
Commitment to the safeguarding and protection of children	✓	
A commitment to the whole life of a busy boarding community	✓	
Encourage parents to take an active role in the life of the school and their children's education	✓	
Personal Qualities	Essential	Desirable
High expectations of pupils and colleagues	✓	
Highly motivated and able to motivate and inspire pupils	✓	
Enthusiastic and committed, caring and patient	✓	
A passion for teaching	✓	
A forward-thinking approach with a 'can do' flexible attitude	✓	
Excellent interpersonal skills, shows empathy, compassion and kindness	✓	
Ability to be reflective and self-critical	✓	
Well organised with good time management skills	✓	
Display calmness under pressure	✓	
Charismatic - having 'a presence' and an excellent sense of humour	✓	
Other	Essential	Desirable
Hold a full clean driving license	✓	
Strong IT Skills; including email and Microsoft Office	✓	
As part of our recruitment process, complete an Enhanced DBS check. This position is exempt under the Rehabilitation of Offenders Act 1997 and therefore will be subject to a check against criminal records and other information	✓	



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Remuneration

The successful candidate will receive an attractive salary package according to experience and expertise. Generous family accommodation in the heart of the boarding house is available to the successful candidate.

How to Apply

If you would like to be the next Head of Boarding at Elstree, please complete an application form which is available on our website, [Recruitment - Elstree School](#) and send together with a short hand written covering letter to apply@elstreeschool.org.uk. Application forms are available from our HR Department or on our website. Please note that CVs will not be accepted for this post. In line with Keeping Children Safe in Education 2022, short listed candidates will be required to undergo online searches to determine your suitability to work in a school.

You are welcome to come and visit our school, please call or email Rachel Pither, Head of HR rpither@elstreeschool.org.uk (0118 971 0604) to arrange an informal tour or for more information about the post.

Applicants are encouraged to apply at their earliest convenience as applications will be reviewed on a rolling basis. Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made. The closing date for receipt of all applications, is Midday on Friday 3rd March, 2023.

If we can be of further help, please do not hesitate to contact us.

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 Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.