



Appointment of
HEAD OF BOARDING

SWANBOURNE HOUSE
BUCKINGHAMSHIRE





WELCOME TO SWANBOURNE HOUSE

Swanbourne House is an incredibly special and beautiful place to work. We are lucky to have state-of-the-art classrooms, outstanding sports facilities and grounds that genuinely need to be seen to be believed.

I am passionate about providing the most inspiring education to the children in our care and working together as part of a team to create the extraordinary. The Swanbourne House pupils and their families benefit from highly talented staff, and we work together in a culture where every view is valued, we support each other and colleagues' wellbeing and morale is prioritised.

Swanbourne House is part of The Stowe Group, and we benefit from this in numerous ways. Our pupils have access to the facilities within The Group and our staff have the opportunity to work alongside teaching staff at the other schools.

I hope that you find this application pack both useful and informative and I look forward to welcoming you to Swanbourne House soon.

Nick Holloway
Head

Swanbourne House School is an independent day and boarding school, for children aged 3 to 13 years. Set in 55 acres of Buckinghamshire countryside, with a dynamic & challenging curriculum, small class sizes, inspirational extra-curricular activities and extensive facilities, we're creating change makers ready for the world of tomorrow.

State-of-the-art Science Labs | IT suites | Specialist Teaching across Subjects from Year 5 | Art Studio | Design, Technology and Engineering Lab

The Pre-Senior Baccalaureate (PSB) is the assessment framework used in Years 7 and 8, but its roots grow throughout the curriculum across all year groups. The PSB is based on strong academic foundations, but also encourages skills such as critical thinking, creativity and problem-solving. Pupils are encouraged to think 'how' and 'why' and see setbacks as a step on the path to success as they develop curiosity, challenge their thinking and develop new ways to learn.

Last year, Swanbourne House pupils were awarded an impressive 13 scholarships and exhibitions to leading senior schools across the UK.

The Manor House

The Manor House, our dedicated teaching, play and outdoor space for children from Pre-Reception to Year 2 is at the heart of our school. Adjacent to farmland, with small class sizes, experienced and passionate teachers and an innovative approach that develops skills alongside academic progress, Swanbourne House is a special place for your child to start their learning journey. New play areas - including The Fort - have recently been built.

Pupils receive specialist teaching in Music, Sport and French during their time in the Manor House, have swimming lessons at our onsite pool from Reception and have a wide choice of enriching extra curricular activities, including rugby, ballet, science club and Mandarin.





OUR BOARDING HOUSES

Set over two floors in the Main House of the School, the Boarding Houses at Swanbourne have recently undergone significant development, thanks to investment from The Stowe Group.

This development has seen the creation of a new Wellbeing Hub and girls' snug, dormitory enhancements with redecoration and new beds, a completely refurbished kitchenette, a new common room and a repurposed dining areas that converts into a film room.

HEAD OF BOARDING

Accountable to: Deputy Head Pastoral

Date of Appointment: January 2025

The Head of Boarding at Swanbourne House will take the lead on the boarding operations at the School and provide input into the strategic direction. The Head of Boarding will be responsible for overseeing the efficient management of the boarding provision and for creating an atmosphere of care, support, enjoyment and consistency. Boarding at Swanbourne House should provide a home-from-home, but also be an environment that prepares our pupils for life outside and beyond their time at our School.

In conjunction with the Head and the Deputy Head Pastoral, the Head of Boarding will manage the staffing, organisation and resourcing of the boarding houses and provide for the safety, good discipline and pastoral wellbeing of all our boarders, ensuring that the boarding house is well-run and provides an enjoyable boarding experience. There is the expectation that the Head of Boarding will keep abreast of market developments, reviewing and adapting the boarding vision of the school as necessary, to contribute positively to the whole school culture. The Head of Boarding will be instrumental in maintaining and developing an excellent team spirit, a healthy morale amongst our boarding and residential community, and providing a dynamic, forward-thinking, outward-looking leadership which supports the philosophy, aims and policies of the school.

The Head of Boarding will have a passion for seeing boarding at Swanbourne House continue to grow, working closely with the Admissions & Marketing Department on showcasing boarding life at the School to a wide audience of both current and prospective families..

Boarding lies at the heart of Swanbourne House and is central to building a unique sense of community. This role is rewarding and high-profile, with parents viewing the Head of Boarding as central to their child's happiness and success. No list or document could cover the full range of duties required, therefore what follows is not exhaustive but indicative of the scope of the role and the need for a flexible approach regarding hours and days of work during term-time - including as we approach the start of term and after the term has ended.



KEY DUTIES & RESPONSIBILITIES

Welfare & Safeguarding

- To act in *loco parentis*
- Monitor and maintain the welfare, safety, discipline and pastoral wellbeing of all boarders
- Ensure that boarders' individual circumstances, needs, strengths and weaknesses are identified and are known by the appropriate staff to ensure that support and opportunities are offered, and talents and potential are developed
- Work with the school nurse and Assistant Head of Boarding to ensure that levels of personal hygiene are kept at an appropriate level and that any medical requirements are properly catered for
- It is likely that the Head of Boarding will be a Deputy Designated Safeguarding Lead
- To be a First Aider
- To be a Mental Health First Aider

Pupil Voice

- Organise boarding house meetings to allow boarders to share their ideas and express their views
- Have regular interaction with all boarders to ensure their needs, ideas and concerns are heard, understood and addressed
- Minute meetings and discuss findings with the Deputy Head Pastoral

Strategy

- In conjunction with the Head, Deputy Head Pastoral and Director of Prep School Admissions & Marketing, annually review and develop the school's Boarding Development Plan as part of Swanbourne House's Strategic Development Plan
- Work in conjunction with the Director of Prep School Admissions & Marketing, the Registrar and other appropriate members of staff to successfully market the boarding provision at Swanbourne House locally, nationally and internationally

Management

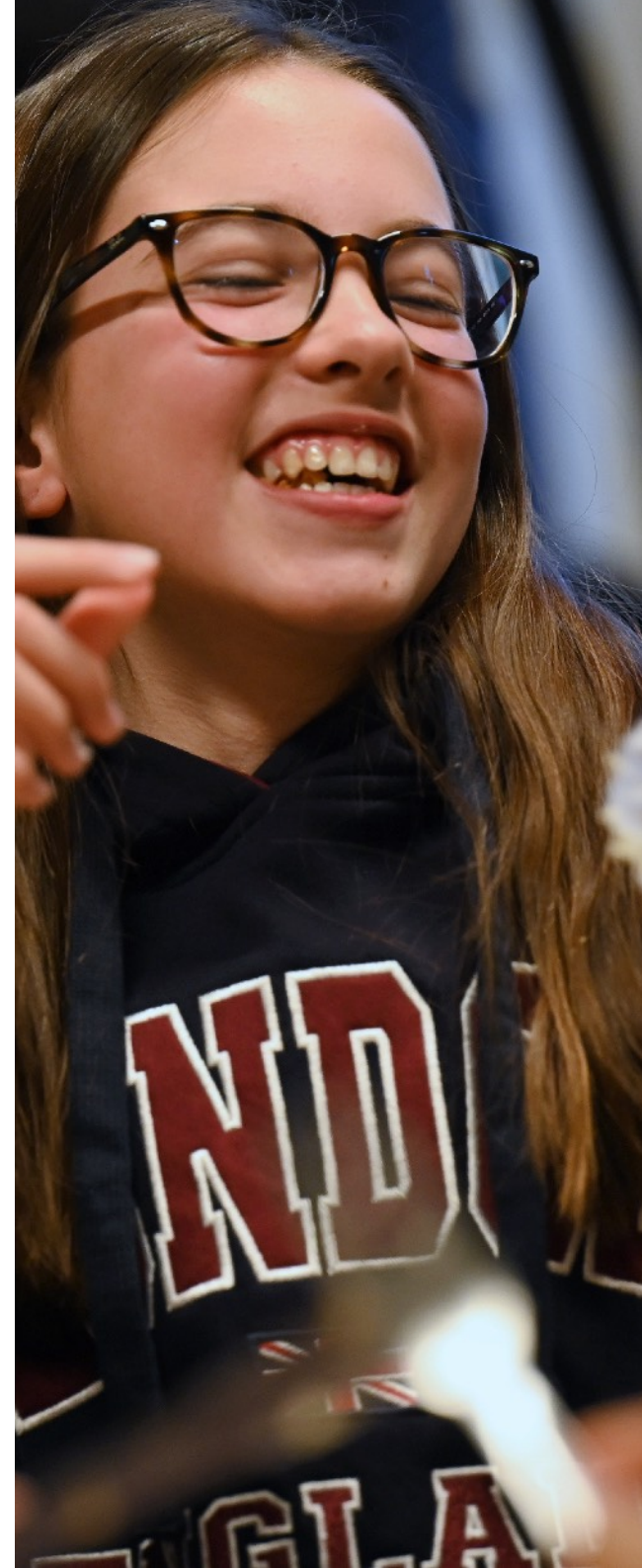
- To develop and manage boarding staff (including residential members of teaching staff and GAP students) to ensure that they carry out their tasks effectively. Where appropriate, be involved with the recruitment, training and support of these members of staff
- Be responsible for the organisation and development of the boarding houses in both the day-to-day running and the long-term strategy
- Timely organisation of a full and varied set of fun and engaging evening activities



- Plan the Evening Routine timetable with the oversight of the Deputy Head Pastoral and Deputy Head Operations
- Plan and manage the weekend activities programme, including the organisation of trips
- Oversee the organisation of the regular and traditional boarding events throughout the school year and any other ad hoc events
- Oversee and ensure that the evening fire registers are completed in an accurate and timely manner
- Work with the Assistant Head of Boarding and laundry staff to ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily
- Ensure that pupils treat the belongings of others and the fabric and furnishings of the boarding houses with respect
- Ensure that all travel arrangements for boarders to and from school are in place and all necessary paperwork completed
- Ensure that the boarding houses are kept to a good standard, are welcoming/homely and all displays and notice boards are fresh, appropriate and kept up to date

Compliance

- Ensure that the school's boarding provision is compliant with the regulatory requirements of the National Minimum Boarding Standards and to liaise with the Deputy Head Pastoral in preparation for inspections
- Keep up-to-date and have a working knowledge of other relevant legislation e.g. BSA publications and government legislation
- Work with the Registrar to ensure compliance with UKVI regarding international boarders and ensure all internal processes and policies are followed regarding these pupils
- To write boarding reports as required by the Deputy Head Pastoral
- Hold regular boarding meetings and keep accurate minutes
- Keep suitable records of boarders' progress, welfare, health and emotional issues, achievements and misconducts in line with school policies
- Liaise with Governors and the Independent Listener, where appropriate, ensuring that there are regular visits whenever possible
- Be familiar with the contents of the Child Protection (Safeguarding) Policy, Code of Conduct and other relevant school policies
- Be familiar with the school's health and safety guidance and be responsible for personal health and safety and that of the pupils
- Annually review and update boarding policies as directed by the Deputy Head Pastoral



Housekeeping

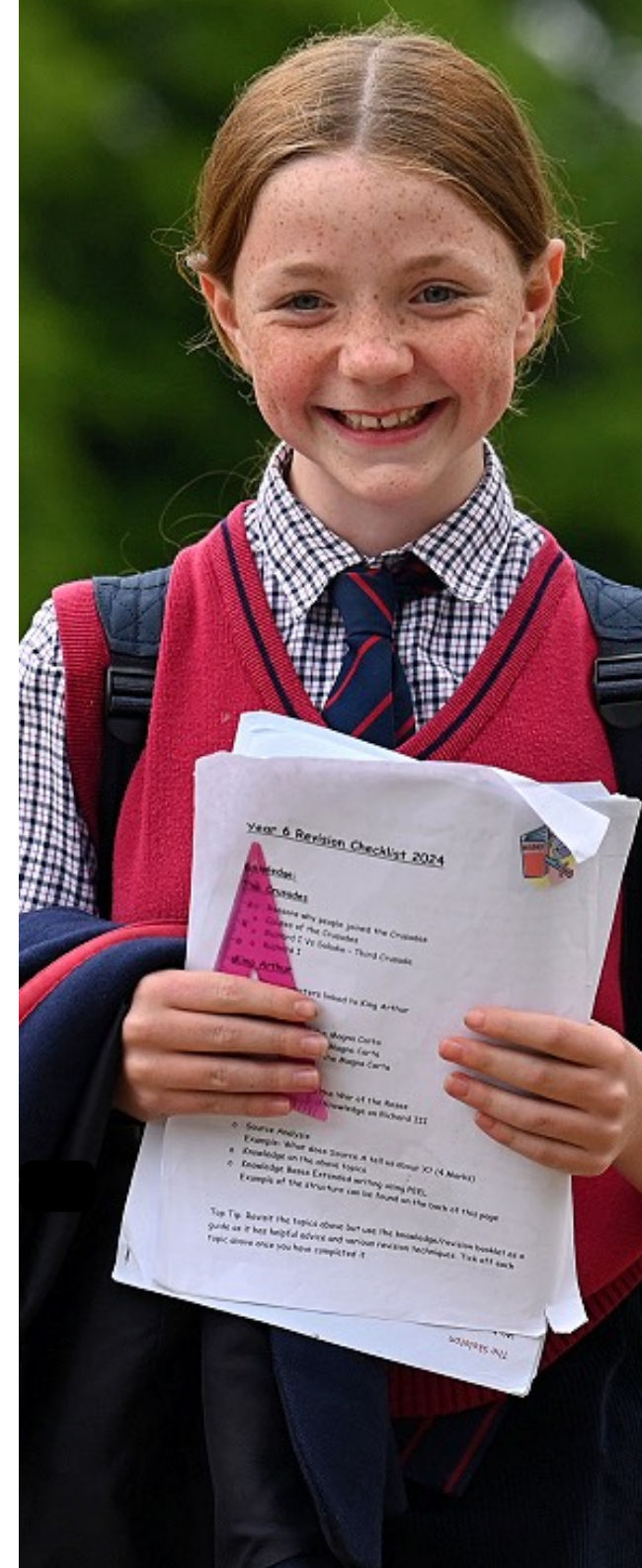
- Manage the laundry provision for the boarders to aid excellent standards of welfare
- Ensure that all sports kit is washed, dried and returned on a regular cycle
- Manage and coordinate the unpacking and packing process at the start and end of each term
- Work closely with the Director of Operations to ensure the boarding house is cleaned to an appropriate standard

Relationships

- Be a visible and active presence in the boarding community and houses in order to foster a good relationship with all boarders
- Ensure that boarding staff and the wider school community including parents/guardians, Governors and pupils understand the aims and objectives of boarding in the boarding houses and the principles on which community life in the boarding house is based
- To liaise with the appropriate members of staff e.g. personal tutors, heads of faculty and house leaders to ensure that relevant background circumstances of pupils are known and discussed
- To keep all staff informed of relevant issues relating to boarders through staff meetings or other methods of communication
- Cultivate and establish excellent communication with parents/guardians, ensuring that they are fully informed about their child's progress and welfare
- Be the main point of contact for parents or guardians regarding the welfare of boarders, ensuring that communications are proactive and diplomatic
- Establish, develop and maintain excellent working relationships with the Operations, Marketing & Admissions, Finance, Estates, Housekeeping and Catering teams

Additional Responsibilities & Professional Duties

- Support and foster the aims of the school
- To attend all staff meetings and Inset days
- To attend all open days, parents' evenings, Chapel services, school concerts and productions, prize giving and any other meetings/events as required by the Head or Deputy Head Pastoral
- Carry out reasonable additional duties as required by the Head or Deputy Head Pastoral, commensurate with the post



The Stowe Group

- Expectation to build good working relationships with key boarding staff at both Stowe and Winchester House

PERSON SPECIFICATION

Personal & Professional Qualities

- To put the wellbeing of pupils at the forefront of every decision and be an advocate for all children
- Be committed to safeguarding the physical, emotional and mental well-being of young people
- Understand the importance of developing appropriate working relationships with young people
- Ability to both lead a team and work within one, developing strong positive relationships
- Have a genuine interest in striving for excellence
- Be a confident, effective communicator on all platforms to all levels of the school community including parents, colleagues and pupils
- Have excellent interpersonal skills
- Have appropriate self-confidence and inspire self-confidence in others, whilst remaining considerate to the needs of others
- Display energy and imagination with a clear vision for the department
- Be able to inspire, challenge and motivate others
- Strong organisational, delegation and time management skills
- Calm, efficient and able to work under pressure with competing demands
- Resilient, able to deal effectively with the management of change
- Self-motivated with a 'can do', flexible approach
- Be confident and sensitive if dealing with conflict
- Have integrity, stamina and sound judgement coupled with a sense of humour
- Be committed to continuing professional development of self and boarding colleagues
- A willingness to be fully involved in the co-curricular and or sporting life of the school
- An understanding of the nature of independent prep schools
- Proficiency in ICT and the ability to utilise ICT appropriately and creatively to enhance the boarding provision
- An awareness of the 13+ processes within the independent sector particularly related to boarding



Qualifications

- A good level of education or relevant experience
- Evidence of recent and relevant continuing professional development
- Full driver's licence and the capability/willingness to drive a minibus

Experience & Knowledge

- Previous experience of working within a boarding house/boarding school is advantageous, but not essential
- Previous management experience and/or experience of working in a senior role e.g. Head of Department with leadership and management responsibilities
- Proven experience of working collaboratively in leading, managing and motivating teams
- Experience of dealing with a wide range of pastoral issues

The post holder may be reasonably required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of the responsibility entailed. If during the course of time the duties and responsibilities detailed should change significantly and for a sustained period of time, the Job Description will be reviewed and amended in consultation with the post holder.



ACCOMODATION

This is a role that requires the post holder to live in a spacious and well appointed flat within the main building. The role requires the post holder to be onsite over night during the term time



COLLEAGUE BENEFITS

The Stowe Group recognises the benefits that come with investing in people. Alongside the beautiful school surroundings at Swanbourne, there are a number of additional benefits available to all our valued colleagues. These include:

- Staff fee discount
- Free wraparound care
- Free refreshments and school meals
- Access to National Trust Gardens at Stowe
- Free or discounted access to a range of arts and culture events at Stowe
- Discounted annual family golf membership at Stowe's golf course
- Volunteer leave
- Employee wellbeing programme, including access to counselling services and physiotherapy

For more details on all benefits, please follow this link:

<https://www.stowe.co.uk/our-people/working-for-us/colleague-benefits>



YOUR APPLICATION

An application form can be downloaded from The Stowe Group Recruitment website. Please complete the application form along with a covering letter detailing why and how your skills and experience could see you thrive in this role.

If you need any help with the application process, please contact: recruitment@stowe.co.uk or call 01280 818005

Deadline for applications is midnight on Sunday 6th October. However, this role may close early if we receive suitable applications

Interviews: Week commencing 7th and 14th October

Start date: January 2025

Salary: Competitive

This is a term time only permanent role. Hours are split across morning and evening shifts, with admin time given during the day.

All meals when on duty are provided free of charge.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard the children.



THE *Stowe* GROUP

In January 2021, Swanbourne House became part of The Stowe Group. The Stowe Group comprises Stowe School, Swanbourne House School and Winchester House School. The Group's formation has given pupils and staff at Swanbourne House access, not only to Stowe's world-famous estate, but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with the Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community.

Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. World-class facilities support

our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character, with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give Stoics and staff a heightened awareness of their social and environmental responsibility in preserving this unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.



Heathrow Airport is less than an hour away and Luton Airport 45 minutes.

The School has nearby access to main traffic routes the M1, M40 and A5.

Milton Keynes Central train station - with 30 minute trains to London - is a 20 minute drive away.

The school is just 20 minutes from Central Milton Keynes, Aylesbury, Leighton Buzzard, Buckingham and Woburn and is within easy reach of Oxford, Banbury, Luton and Northampton.



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