



BISHOP'S STORTFORD COLLEGE

ESTD 1868

DIRECTOR OF BOARDING
(EXTENDED LEADERSHIP TEAM)





The feel of Bishop's Stortford College is always forward-looking, recognising from the start the sort of world our pupils will be entering and the skills they need. We are a hard-working, down-to-earth, and highly successful community.

Set on the edge of a market town between London and Cambridge, the atmosphere at our co-educational day and boarding school, is the perfect launch pad for outstanding achievement.

Welcome from the College Headmaster

Thank you for your interest in working at the College. Since joining here in 2024, I have had the immense pleasure of working with our dedicated and talented team of staff, at the same time as leading our vision for the future.

At Bishop's Stortford College, we nurture belonging, kindle scholarship, and grow character in ambitious pupils aged 3 to 18 who aspire to succeed in academics, sports, and the arts. At our core are our values of Belonging, Scholarship and Character. Derived from the College's initials, they shape our thinking today and in the future.

Bishop's Stortford College is the modern face of independent education. Together we are embarking on a collective strategy that unites staff, pupils and our wider community in delivering academic excellence balanced with personal growth and strong values. This is what an education for today and tomorrow must deliver.

Underpinning everything is a unique community spirit that enables everyone to succeed, and to be happy doing so. We do not look like most schools of our type. We do indeed have the luxury of a 130 acre campus with wonderful facilities. But we are different in some important ways, most notably in our balance of academic, sport and the performing arts to ensure every child finds their niche and supported by a sector-leading pastoral system is able to thrive during their time at the College and beyond. I hope that by reading through the following pages and our Information for Candidates, you will see this for yourself and consider applying for this role.

Mr John Maguire



Introduction to the College

One of the UK's leading co-educational, day and boarding schools, Bishop's Stortford College is a diverse and infectious mix of enthusiasm and dedication, making it an extremely stimulating place to work.

Seen as one united College, but functioning as three schools, there are approximately 1,300 pupils aged 3 to 18 years old on the shared site, blending full, weekly and part-time flexi boarders with day pupils. We offer an academically selective but deliberately broad educational offer that looks to deliver excellent examination results but also an opportunity for individual qualities and character growth in a safe, inclusive and caring community.

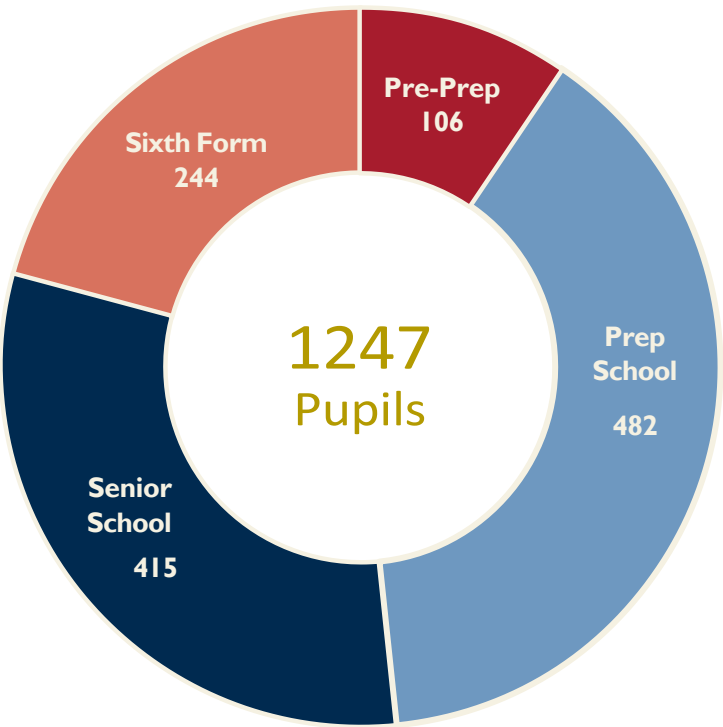
It is the unpretentious and successful delivery of this whole person, ready for the modern world, that allows us to stake claim to being the modern face of independent education.

The College Headmaster reports directly to the Chairman of the Governing Council and has responsibility for the whole College, though day-to-day management of the Prep School and the Pre-Prep is delegated to the Heads of those schools. The College Headmaster has day-to-day responsibility for the Senior School.

The College was established in 1868 as the Non-Conformist Grammar School and became Bishop's Stortford College in 1901. The Prep School was opened in 1902 and the Pre-Prep department in 1995, when the school went fully co-educational. The Prep School and Pre-Prep School are now separate with their own buildings, but they make use of facilities shared with the Senior School, including the swimming pool, dining room, DT building, Music faculty and playing fields. We continue to improve and enhance our estate. In recent years, there has been extensive renovation of classrooms across all three schools, and this enhancement and development will continue as part of our Estates Master Plan



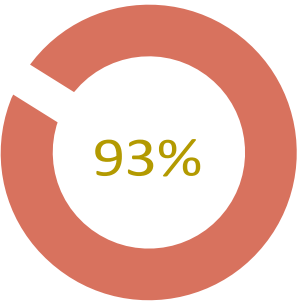
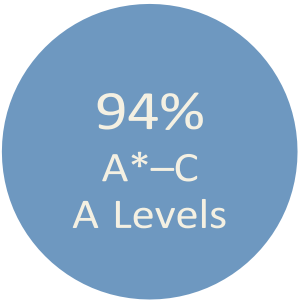
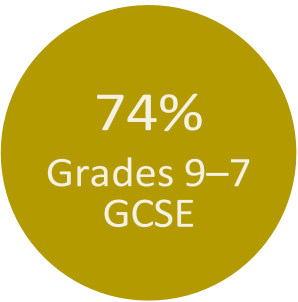
The College in Numbers



24
Nationalities



4 Boarding
Houses



Placed at a university
of their choice





Pupils are organised across the three schools, with Music and Sports departments, together with Professional Services, working across all three schools. Professional Services incorporates Admissions, Commercial, Development, Finance, HR, Facilities and Estates, IT, Marketing and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

The College has a forward-thinking approach supported by eight strategic pillars:

- Delivering academic excellence through a modern curriculum
- Developing strong personal values through the provision of outstanding pastoral care
- Finding the best in every pupil by developing every pupil's unique strengths
- Attracting ambitious, enthusiastic pupils and communicating about College life
- Being a great place to work, recognising that staff are the most important resource
- Enhancing the environment through a programme of maintenance and improvement
- Maximising resources to deliver both affordability and teaching excellence
- Inspiring governance and leadership which is accountable, responsible, courageous and has clear vision

DIRECTOR OF BOARDING (EXTENDED LEADERSHIP TEAM)

Bishop's Stortford College is a leading, academically selective, co-educational day and boarding school for pupils aged 3 to 18. We provide a world-class education rooted in the core values of belonging, scholarship, and character. Our aim is to achieve outstanding academic results, sporting excellence, and personal development for every pupil within a child-centred, inclusive environment that combines our rich heritage with a forward-looking approach to independent education.

Renowned for its tradition of academic excellence and holistic development, the College provides a nurturing and aspirational environment where every student is encouraged to succeed. The Senior School (ages 13–18) is organised around ten pastoral houses, each equipped with dedicated facilities. Four of these houses serve both boarding and day students. Boarding remains a vital part of the College's ongoing success. The diversity and enrichment it offers are essential to our sense of community, whilst also accounting for nearly a third of the College's revenue. Over the past decade, the College has invested more than £15 million in boarding facilities, emphasising the importance placed on maintaining boarding. Three of the four boarding houses are now recognised as among the best in their sector, offering luxurious accommodation for all boarders.

The College is now looking for a dynamic and innovative individual to join our Extended Leadership Team (ELT) and Senior School Senior Management Team (SMT) as the Director of Boarding. The ELT is the strategic body responsible for overseeing the SMTs of the Prep and Senior Schools. This newly established role underscores our dedication to improving boarding within the College and offers a unique opportunity to influence the development of our boarding services.



Trotman Girls' Boarding House

JOB DESCRIPTION

Terms: Required onsite term-time only

Reports to: College Headmaster

Responsible for: Four boarding Housemasters/mistresses (HsMs) and their teams

Salary: Extremely competitive with flexible pension options

Type: Teaching/non-teaching member of the College's Extended Leadership Team and a member of the Senior School's Senior Leadership Team.

Accommodation: Modern rent-free, family accommodation.

Fee Remission: Where relevant, fee remission may be offered to the children of the successful candidate, subject to normal entry requirements being met. Full details of benefits are detailed in the *Information for Candidates* document.

Closing date for applications: 22nd September 2025

MAIN RESPONSIBILITIES

As a key member of the Extended Leadership Team and Senior School SMT, this role provides strategic leadership and oversight of the College's boarding provision. Responsibilities include line management of boarding housemasters/mistresses, ensuring sector-leading pastoral and academic care, and driving innovation in boarding experiences.

The role involves international travel to support boarding admissions, acting as 'Registrar' (the primary contact) for boarding families, and collaborating with Admissions and Marketing to attract and retain high-quality international students. It also includes oversight of marketing efforts to promote boarding, ensuring visibility across platforms and within each house.

The postholder will lead the development of the award-winning weekend programme, maintain consistency and excellence across all houses, and ensure robust staffing and professional development. A strong focus is placed on student retention, safeguarding, and academic support, ensuring all boarders thrive in a safe, enriching, and high-performing environment.

Administration and Organisation

- Ensure each boarding house has a consistent and effective staffing structure, optimising rotas and avoiding overlap while maintaining high standards.
- Oversee safety and safeguarding across all houses, including regular staff training and professional development.
- Chair weekly HsM meetings to balance strategic planning with operational delivery.
- Manage house budgets, ensuring appropriate spending and identifying savings through shared resources.
- Monitor the physical environment of each house and work with Estates to plan maintenance and capital improvements.
- Lead the planning and delivery of the weekend boarding programme, including enrichment and Best of British Culture events, ensuring risk assessments, staffing, and budgeting are in place. Staff contribute up to eight Saturdays annually to support these activities.

Parental engagement

- Ensure regular, high-quality communication between each House and international parents, including updates on student progress and scheduled 1:1 online meetings.
- Act as the main liaison for international families from initial contact through admissions and ongoing support, contributing to retention efforts.
- Maintain prompt, professional responses to all parental enquiries (within 24 hours), ensuring concerns are addressed sensitively.
- Organise parents' meetings, welcome events, and house visits to foster strong relationships with boarding families.
- Oversee the hosting of House Matches weekends, ensuring a warm and well-organised experience for all families.

Safeguarding and Health & Safety

- Lead safeguarding and welfare for all boarders, ensuring full compliance with College policies, ISI standards, and statutory guidance.
- Act as Deputy DSL and contribute to the College's Safeguarding Team, working closely with the DSL on boarding-related matters.
- Ensure all boarding staff are trained in child protection, anti-bullying, substance misuse, and health and safety procedures.
- Oversee fire safety, including regular drills and documentation, and ensure routine risk assessments are conducted in each house.
- Represent boarding at Health & Safety meetings, monitor concerns, and coordinate with Estates on maintenance and safety issues.

Leadership & Community Building

- Champion the College's values of Belonging, Scholarship, and Character by fostering a supportive and inclusive boarding environment.
- Provide visionary leadership that promotes holistic development, academic excellence, and a strong sense of community among boarders and staff.
- Collaborate with academic and pastoral teams to integrate boarding life with the wider College experience.
- Build trusted relationships with parents and guardians, acting as a key advocate for boarders' wellbeing.
- Inspire and manage the boarding staff team, encouraging professional growth and a shared commitment to excellence.
- Contribute to the strategic direction of boarding, ensuring it remains innovative, responsive, and aligned with College aims.
- Promote leadership, service, and Co-Curricular opportunities to enrich boarders' personal development.

Marketing

- Collaborate with the Marketing team to promote boarding across UK and international markets, ensuring each house contributes engaging content and maintains active social media aligned with the College's brand.
- Highlight the unique strengths of each house—community, facilities, and enrichment—through strategic marketing to support recruitment and retention.
- Lead innovation in boarding, encouraging creative improvements and positioning the College for recognition through international awards.
- Ensure consistent visibility of boarding through storytelling, event promotion, and showcasing student achievements across all platforms.

Recruitment and Retention of Boarders

- Lead international boarding recruitment by building relationships with agents and families, representing the College at events, and supporting families through the admissions process.
- Collaborate with Admissions and Marketing to shape strategy, evaluate market viability, and meet annual boarding enrolment targets.
- Act as a key contact for international families throughout their time at the College, supporting retention through strong relationships and pastoral care.
- Ensure each house develops and implements an annual Recruitment and Retention Action Plan, sharing best practices across the boarding community.
- Monitor student satisfaction through surveys and feedback, addressing concerns promptly to maintain a supportive and thriving boarding environment.



ADDITIONAL DUTIES

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. A flexible approach to all aspects of this role is essential.

This role may involve a small amount of Saturday mornings and flexible hours in order to attend out of work-time meetings and events. The post holder will be required to travel nationally and internationally if required.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to, and ensure, compliance with the College's Safeguarding Policy at all times. If, while carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status, or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to consider the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.



RPH Boys' Boarding House

PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- A covering letter
- CV
- Application form
- Interview
- References
- Medical questionnaire
- DBS application

EDUCATION AND QUALIFICATIONS

- Educational Background: A strong degree in any related field.
- Leadership Training: Formal training or certification in leadership and management.
- Advanced Degree (Desirable): A Master's degree or higher.
- Additional Languages (Desirable): Proficiency in one or more additional languages.
- Experience with Technology (Desirable): Familiarity with digital tools and platforms used in boarding management.
- Professional Memberships (Desirable): Membership in relevant professional organisations or associations.
- Experience in Marketing (Desirable): Background in marketing or public relations, particularly in an educational context.

EXPERIENCE AND SKILLS

- Leadership Experience: Proven record of leadership, preferably in an educational environment or a related field such as customer service.
- Strategic Planning: Strong strategic planning and organisational skills.
- International Experience (Desirable): International experience in engagement with global communities.
- Boarding Expertise (Desirable): Experience in managing boarding provision with a thorough understanding of sector best practices.

PERSONAL QUALITIES

- Visionary Leader: Ability to motivate and lead a team with a clear vision for the future of boarding.
- Innovative Thinker: Innovative and future-oriented, with a passion for developing new initiatives.
- Excellent Communicator: Strong interpersonal and communication skills, with the ability to forge relationships with diverse stakeholders.

- **Empathy and Compassion:** A warm, approachable, and empathetic manner, demonstrating genuine concern for each student's well-being. An ability to listen actively, understand diverse perspectives, and respond sensitively to individual needs.
- **Cultural Awareness:** Sensitivity to and appreciation of different cultures are essential for international engagement.
- **Strong Leadership and Integrity:** Natural authority and confidence, balanced with humility and fairness. The ability to inspire trust, model ethical behaviour, and lead by example at all times. Resilience and calmness under pressure. The ability to maintain very high boarding standards and expect the same from all members of the house staff teams.
- **Adaptability and Open-mindedness:** The ability to adapt to changing circumstances and new challenges with a positive and resourceful attitude. Willingness to engage in ongoing professional development and contribute fresh ideas to House and College life.
- **Commitment to Safeguarding and Equality:** Unwavering dedication to safeguarding and promoting the well-being of children and young people. Respect for confidentiality, diversity, and inclusion.
- **Enthusiasm and Dedication:** A passion for education, youth development, and community building. A steadfast work ethic and a readiness to engage actively in all aspects of college life, including evenings and weekends.

OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.

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WHY JOIN US?

- **Impactful Role:** Play a key role in shaping the future of boarding at Bishop's Stortford College.
- **Supportive Environment:** Work within a supportive and collaborative Executive team.
- **Professional Growth:** Opportunities for professional development and growth.
- **Promotion:** An integral member of the College's Extended Leadership Team and a member of the Senior School's Senior Leadership Team.
- **Accommodation:** Modern rent-free, family accommodation.
- **Benefits:** Highly competitive salary and benefits, befitting a member of the College's Extended Leadership Team.

If you are a visionary leader with a passion for boarding and a desire to make a significant impact, we invite you to apply for this exciting opportunity.

APPLICATION PROCESS

YOU SHOULD SUBMIT:

- A completed application form

Applications should be made electronically via the College website.

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

- Early applications are encouraged, and we are open to the possibility of making an appointment prior to the published closing date.
- Due to the high volume of applications received, we regret that it is not possible to provide feedback to candidates at the application stage.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.

For more information about this post or the College, in the first instance, please contact us for a confidential discussion.

recruitment@bishopsstortfordcollege.org

01279 972 743



Co-Educational Day and Boarding 4 to 18 Years

bishopsstortfordcollege.org