

Moreton Hall



Independent Boarding and Day School
Girls 6 months - 18 years, Boys 6 months - 11 years



Housemistress

Candidate Brief, to start from September 2026

Moreton Hall

est. 1913

You may have preconceptions about what a traditional boarding school education is like – but Moreton Hall is a school like no other.

From the moment you enter the 100 acres of school grounds, you can embrace the 'Moreton Magic' and discover the infectious positivity and energy which is threaded through the classrooms, across the sports pitches and onto the stage.

One of the many things which makes us so special is that there is no typical Moretonian; we are a wonderful community, bound together with a strong set of shared values, whilst each of us maintains our own individuality.

Success comes in many different forms and our aim is to celebrate and acknowledge this. Our pupils excel across all areas of school life and take advantage of the myriad of opportunities. They are encouraged to take responsibility for themselves and develop skills such as public speaking and entrepreneurship during their time with us. Our pupils are self-confident and self-reliant without being arrogant. They

are generous with their support of each other and of the community and their imagination knows no bounds.

Moreton has long been a values-driven school with a strong family ethos, right back to its foundation by Ellen Lloyd-Williams in 1913. With appropriate respect to our heritage and looking ahead to the future, we continue to consider how we can make the school even better for those who call it their second home.

This is truly a remarkable place and I look forward to welcoming you to Moreton.



Michael Brewer
Principal

*“It’s everything a school should be:
Academically rigorous and high-achieving
but kind, nurturing and creative with it.”*

TATLER SCHOOLS GUIDE



The Role

Job Title	Housemistress
Department	Boarding
Line Manager	Director of Boarding
Working Hours and Basis	Full Time
Start Date	September 2026

Job Outline and Responsibilities

The role of Housemistress at Moreton is a role like no other in education. It is one of the most demanding but profoundly rewarding jobs, offering the successful candidate the rare opportunity to have a real, tangible impact on the lives of the young people at Moreton Hall.

The Housemistress holds ultimate responsibility for the welfare, development, and pastoral progress of all students in the House, ensuring a safe, supportive, and aspirational environment. The primary function is pastoral leadership – acting as the chief caregiver, setting high expectations for staff and students, and visibly upholding the fundamental school values of Community, Kindness, and Aspiration.

The role requires strong operational management, ensuring strict compliance with the National Minimum Standards for boarding and the ISI regulatory requirements. Much of the success within the role depends on the individual bringing their personal energy and enthusiasm to create a vibrant, inclusive House community, as well as collaborating with the wider Housemistresses forum to constantly drive pastoral care forwards. Confident communication with parents/guardians and school staff is essential to secure the best student outcomes.

This is an exciting opportunity to lead a team, make an impression on students, and to make a contribution to school life. We are excited to hear from individuals who are keen to take their ideas and run with them to help ensure that our students are thriving.

This is a residential role, reporting to the Director of Boarding. The Housemistress is supported by an Assistant Housemistress, a House Assistant, and a team of House Tutors (evening 5-7pm duties). The Housemistress will be on duty during the working day Monday to Friday and will also do two nights during the week and every other weekend (Friday evening through until Monday morning), with a dedicated full 24 hours off weekly.

Key Responsibilities include:

Students

- Ensure the safety and welfare of all students in the House, following School Safeguarding Policies and legislation.
- Ensure accurate and timely record keeping on CPOMs.
- Write regular Housemistress reports as per the school reporting cycle. If a Sixth Form Housemistress, this will also include making a pastoral contribution to UCAS references.
- Create a warm and caring environment - a home away from home – where students learn to become students, to develop self-discipline and to show consideration to the needs of others.
- Act in loco parentis to the students in the House and accept responsibility (under the Principal and Director of Boarding) for their pastoral care and for their behaviour and appearance.
- Encourage and support activities of all kinds within the House, giving help and encouragement when necessary.
- Take responsibility with other members of the House Staff for the safety and behaviour of all members of the school, not just those in your House, and for dealing with any problems, with the support of SLT where appropriate, that might arise.
- Keep in contact with Tutors regularly and support the Head of Sixth Form/Senior Tutor in monitoring the academic progress of students. Attend weekly Tutor meetings.
- To be aware of, and respond to, the individual needs of boarders, including those with SEND or from different cultural backgrounds, and to be aware of the changing needs of all students as they develop.
- To be aware of students' individual medical needs including allergies, and to administer routine medication outside of Health Centre opening hours as well as students' prescribed medication.
- To welcome day students into the House and to integrate them as far as possible in all aspects of the life of the school.
- To ensure that students' timetables are up to date so that they can be located throughout the day and evening.
- Register students in line with the school policy and work with the Deputy Head Pastoral to ensure attendance remains high.
- Ensure that all pastoral records are maintained fully. This includes but is not limited to IHCPs/EHCPs, welfare plans, rewards and sanctions, and complaints.

Parents

- Act (ultimately responsible to the Principal and Director of Boarding) as the direct link between parents and the school and inform parents (or guardians in the case of overseas students) of matters affecting their child.
- Ensure there is timely, meaningful, and effective communication with parents and guardians.
- Send weekly/fortnightly letters to parents and guardians making them aware of upcoming events and things happening within the House and school.
- Attend Parent Meetings as well as other events for Parents where relevant and possible.

Staff

- Along with the Head of Sixth Form/Senior Tutor, give the Principal, Deputy Head Academic and academic colleagues all relevant information about individual students subject to appropriate confidentiality guidelines.
- Liaise with the Principal, Deputy Head Academic, Head of Sixth Form/Senior Tutor, and House Tutors over the academic and extra-curricular choices of girls in the House.
- Build and lead the House team, involving other colleagues as Tutors of the House. This includes training members of staff who are new to the boarding House and completing the relevant induction forms.
- Act as line-manager for the Assistant Housemistress and House Assistant and carry out their annual appraisals in line with the schools Appraisal Policy.
- Return to school after the holidays and exerts before your students arrive and stay at school until their departure.
- Be available and visible to the girls throughout the day except during allocated days/ weekends off duty as per the House rota which is updated before the start of each academic year.
- Attend weekly Housemistresses meetings, weekly one-to-one meetings with the Director of Boarding, termly H&S meetings, termly calendar meetings, and any other meetings as required.
- Liaise with the Health Centre over medical matters.
- Organise the cover for the House on a day-to-day basis.
- Liaise with the Head of Maintenance and Director of Operations over maintenance, alteration and any agreed replacement of fabric, decoration and property of the House.

Administration

- Oversee and being responsible for the day-to-day running of the House and administration.
- Work closely with the Head of Admissions and Head of Marketing to support new students arrivals and promote the school.
- Analyse and respond to feedback relating to the boarding House from the twice yearly whole school pastoral questionnaire and half-termly House questionnaires.
- Check with the Transport Manager to ensure that all travel arrangements are in place for all holidays and ensure that the Visa spreadsheet is up to date.
- Liaise with the Transport Manager to book transport for students during term time.
- Authorise medical absences from school and guide parents to the school absence request form for any non-medical absences.
- Ensure that regular fire practices take place each half of term and ensure that all fire exits are usable and a record kept of fire alarm incidents.
- Complete the House Risk assessment termly, in consultation with the Health and Safety Officer.
- Be responsible for the House Development plan, in consultation with Director of Boarding and Director of Operations.
- Be responsible for the appropriate management of the House Budget ensuring thorough record keeping throughout the year.
- Implement all necessary documentation, including the fire register and signing in and out sheets.
- Ensuring the House meets all regulatory requirements in relation to the School's inspection cycle.
- Advising the Principal and Director of Boarding on matters of policy affecting residential life.
- Ensure that the boarding house is compliant, meeting, and exceeding the National Minimum Standards for boarding.

Person Specification

Qualifications

- GCSEs in Maths and English to grade C or above or equivalent.
- BSA qualification, or willingness to obtain one.
- First Aid qualification, or willingness to obtain one.

Experience

- Work in a boarding environment, or other residential setting, in a pastoral role.
- This role is geared towards a non-teaching post-holder, but teachers are welcome to apply and will be considered depending upon the needs of the School.

Skills and Knowledge

- Effective communication skills in both written and spoken English.
- Excellent organizational skills.
- A confident leader who works well and harmoniously within a small team.
- Good IT skills to include use of Google Drive (Google Docs, Google Sheets, and Google Slides). Any knowledge of using Canva is welcomed.
- Ability to tackle problems and manage difficult situations.
- Awareness of different cultures and how diversity in a boarding house can be promoted.
- A strong working understanding of safeguarding as applied to a boarding environment.
- Ability to keep calm and lead when under pressure.
- Desirable: Hold a UK driving license
- Excellent awareness of the most recent 'Keeping Children Safe in Education' and Safeguarding policy/ processes.
- Excellent awareness and understanding of the National Minimum Standards for Boarding and ISI Regulations and how they relate to the day-to-day running of a boarding house.

Personal Qualities

- Kind, patient, supportive and willing to go the extra mile to support all of our students.
- Professional manner and attitude both in and out of work appropriate to the role.
- Flexible and adaptable in terms of duties and hours.
- Strong initiative, emotional resilience, high levels of energy and enthusiasm.
- A sense of fun and a sense of humour.
- A willingness to be fully involved in the busy life of a boarding school.



How to Apply

Application forms are available on our website (moretonhall.org/vacancies) – please email completed application forms along with a covering letter (2 pages maximum) to hr@moretonhall.com.

Interviews will include an opportunity to tour the School. Interested candidates are invited to contact HR (01691 773671), to arrange an informal discussion with the Director of Boarding prior to applying.

Employees are entitled to onsite meals, whilst at work, free parking and use of the schools facilities including pool and gym.

Moreton Hall is committed to safeguarding and promoting the welfare of children and young people and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.

Moreton Hall reserves the right to withdraw the job should a suitable candidate be found at any time during the recruitment process.



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*The welcome I received when I started working at Moreton Hall was truly **heart-warming**.*

*It genuinely feels like a **family**, each of us using our diverse skills to work together.*

*Applying for a position here was one of the **best decisions** I have ever made.*



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