



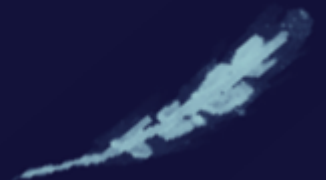
LAMBROOK

HEAD OF BOYS' BOARDING

Required for April 2027

The closing date for applications is Monday 5th October, 9.00am

Interviews will take place shortly after the closing date





CANDIDATE SEARCH

Lambrook seeks to appoint a Head of Boys Boarding who will play a significant part in providing a positive, secure and happy environment for the boys' boarding community to ensure each boy can thrive and flourish. They will work alongside the Head of Girls' Boarding and be guided by the Deputy Head (Pastoral) to ensure outstanding levels of pastoral care in the boarding community. The successful candidate will demonstrate energy and a passion for boarding, as well as a clear understanding of an commitment to school aims, priorities and the overall achievement and wellbeing of all pupils in their charge.

Onsite accommodation within the Boys' Boarding House will be provided.

KEY RESPONSIBILITIES

Pastoral

- To give the best boarding experience as possible for all boarders
- Maintain a visible and active presence in the boarding house and develop relationships with all boarders
- Establish, communicate and maintain effective routines within the boarding houses
- Keep the Headmaster and other appropriate staff informed of pastoral issues relating to any pupil in the boarding community, managing these in conjunction with the Deputy Head (Pastoral)
- Ensure a quality boarding experience for boarders that meets the National Minimum Standards (NMS) for Boarding
- Consult with the Deputy Head (Pastoral) regarding concerns about pupils and maintain a record of sanctions and concerns
- Promote boarding positively and contribute to maintaining a strong and full boarding community
- Ensure that medical matters are dealt with in accordance with School policy and practice, liaising with the Medical Centre, Sports Department, pupils', parents and guardians as appropriate
- Work with the Boarding Team to plan and participate in a varied programme of activities, trips and social events that enhances the boarding experience
- Ensure that boarders' views are secured on a regular basis through questionnaires and other forums
- Represent the interest and needs of the boarding community to the Senior Leadership Team via the Deputy Head (Pastoral)
- Attend the Health and Safety Committee Governors' Meetings, Boarding House meetings, Pastoral Leaders Group (PLG) and other relevant meetings as required
- Maintain regular and effective communication with parents and guardians of boarders



RESPONSIBILITIES CONTINUED

Staff

- Work closely with the Head of Girls' Boarding to ensure a consistent and effective approach across the boarding provision
 - Contribute to the recruitment and appointment of new boarding staff
 - Lead and manage the boarding team, meeting regularly to discuss boarding matters and ensure consistency between boys and girls boarding
 - Train and develop all of the boarding team and make the most effective use of skills, expertise and experience.
 - Ensure that all of the boarding team have a clear understanding of their roles, duties and responsibilities
 - Play a leading role in the long-term development of boarding including any succession planning, where necessary, working alongside the Deputy Head (Pastoral)
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Property

- Foster a sense of pride and belonging within boys' boarding, ensuring the house provides a welcoming and homely environment
- Liaise with the Medical and Domestic Teams regarding medical provision, housekeeping and cleanliness within the boarding house
- Liaise with the Estates Manager regarding the maintenance, improvement and development of the boarding house

Compliance

- Ensure the School meets all regulatory requirements of the National Minimum Standards for Boarding (NMS), working with the Deputy Head (Pastoral) to prepare for boarding inspections
- Maintain and update the Lambrook School Boarding Handbooks for pupils, parents and duty staff, together with the NMS Self Evaluation and supporting evidence
- Conduct fire practices during boarding hours in accordance with Lambrook policies and maintain accurate records
- Complete appropriate risk assessments to ensure the safety, welfare and security of all boarders
- Ensure accurate registration, attendance and absence records are maintained, including evening registration and records of boarders' whereabouts.

Budgeting and Billing

- Prepare and monitor the boarding budget and assist with termly billing for bookings, absences and other boarding-related costs in liaison with the Bursary Team.
- Work with the Estates Manager to plan and budget for maintenance requirements for the boarding house

THE APPLICATION PROCESS

The school has its own generous salary scale, onsite accommodation and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via HR@lambrookschool.co.uk. Applications will only be accepted from candidates completing the School's Application Form in full. In addition, we ask for an accompanying photograph (not essential).

Any offer to a successful candidate will be conditional upon:

Verification of identity, qualifications and confirmation of right to work in the UK.

A minimum of two references.

A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.

Verification of medical fitness.

Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

