



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Head of Boarding Development, Full Time (Teaching or non-Teaching experience accepted)

This is a fantastic opportunity for a Head of Boarding Development to lead and develop boarding in line with the vision and core values of Holmewood House School. We offer a supportive, nurturing work environment enabling staff to give their best every day. Full details of the role are outlined below. If you would like to have an exploratory conversation regarding the role, please contact our HR Manager on 01892 860000.

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 450+ pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of ‘allowing children to be children’ can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

The Role (Five Year Tenure initially)

The Head of Boarding is responsible for leading and developing boarding in line with the vision and core values of Holmewood House School. He or she is responsible for the recruitment of boarders, for the management of the boarding team and for ensuring the standards of pastoral, academic and co-curricular support are excellent for the children in their care. This role could be teaching or non-teaching depending on the applicant. **This role is a full time, all year around role, with 10 weeks annual leave, taken in agreement with the Head.**

Main Tasks and Responsibilities

Recruitment

- Work with the marketing team to develop a strategy to recruit boarders nationally and internationally. This is likely to include foreign trips and attending recruitment fairs and agent events.
- Oversee the growth and development of the boarding provision with the support of the marketing team.

Commercial

- Develop a strategy to maximise the use of the boarding house and excellent school facilities out of term time.
- Work closely with the Commercial Manager and Bursar to optimise opportunities to generate income for the school.
- Work closely with the Bursar and Finance Manager to develop a business plan which is reviewed on an annual basis.

Marketing

- Develop a strategy to effectively promote and market boarding to a wide audience.
- Engage in social media to ensure boarding is front and centre at Holmewood House.

Staff

- Run an effective induction to boarding program for all staff new staff.
- Manage the effective performance of the boarding team.
- Set, supervise and monitor boarding rotas to ensure supervision is compliant and in line with the National Minimum Standards for boarding.
- Meet regularly with the Assistant Head Pastoral and Wellbeing, the Heads of Year, tutors, parents and pupils to review and discuss all matters relating to the welfare and happiness of the children.

Pupils

- To act in loco parentis and to oversee the health, safety, academic, social and pastoral welfare of each child in their care (whether flexi, weekly or full boarding pupils).
- Build excellent relationships between home and school by ensuring regular communication with parents, agents and the school.
- Encourage and inspire boarders to achieve excellence in academic and co-curricular activities to support them in developing positive relationships with their peers and adults at school.
- Establish and maintain appropriate standards for boarders in terms of behaviour so that the house is a happy and safe home from home for the children.
- Plan an exciting and dynamic weekday and weekend activity programme for boarders within agreed budgets.
- Promote the benefits of part time/flexi boarding to local families.
- To ensure a strong 'pupil voice' is maintained in the boarding house, in a variety of ways.
- Communicate regularly with the teachers of pupils should academic concerns arise either in Prep sessions or in pupil voice capture.

Compliance

- Ensure that the boarding provision is always compliant with Keeping Children Safe in Education, all Child Protection and Safeguarding policies, the National Minimum Standards for Boarding and UK Visas and Immigration.
- Plan and oversee regular internal boarding inspections and action any outcomes promptly.
- Undertake training as required in areas such as Health and Safety, Child Protection and Safeguarding and Paediatric First Aid.
- Undertake training to the level of a Designated Safeguarding Lead, to become a member of the safeguarding team assisting the Designated Safeguarding Lead.
- Make referrals to the DSL as appropriate.
- Ensure all risk assessments relating to boarding are in place, up to date and of a high standard.

- Work with appropriate support staff to ensure high standards of catering and medical care for the boarders and high levels of maintenance in the house.

Communication and Record Keeping

- Be the main point of communication for all matters relating to the management of the boarding house, adding pastoral information to the iSAMS MIS.
- Develop new communication channels with parents and guardians using appropriate communication technology.
- Provide regular updates on boarding matters to the Head, SLT and Governors and to attend and present papers at governor's meetings, when requested.
- Ensure that routine paperwork is dealt with efficiently and that proper records are kept in accordance with the requirements of ISI, Keeping Children Safe in Education, National Minimum Boarding Standard and Data Protection.

Personal and Professional Qualities

- Dynamic, energetic with a strong presence.
- Excellent communication and interpersonal skills with a range of audiences.
- To thrive on working in a fast-paced competitive market.
- Have imagination and a clear vision for boarding.
- Have excellent sales skills to promote the school and ensure boarding is thriving at Holmewood House.
- A strong leader, able to inspire challenge and motivate others.
- Strong organisational, delegation and management skills.
- Calm and resilient under pressure and efficient with competing demands.
- To have excellent listening skills and to be able to use feedback received in a constructive manner to drive change and improvement.
- Driven with a 'can do' flexible approach and a genuine desire to strive for excellence.
- Integrity, stamina and sound judgement.
- Be committed to continuing professional development and developing the team.
- Proficiency in ICT and ability to utilise ICT to promote the boarding provision.
- Desire to be fully involved in school life, either with some teaching or within the co-curricular team.
- 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.

Other Information

- Potential employment for a partner could be discussed if called for interview. This would be dependent on the individual's experience and positions available.
- Family sized accommodation, attached to the boarding house is provided with the role and would be available to view as part of the interview process.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. Employees will be expected to comply with any reasonable

request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Salary

Competitive salary dependent on experience.

Pension & School Benefits

Holmewood House offers a range of benefits including a generous employer contributory pension, free parking, generous holiday and free lunch/refreshments.

Hours of work

Full Time, all year round with 10 weeks annual leave to be taken in agreement with the Head.

Start date

August or September 2025.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to be considered for this role, please complete an application form, which can be found on our website at:

[Holmewood House Job Opportunities](#) and email to: recruitment@holmewoodhouse.co.uk

The closing date for applications is **Friday 28th February 2025**. The school reserves the right to short-list and interview candidates ahead of the closing date.

If you would like more information on the role or require a hard copy application form, please contact: recruitment@holmewoodhouse.co.uk