WYCHWOOD
SCHOOL • OXFORD

JOB DESCRIPTION

Boarding Houseparent

Full-time, Permanent | Live-in Residential Role

About Wychwood School

Wychwood is a co-educational day and boarding school for pupils aged 11–18, located in the heart of Oxford. The school combines academic ambition with outstanding pastoral care, encouraging pupils to be creative, curious and confident.

Role Purpose

The Boarding Houseparent is a senior live-in role responsible for creating a safe, stable and supportive home environment for pupils on full-time, weekly and flexible boarding arrangements.

Acting in loco parentis, the postholder will lead the boarding team, manage one Assistant Houseparent and serve as a key liaison between pupils, parents and the school.

The role combines pastoral leadership with operational management and requires resilience, flexibility and sound professional judgement.

Reporting to

SLT in charge of Boarding

Key Responsibilities

Pastoral Care and Pupil Wellbeing

- Maintain a safe, orderly, welcoming and friendly Boarding House.
- Act in loco parentis, providing pupils with support, empathy and guidance.
- Help pupils manage homesickness, peer conflict, stress and personal development.
- Handle emergencies, incidents and pastoral concerns calmly, professionally and discreetly.
- Act as the first point of contact for pupil health concerns.
- Provide appropriate first aid and escalate care when necessary.
- Maintain professional, confidential and timely communication with parents and guardians.

Leadership and Boarding Operations

- Lead and support the boarding team.
- Organise and distribute the staffing rota.
- Deliver induction for new boarding staff.

- Oversee daily routines, including wake-up, mealtimes, preparation time, leisure activities and lights-out.
- Maintain fair and consistent standards of behaviour.
- Ensure pupils follow Boarding House and School rules.
- Organise and supervise external activities and in-house social events.
- Manage house funds, supplies, bedroom allocations and logistical requirements.
- Prepare the Boarding House before pupils arrive at the beginning of term.
- Be on duty on the first and last day of each half-term.
- Hold a weekly boarders' meeting on Sunday evenings.
- Be prepared to respond at any time during an emergency.

Safety, Compliance and Administration

- Follow all safeguarding, health and safety and medication policies.
- Securely store, administer and record prescribed pupil medication.
- Take responsibility for fire safety within the Boarding House.
- Ensure pupils and staff understand fire-safety procedures.
- Coordinate fire drills and maintain accurate records.
- Conduct regular premises checks and report maintenance or security concerns promptly.
- Maintain accurate and confidential records relating to attendance, health, medication, behaviour and communications.
- Keep the Boarding Handbook up to date.
- Contribute to the review and development of boarding-related policies.
- Oversee the secure storage of pocket money, residence permits and passports.

Collaboration and Professional Contribution

- Work closely with Assistant Houseparent, teaching staff, academic leaders and the wider pastoral team.
- Communicate with teachers and academic heads regarding pupil effort, performance, concerns and achievements.
- Attend weekly staff briefings and boarding meetings.
- Attend all INSET days.

- Undertake appropriate continuing professional development.
- Follow the Wychwood Staff Code of Conduct.
- Undertake other reasonable duties requested by the Head.

Person Specification

The successful candidate will demonstrate:

- Experience of working in a school with boarding.
- Familiarity with the structure, ethos and expectations of an independent school.
- Experience of leading a team and working independently.
- Excellent interpersonal, written and verbal communication skills.
- A cooperative, helpful and team-focused approach.
- Flexibility, resilience and calmness under pressure.
- Professional judgement when handling sensitive, stressful or emergency situations.
- The ability to manage competing priorities, oversee routines and maintain accurate records.
- A fair, consistent and educational approach to behaviour and discipline.
- The ability to collaborate effectively with boarding and academic colleagues.
- A strong commitment to safeguarding and health and safety.

Remuneration and Benefits

The salary for this role is £29,900 per annum.

Benefits include:

- Company pension scheme.
- Generous fee remission for the children of staff members.
- Free meals during working hours in term time.
- Free parking.
- Free use of the sports gym.
- Invitations to school productions throughout the year.
- Free accommodation, including council tax and utilities.
- School holidays in accordance with the published School calendar.

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Equality, Diversity and Accessibility

Wychwood is committed to providing a diverse, inclusive and accessible workplace. The School is an equal-opportunity employer and welcomes requests for reasonable adjustments during the recruitment process.

Safeguarding

Wychwood School is committed to safeguarding and promoting the welfare of children. Applicants must undergo appropriate child-protection screening, including checks with previous employers, the Disclosure and Barring Service and online and open social-media checks.

How to Apply

Please note that as part of our commitment to Safer Recruitment, we cannot accept CVs in isolation. To be considered for this role, all candidates must complete the official application form attached to the advert.

This process ensures we maintain the highest standards of safeguarding and consistent fair-selection criteria for all applicants.

Please be aware that Wychwood School reserves the right to interview on receipt of applications and appoint prior to the published closing date. Therefore, early application is recommended.