



BRADFIELD COLLEGE

HEAD OF SENIOR GIRLS BOARDING HOUSE



## The opportunity

Following the present incumbent stepping down after nine very successful years in post, we now require a Housemistress or Housemaster (HsM) for Stanley House, one of our Senior girls boarding houses, from September 2026.

Stanley House is one of 11 senior boarding houses at Bradfield and is home to around 70 girls, boarders and day pupils, from our Shell (Year 10) to Upper Sixth (Year 13) year groups. The resident Housemistress or Housemaster will be supported by a Deputy HsM, a team of tutors and a resident Matron. Boarding life at Bradfield is a natural extension of family life at home; our accommodation and pastoral care are of the highest standard and we are actively committed to safeguarding and promoting the welfare of all children at the College. The successful candidate will be ambitious, have endless energy, a good sense of humour and, most importantly, be committed to the welfare of the pupils in their charge.

## The College

Founded in 1850 by Thomas Stevens, and set in a village amidst unspoilt Berkshire countryside, Bradfield College enjoys a well-established reputation for being one of the country's leading co-educational, independent schools through its provision of academic excellence and a well-rounded education.

The College is characterised by a relaxed unpretentiousness and has a strong family atmosphere. These are central to the enjoyment of school that we believe is the foundation of successful education. The people who work here are deeply committed to the progress and wellbeing of the children in their care. A talented and diverse team of specialists and all-rounders, the staff bring expertise and dedication to their role and have an easy rapport with the young.

Pupil numbers are currently 820 (with a 57:43, boy/girl ratio) following completion of an expansion programme which began with the introduction of full coeducation at Bradfield in 2004 (girls were first admitted to the sixth form in 1989). Approximately 80% of the pupils are boarders; many spend Saturday nights at home following matches but there is a full weekend programme and approximately 10% of the boarders stay in. A majority of the pupils are relatively local, coming from within a 30-mile radius and approximately 7% of our pupils live overseas.

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Bradfield's curriculum facilitates interdisciplinary thinking and also promotes excellence through specialisation. Inspirational teaching and high expectations go hand in hand in creating a culture of learning and ambition. As well as an extensive (i)GCSE programme, the College offers both the IB Diploma Programme and A Levels in the Sixth Form. Results are strong with 56% awarded 9-7 at GCSE, 82% achieving A\*-B grades at A Level and IB equivalent, and an IB Diploma average of 36 points (out of 45).

Bradfield's outstanding pastoral care is rooted in its house system, beginning in Faulkner's, a Year 9 boarding house specially designed to help all girls and boys make a happy and successful transition to senior school before moving into one of 11 senior houses. As they make their way through the school, our pupils learn about themselves and about others and take increasing responsibility for their own lives, their choices and their wellbeing. Simultaneously, we help them to become more aware of the views, needs and rights of people of all ages.

Bradfield offers a remarkable range of co-curricular activity. Participation across this range is fundamental to a Bradfield education and means taking part in sport, music, drama, creative arts and the whole array of activities available. Our pupils throw themselves into co-curricular activity with enthusiasm and learn about themselves whilst honing skills and developing interests which will remain with them throughout adult life.

Bradfield seeks to develop attributes that will enable pupils to thrive personally and professionally and to offer an education for life. This means a great deal more than securing strong grades and making a convincing application to higher education. It also entails the ability to embrace change, openness to a globalised world and the readiness to adapt and innovate. Each of these is nurtured in our diverse community and through our rich curriculum. We encourage pupils to understand the world around them and their place within it. In the same way, Bradfield itself continually looks forwards and outwards, embracing new opportunities whilst remaining true to its values.







## Stanley House (M)

Boarding life at Bradfield is a natural extension of family life at home; our accommodation and pastoral care are of the highest standard and we are actively committed to safeguarding and promoting the welfare of all children at the College.

All pupils are under the care of a Housemistress or Housemaster, their day-to-day mentor and guide, who is responsible for looking after them throughout their time at the College.

Stanley House is a senior boarding house of around 70 girls. The resident Housemistress or Housemaster is supported by a Deputy HsM, resident Matron and a team of eight or nine tutors, one of whom is a resident.

Stanley House is a welcoming community where the girls celebrate each other's successes and support each other through difficult times. The pastoral team strives to help the girls in their care to develop into happy, sensible and self-confident young women who can make a difference.

The House team encourages every girl to make the most of the opportunities presented to her at Bradfield. The College believes that a positive attitude combined with hard work and perseverance can help pupils to achieve, and even exceed, the targets they set themselves, whether it be in the classroom, on stage or on a sports pitch. We strive to help our girls develop into happy, sensible and self-confident young women who can make a difference, not only in their own lives and current community, but also in the world outside Bradfield.



## The role

The HsM will be a central member of the senior girls boarding house and will be responsible to the Deputy Head (Pastoral) for enhancing the quality of boarding and the pupils' learning experience at Bradfield College.

They will be responsible for a team of House tutors (resident and non-resident), House Prefects and members of the House.

Any teaching subject will be considered. HsMs generally teach up to 21 periods per fortnight (of a 56 period two-week timetable) and also contribute in some way to the College's busy co-curricular programme.

Managed by the Deputy Head (Pastoral), the HsM's aim will be to manage efficiently the staffing, organisation and resources of the house; to provide for the safety, good discipline and pastoral well-being of all pupils in the House.

## Responsibilities

The successful candidate will be a resident within the House during term time and be responsible for the general welfare and personal development of the boarders in the House in accordance with College policy and the detailed guidance in the Children Act. The successful candidate will also assist the Headmaster with the marketing of the College and particularly Stanley House to prospective parents and pupils and to Preparatory school Heads.

## Principal Accountabilities

- to be available for girls to discuss academic or pastoral issues;
- to play a role in the general supervision of the College campus with regard to the health and safety of the pupils and the general security of the pupils and of the College's property;
- to be responsible for all aspects of Health and Safety both in the House and as they affect girls in your care;
- to undertake, on a regular basis, the supervision and care of girls in boarding accommodation at unsocial hours (i.e. evenings and weekends);
- to supervise and/or participate in such co-curricular activities as may be specified from time to time;





- to attend assemblies, to register the attendance of girls and to supervise girls whether these duties are to be performed before, during or after College sessions;
- to promote the growth and development of the girls in boarding accommodation, by praising good standards of activity and conduct;
- to be responsible for the work ethos in the House;
- to promote the professional well-being of the House Matron;
- to assess tutor abilities and make best use of different personalities;
- to be called upon in times of emergency.

## Teaching

The successful candidate will:

- plan and prepare courses and lessons;
- teach according to their educational needs, the pupils assigned to them, be responsible for the setting and marking of work (including examinations) to be carried out by the pupils in College and elsewhere;
- assess, record and report on the development, progress and attainment of pupils.

## Other activities

The successful candidate will be responsible for:

- promoting the general progress and well-being of individual pupils and of any class or group or pupils assigned to you;
- providing guidance and advice to pupils on educational and social matters;
- making records and reports on the personal and social needs of pupils;
- communicating and consulting with the parents of pupils including attendance at various year group meetings with parents, usually one per year per year group;
- communicating and co-operating with persons or bodies outside the College;
- accompanying pupils on trips away from the College.





## Further areas

**ASSESSMENTS AND REPORTS** - Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

**EDUCATIONAL METHODS** - Advising and co-operating with the Head and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

**DISCIPLINE, HEALTH AND SAFETY** - Maintaining order and discipline among the pupils and safeguarding their health and safety both when they are on the College premises and when they are engaged in authorised College activities elsewhere.

**STAFF MEETINGS** - Participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.

**PUBLIC EXAMINATIONS** - Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; participating in arrangements for pupils' presentation for and supervision during such examinations.

**ADMINISTRATION** - Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons

## Management

The successful candidate will be responsible for:

- contributing to the selection for appointment and professional development of other staff, including the induction and assessment of new and probationary tutors;
- co-ordinating or managing the work of tutors;
- taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College;
- any other duties as may be reasonably required from time to time by the College as requested by the Head.





## The person

The successful candidate will:

- be flexible and adaptable in approach to irregular hours;
- be a team builder and leader;
- be able to communicate diplomatically and clearly in speech and writing;
- possess an aptitude to sell;
- enjoy working with young adults;
- be discreet and adhere to confidentiality;
- have excellent communication skills;
- be able to keep a cool head in emergencies;
- have good leadership skills of staff and establish excellent rapport;
- be able to manage the Matron(s) and tutors of the boarding house and work in harmonious partnership.

## Pastoral skills

The successful candidate will:

- possess wide-ranging pastoral understanding and experience, ideally at a boarding school;
- have an aptitude to take on the pastoral care of all the pupils in the boarding house;
- be able to maintain a professional, yet caring and compassionate approach to dealing with pupils;
- be able to impart a systemised, caring environment that allows pupils to thrive, both emotionally and educationally;
- be willing to devote the time required, including anti-social hours;
- be able to manage difficult and challenging individuals;
- possession of a relevant pastoral qualification is desirable, but not essential.





## Extra-curricular

The successful candidate will:

- have a willingness to be involved in the broad activity programme;
- be able to offer skills relevant to one or more areas of the broad activity programme.

## General

The successful candidate will:

- possess a willingness to work long hours in term time, including evenings and weekends;
- support the ethos of the College;
- be able to maintain a cheery and positive outlook when things are hectic;
- have the capacity to juggle personal and professional life;
- possess the ability to think strategically and lucidly;
- attend and contribute to meetings where required, contributing with measured discussions;
- define a House ethos that is in keeping with the College, and realise it.

## Person specification

The successful candidate will:

- possess the ability to be patient and understanding;
- have a sense of humour;
- have a reasonable and rational manner;
- be presentable and approachable;
- be a resilient and robust individual who owns a sense of perspective and emotional endurance.







## Terms of appointment

The successful candidate will be offered a competitive salary reflecting the role and the experience of the candidate. Accommodation will be provided for a full-time position.

All full-time teachers automatically become members of a Pension Scheme, unless they specifically request to opt out. They are also eligible to join the College's healthcare scheme. Further details are available upon request. Membership of the Bradfield College Sports Centre and subsidised membership of the Bradfield College Golf Club are available.

All teachers are eligible to apply for an assisted place at the College for their child/ children in accordance with the College Fee Discount Policy. Further details are available on request.

## The process

Short-listed candidates will be invited to Bradfield for interview and a tour of the College will be offered.

Bradfield College reserves the right not to appoint to this post should a suitable candidate not be identified.

## Continuing Professional Development

All teachers are encouraged to take a lead in their own continuing professional development and there is widespread support and generous funding available. Induction is provided for new entrants to the profession, including ECT induction and opportunities for PGCE training leading to QTS while teaching. There is a mentoring scheme in place for all new staff, and a system of professional review by line managers. All newly appointed members of staff follow a wide ranging induction programme which begins on appointment and runs through to the end of the first year of employment. All appointments are probationary for one year.





## **Safeguarding**

Bradfield College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder is responsible for promoting and safeguarding the welfare of children and young people for whom he/she is responsible, or with whom he/she comes into contact, and ensuring compliance with our child protection policy statement.

## **Disclosure and Barring Service, references and right to work in the UK**

As Bradfield College is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to the required and satisfactory DBS (Disclosure and Barring Service) clearances before the appointment is confirmed.

This post is also subject to receipt of written references which must be satisfactory to Bradfield College and documentary evidence of qualifications. A copy of the reference request form is included at the end of this document for information purposes.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Bradfield College has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment. (This is carried out at the interview stage; if applicants fail to produce the required genuine documents prior to commencement of work for the College, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).

## **Health and Safety**

All staff are required to refer to their individual responsibilities as defined in the Health & Safety Manual and ensure they are competent to implement them and agree to abide by them. Staff health, safety and welfare at work are protected by law. The College has a duty to protect staff and to keep them informed about health and safety. Staff have a responsibility to look after themselves and others. If there is a problem, employees are expected to discuss it with their line-manager or with the College's Health and Safety Manager.





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## BRADFIELD COLLEGE

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