

Job Description

Deputy Head of Boarding – from April 2025 or September 2025

St Paul's Cathedral School is pleased to announce an opportunity for a Deputy Head of Boarding to support the Head of Boarding, our Choristers, Probationers and the wider boarding team.

The Deputy Head of Boarding will play a key role in ensuring the happy, safe and smooth running of the Boarding House, supporting the Head of Boarding in all aspects of the leadership and management of Boarding, and deputising for the Head of Boarding in his absence.

Background

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our 285 pupils are Day Pupils. We educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house. The Choristers follow an extended term programme, enabling them to play a central role in Cathedral worship at Christmas and Easter.

Until September 2023, all Choristers were boys; we have recruited our first girl Probationers who are currently Day Pupils. From September 2025 girl Choristers will take up boarding places, following a major refurbishment of what is now staff accommodation and will become a second boarding house.

By September 2025, our co-educational boarding (Year 3 to Year 8) will have the capacity for 60 students and this major expansion has led to the requirement for a Deputy Head of Boarding.

Role Purpose

The Deputy Head of Boarding is a newly created role, line managed by the Head of Boarding, and represents an exceptional opportunity for a keen boarding practitioner to experience all aspects of pastoral leadership and management in this outstanding setting. Although there will be opportunities for the Deputy Head of Boarding to be involved in the wider life of the school, the role offers the opportunity to specialise in pastoral provision and the primary focus of the role will be on supporting and developing the boarding experience.

Our Choristers are well supported by an experienced pastoral team, including our Deputy Head who is the Designated Safeguarding Lead, section heads and form tutors, our Chaplain, School Nurse and Mental Health Lead and a part-time School Counsellor.

The Deputy Head of Boarding role at St Paul's Cathedral School is an exceptional opportunity to develop management skills and experience in a setting which supports excellence in achievement, rooted in the holistic wellbeing of our pupils.

Safeguarding Statement

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care.

Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.

Letter from the Head

I am delighted that you are considering applying for our Deputy Head of Boarding role. This new role presents an excellent opportunity to experience all aspects of pastoral management in our unique context. The successful applicant will make a major contribution to the boarding programme at an exciting time: we are in the process of developing a girls' choir to stand alongside our internationally recognised boys' choir. The major expansion of our residential offer, including a multi-million pound refurbishment, builds on our existing excellent programme of boarding and we are seeking an outstanding pastoral practitioner to join our established team.

The Deputy Head of Boarding will be at the very heart of the high-performance programme and the role provides an exceptional platform for applicants interested in future senior leadership.

The role offers a highly competitive salary, commensurate with the responsibility of the role, and a 2/3 bedroom flat in the heart of the city of London is provided, including utilities and council tax, for the necessary fulfilment of duties. A bespoke package of training and support will be agreed for the successful applicant, including a dedicated training fund for Masters level training and the opportunity to visit centres of boarding excellence and attend conferences in the UK and internationally.

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Responsibilities and Tasks:

The Deputy Head of Boarding will support the Head of Boarding in all aspects of the daily life and development of our boarding provision, with a focus on actively promoting wellbeing.

The wellbeing of our boarders encompasses their physical and mental health, their emotional wellbeing, their education and recreation, their social and economic wellbeing and contribution to society.

The Deputy Head of Boarding responsibilities include:

- understanding and supporting the unique needs of the Chorister programme, in which a world-class level of achievement is rooted in holistic wellbeing
- contributing to the supervision of pupils while in the Boarding House, on a rota basis
- ensuring that the boarding provision meets and wherever possible exceeds the National Minimum Standards
- serving as a Deputy Designated Safeguarding Lead in our team of deputies, supporting the DSL (Level 3 training will be provided)
- liaising with:
 - the Cathedral Music Department to ensure the smooth and successful running of the Chorister programme
 - the medical team and parents to promote and support physical and mental health for individual pupils
 - form teachers to ensure seamless support for academic development and pastoral care
- ensuring that the standard of behaviour of Boarders is of the highest possible standard, and meets community expectations, consistent with the school's rules and ethos
- ensuring that routines, expectations and arrangements (e.g. for music practice, prep and bedtimes) are understood and consistently followed by Boarders and staff
- attending Cathedral services and external engagements in support of the Choristers as required
- playing a role in the wider life of the school; this could include:
 - teaching on a very reduced teaching timetable – equivalent to no more than one full teaching day
 - taking a significant extra-curricular role
 - taking a whole school responsibility
- designing and taking a lead on a programme of relaxation and leisure activities, including off-site trips, particularly during weekends and the extended terms for Choristers at Christmas and Easter
- supporting with the induction of new boarding staff and with the training and appraisal of the boarding team
- showing a commitment to continuing professional development and contributing to the sharing of best practice within the school
- promoting positive partnerships with parents
 - ensuring that information is available to parents of new Choristers
 - liaising with parents over leave and visiting arrangements
 - ensuring that parents receive frequent and useful updates of information
 - attending social events to build home-school partnership
- deputising as required for the Head of Boarding at meetings (e.g. with the Head, Bursar, the Cathedral's Director of Music or Governors)
- supporting the Head of Boarding with the preparation of documents and records to ensure that the Boarding House meets all statutory requirements
- contributing to the development of our excellent provision through innovation and improvement of existing systems and practices
- such other duties reasonably requested by the Head

Person Specification

All aspects of the person specification will be assessed through the written application and at interview for this post.

Category	Essential	Desirable
1. Qualifications/ Professional Development	<ul style="list-style-type: none"> <input type="checkbox"/> Qualified teacher status (or equivalent professional qualification relevant to the post for non-teaching applicants) <input type="checkbox"/> Honours degree or equivalent 	<ul style="list-style-type: none"> <input type="checkbox"/> Postgraduate level qualification <input type="checkbox"/> Experience of working with other schools/organisations/agencies

Category	Essential	Desirable
	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of continuing professional development <input type="checkbox"/> Level 1 Safeguarding 	<ul style="list-style-type: none"> <input type="checkbox"/> Level 3 Safeguarding <input type="checkbox"/> Strong commitment to professional development
2. Experience	Applicants will be able to evidence with examples from their career or voluntary commitments:	
	<ul style="list-style-type: none"> <input type="checkbox"/> Substantial pastoral experience of working with young people in a residential environment <input type="checkbox"/> Successful experience of leading one or more subject areas <input type="checkbox"/> Substantial, successful teaching experience at outstanding grade or equivalent evidence of professional excellence for non-teaching applicants) <input type="checkbox"/> Experience of working in environments requiring high standards of flexibility and commitment <input type="checkbox"/> Substantial experience of supporting homeschool partnership 	<ul style="list-style-type: none"> <input type="checkbox"/> Successful experience in a coeducational boarding environment <input type="checkbox"/> Experience of working with at least 2 of the 3 relevant key stages <input type="checkbox"/> Experience of working with pupils in high-performance programmes <input type="checkbox"/> Experience of liaising with multiple stakeholders to secure excellent outcomes for pupils <input type="checkbox"/> Experience of team leadership

3. Knowledge and Understanding	<ul style="list-style-type: none"> ☐ Understanding of and commitment to promoting and safeguarding the welfare of pupils ☐ Understanding of child development ☐ Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management ☐ Knowledge of what constitutes quality in boarding provision and the characteristics of effective boarding ☐ Working understanding of the National Minimum Standards for Boarding ☐ Understanding the unique demands on pupils and their parents in our world class choral programme 	<ul style="list-style-type: none"> ☐ Ability to review, monitor and develop all aspects of pupil boarding experience
4. Skills, Qualities & Abilities	<p>The successful applicant will be able to demonstrate a capacity and commitment to:</p> <ul style="list-style-type: none"> understand and support the wellbeing of each individual boarder understand and live out the values of our school as a role model to pupils and staff maintain and improve the boarding experience and environment support school/cathedral events outside of normal school hours and term times liaise with parents, building strong home-school partnership communicate effectively and confidently with children, colleagues, parents 	
Category	Essential	Desirable
	<p>and governors maintain high expectations of pupils' progress across all aspects of school life build collaborative and collegiate working relationships remain positive and enthusiastic when working under pressure organise work, prioritise tasks and manage time use IT effectively participate actively in professional development and appraisal work flexibly and adapt to the changing needs of our programme</p> <p>Personal qualities particularly relevant to this role include: integrity; empathy; diplomacy; stamina and resilience; the ability to think creatively and reflect on practice; initiative; candidates will also need to show self-awareness and understand the importance of self-care in the role of a successful boarding practitioner.</p>	

Working Pattern:

During this period of expansion, our boarding programme is in the process of going through a complete restructure therefore the shift patterns/working hours could be subject to change

over time, as the school responds to the dynamic requirements of the Cathedral Music department and the new chorister schedule.

Our current expectation is that the Deputy Head of Boarding will work on a **five-day rota** pattern (including one weekend day weekly), contributing to all boarding supervision duties (including wake up, breakfast, morning and after school routines, evening supervision and night-time routines) – as well as contributing to the rota of overnight supervision. **Two consecutive full days without duties** (in boarding or day school) will be scheduled weekly.

Following induction to the role and appropriate training, the Deputy Head of Boarding will, on at least two days a week, take lead responsibility for day-to-day operation of the boarding house supported by the wider residential team, while the Head of Boarding is off duty. There is an opportunity for involvement in the wider school programme, for example a whole school responsibility or co-curricular involvement, or a reduced timetable of teaching. The reduction in timetable would be on a sliding scale to reflect the increased size of the boarding house and is expected to be no more than 20% of a full timetable).

Please note that Chorister terms are extended to enable Choristers to participate in the major festivals of the Church year (including Christmas and Easter) and the role will require contribution to this programme on a rota basis, whenever the Choristers are in residence. The Deputy Head of Boarding will also be required to be available in the final week of the Summer holiday, prior to staff INSET, to assist the Head of Boarding with preparations for pupil and staff induction.

Terms and Conditions

The salary will be competitive. The post-holder will be provided with a 2/3-bedroom family accommodation flat (utilities and council tax inclusive). There is a staff fee discount scheme available to members of the school staff. School lunches and refreshments are provided as well as duty meals for the resident staff.

The school has adopted many of the Cathedral HR policies, and provides a generous employer Defined Contribution pension scheme.

Application

Applications must be made using the **school application forms**, available on our website or on enquiry from tkeller@spcs.london.sch.uk. To arrange an informal discussion about this role, please contact our Head of Boarding, Joe Gorman on JGorman@spcs.london.sch.uk

The closing date for the post is **Monday 11th November 2024**. Interviews will take place in the week commencing Monday 25th November.

Please note that suitability for the post will be assessed through production of the applicant's qualifications, the interview and application letter. In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.