



LAMBROOK

## **ASSISTANT HEAD OF GIRLS' BOARDING**

Required for September 2026

The closing date for applications is Monday 20th April, 9.00am

Interviews will take place shortly after the closing date



## CANDIDATE SEARCH

Lambrook seeks to appoint an Assistant Head of Girls' Boarding who will play a significant part in providing a positive, vibrant, secure and happy environment for the boarding community where each child can thrive and flourish. They will work alongside the Head of Girls' Boarding to provide outstanding levels of pastoral care in the boarding communities.

This will require developing good relationships with every year group, being sensitive to the individual needs of each boarder and ensuring that their boarding experience is as positive as possible. The role requires the Assistant Head of Girls' Boarding to live in the Girls' Boarding House (Lambrook House) and stay in the flat during term time (excluding Saturday and Sunday evenings).

The successful candidate will demonstrate a clear understanding of and commitment to the school's aims, priorities and the overall achievement and wellbeing of all pupils in their charge.

## ACCOMMODATION

A one bedroom self-contained semi-furnished flat in the Girls' Boarding House will be provided.



## SPECIFIC DUTIES WILL INCLUDE

- Two evenings per week of duties from 17:00 – 22:00 and another evening from 17:00 – 19:00. These nights the Head of Girls' Boarding will not be on duty but often present. Responsibilities on these evenings will include registering pupils, running activities, taking a lead with the 'night-time routine', being on duty until the boarders are settled and the house is locked up.
- Three wake-ups a week (one wake-up, on Saturday, will be shared with Head of Girls' Boarding). All wake-ups start at 06.50am;
- Be on hand during any unforeseen emergencies and willing to assist the Head of Boarding as necessary;
- Attend all meals when on duty and support with other meals (including breakfasts), where possible;
- Be on call overnight for the boarders and alert the Head of Girls' Boarding if there are any concerns;
- Be Paediatric First Aid trained, or willing to undergo training;
- Respond to any first-aid needs and alert Head of Girls' Boarding if there are any serious concerns;
- Be trained to administer and record medication;
- Deputise for the Head of Girls' Boarding in her absence;
- Undertake 'Fire Walks' and 'settling in' for any new boarders;
- Spend time engaging meaningfully with the girls to foster healthy relationships with them;
- Assist boarders with their organisational skills;
- Encourage good communicational skills among the boarders and engage in conflict resolution should the need arise;
- Always maintain professional confidentiality;
- Take responsibility for the accurate and timely recording of significant pastoral information;
- To be aware of and follow any boarding care plans in place for specific children;
- Demonstrate leadership in supporting other members of the boarding team, including Gap Assistants;
- Encourage and model good practice, a healthy lifestyle and a genuine care for the wellbeing of others;
- Record suggestions from the suggestion box, acting on those that can be implemented in discussion with the Head of Girls' Boarding;
- Attend at least one weekly meeting with the Head of Girls' Boarding (and select boarding staff) wherein good practice is shared, where honest evaluation is encouraged, where the following week is planned and where the needs of individual boarders are discussed;
- Help organising evening activities; running them and sharing the responsibility with others in the boarding team;
- Assist with boarding administration tasks during the daytime;
- Actively support and encourage any house indicatives (such as responsibilities for Boarding Prefects, the reward system or encouraging reading before bedtime);



## THE APPLICATION PROCESS

The school has its own generous salary scale 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](mailto: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.

