

Head of Boarding

Candidate Information



Inspiring Futures Education



Padworth College is an exciting and rewarding community in which to work and we are thrilled that you are considering making an application to join us. Our aim is to provide a safe, friendly and exciting place to live and learn and to contribute to a successful and enjoyable learning experience for our students. We are a caring, kind, well-organised boarding community where an atmosphere of respect and tolerance for others characterises professional and personal relationships and the day-to-day experience of both students and staff. We are all shaped by our environment and at Padworth we are truly grateful for the beautiful physical and intellectual environment in which we live and work.

Inspiring Futures Education (www.ifedu.com) currently consists of two international schools: Padworth College and Bishopstrow College. Padworth College is a leading boarding and day school offering academic programmes to prepare students, aged 14-19 years, for entry to leading universities. The College educates up to 100 students each year on our beautiful campus on the edge of the North Wessex Downs Area of Outstanding Natural Beauty, just outside the hamlet of Padworth in West Berkshire and close to the university town of Reading.

Boarding is central to the ethos of the College and the strong Padworth College community enriches our students and helps them build strong friendships and connections. Being a small school, students and staff have the opportunity to get to know each other really well. Visitors often remark on the unique atmosphere they encounter at the College and the relaxed relationships they witness between staff and students. The safety and well-being of our students are of paramount importance and the Head of Boarding will oversee a boarding and pastoral team which leads by example, providing outstanding pastoral care.

This is an exciting time for the college, with a new Principal, so this is a real opportunity for someone with ideas, energy, ambition and enthusiasm, alongside a calm, compassionate and nurturing nature to make a real difference. We would also like a colleague who will be kind to the community, who loves the company of people and is great fun to be around.

The successful candidate will demonstrate a commitment to nurturing and supporting young people and will be an excellent communicator. They will also have the ability to quickly win the respect of staff and students and to liaise effectively, when appropriate and necessary with parents, agents and guardians.

If this is you, then I look forward to meeting you and – if successful – working with you in the years to come.

Crispin Dawson
Principal

Inspection Reports and Awards

A Regulatory Compliance Inspection conducted by ISI in November 2018 found that the College was compliant in all areas.

Previously, the College's educational quality provision was inspected by ISI in 2015. ISI rated the College as 'Excellent' in three main areas of educational provision and 'Good' in the remainder.

"The high quality of teaching is consistently characterised by a thorough understanding of individual pupils' needs and a true desire for all pupils to achieve their potential."

ISI Report, 2015

The College is also accredited by the British Council for the teaching of English to international students in the UK, under the Accreditation UK Scheme. Under the Scheme, accredited centres are inspected every four years. These external inspections assure that an accredited centre meets or exceeds the agreed quality standards in management, resources and environment, teaching, welfare and care of under 18s. In the last full on-campus inspection conducted by the British Council in May 2018, strengths were noted in the areas of teaching, care of students, academic staff profile, learner management, accommodation and leisure opportunities.

Each year, Padworth College students achieve excellent academic results and progress to leading universities. In 2022, 43% of all A Level grades awarded to Padworth College students were A*, A or B grades and 79% of grades awarded were A*-C grades. We launched the NCUK International Foundation Year programme in the 2020/21 academic year, with the initial two cohorts achieving good results, enabling them to progress to Russell Group universities. At GCSE level, in 2022, 43% of grades awarded were grades 9-6 (equivalent to A*-B), a great achievement considering many of the GCSE cohort are non-native English speakers.



Location

The College is set in 12 acres of beautiful grounds, just outside the hamlet of Padworth in West Berkshire and on the edge of the North Wessex Downs Area of Outstanding Natural Beauty (AONB). There are many places of interest within easy reach, including Silchester Roman City Walls and Amphitheatre, the Kennet & Avon Canal, the River Thames (at Pangbourne) and Padworth Common, a rural local nature reserve covering 28 hectares. North Wessex Downs AONB provides a haven for walkers and cyclists.

Reading is located about 10 miles from the College, on the Thames and Kennet Rivers. It is known for its annual Reading Festival, an outdoor rock music event. Shops and riverside restaurants dot the town centre, with The Oracle boasting more than 80 stores in the heart of Reading. Local attractions to Reading include Wellington Country Park, Basildon Park (National Trust) and Beale Park.

Padworth College was established as a school for international students. Today, whilst British students represent the largest single nationality, about 80% of the students enrolled at the College are from overseas, with these students boarding at the College. There are up to 30 nationalities represented. With extensive grounds, and facilities including a Multi Use Games Area (for basketball or tennis), a Fitness Suite and heated outdoor swimming pool, students are encouraged to spend plenty of time on campus.

Aldermaston railway station (five minutes from the College) has good rail links, with trains running directly to Reading and then on to London Paddington stations. The College is also easily reached by road (M4 and A4) and is only 40 minutes by car from London's Heathrow Airport.



Life at Padworth

Academic Life

Our academic programmes – I/GCSEs, A Levels and Foundation - are focused on preparing students for entry into leading universities in the UK and overseas.

The school day is packed with classes, academic clinics, UCAS support, sport and extra-curricular activities in the form of clubs and other activities. Everything we do at the College is designed to support student's personal development and maximise their chances of academic success. Our goal is to help students achieve the results required to secure entry to their first choice university, but also to prepare them physically and emotionally for life beyond Padworth.

The vast majority of students progress to leading universities in the UK. Over the past few years, students have progressed to a number of Russell Group and other leading universities, including Imperial College London, University College London, University of Bristol, University of Durham, University of Edinburgh, University of Exeter, University of Southampton, University of Warwick and McGill University (Canada).

Boarding Life

Boarding is central to the ethos of the College and the strong Padworth College community provides a home-from-home in a beautiful, calm setting. Our school is essentially a boarding community with a global perspective. We welcome students from all over the world and celebrate cultural diversity. Our day students are an integral part of this community and enjoy the benefits of having time and space to develop their skills, interests and friendships. As well as the residential boarding staff, the Principal and Deputy Principal live on site.

Pastoral Care

Being a small school, students and staff have the opportunity to get to know each other really well. Visitors often remark on the unique atmosphere they encounter at Padworth and the relaxed relationships they witness between staff and students. Each student is treated as an individual and their motivation and well-being is the top priority for our team who are always ready to offer advice and support. We place great importance on caring for our students and supporting them in all aspects of their lives at the College. Our aim is to create a happy and secure environment with an atmosphere which is relaxed and yet purposeful, where the needs of the individual are recognised and respected.

Students come to Padworth from the UK and around the world and there is a strong expectation that they are here both to achieve their academic potential and to develop into confident, responsible and independent young adults by the time they move on to university.



Leadership and Governance

The Senior Leadership Team (SLT) is responsible for managing the College on a day-to-day basis and consists of the Directors (who are also the Proprietors), the Principal, the Deputy Principal, the Director of Global Engagement and the Head of Boarding. The SLT meets formally every fortnight, with regular communication between the team on a daily basis, to ensure the provision of the best service and support to our students.

The Principal of Padworth College, Crispin Dawson, reports to the Directors, Charlie Freer and Mark Jeynes. Alongside the Directors, he line-manages the Senior Leadership Team. Charlie Freer is also the Safeguarding Governor. This overall structure means that there is a good balance and fast decision making between the larger, strategic goals of the College down to the College's day-to-day needs. The size of the team means there is good capacity to make a difference quickly.

In total, Inspiring Futures Education employs c. 80 people, including c. 35 staff at Padworth College.



Role and Responsibilities

Head of Boarding

Reporting to the Principal, the Head of Boarding is responsible for the team of resident Boarding Tutors, House Prefects and members of the College.

Aims of the Post

- Have overall responsibility for boarding, welfare and care of boarders (personal, emotional and social wellbeing).
- Manage efficiently the staffing, organisation and boarding resources.
- Provide a stimulating, orderly and positive atmosphere, where the students feel safe, happy and enabled to learn to the best of their abilities.

The Head of Boarding is part of the Senior Leadership Team and as such must support the vision, ethos and policies of the college and promote the highest standards in all areas of college life.

Key Tasks and Responsibilities

Safeguarding

- Counsel students, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems that they may have; refer to outside policies as required; fulfil the requirements of the College's policy on Child Protection.
- Be one of the College's Deputy Designated Safeguarding Leads.
- Liaise with GPs at the local Mortimer Surgery to ensure that students' medical requirements are properly catered for; encourage students to adopt a healthy lifestyle. Monitor first aid policy and procedures.
- Develop, in the students, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as appropriate. Establish robust induction systems and regularly monitor students' understanding. Meet with the School Council and Student Leaders.
- Keep suitable records of students' progress, welfare, health, emotional problems, achievements and misconduct: provide such reports and references as may be reasonably required. Maintain and monitor welfare, incident, accident and concerns/house logs. Meet weekly with the Deputy Principal and Principal to discuss any actions required.

Regulatory, Policies, Procedures

- Be aware of the implications of the National Minimum Standards for Boarding Schools and Keeping Children Safe in Education (September 2022) with regards to welfare and pastoral care in the College. Be alert to changes in statutory legislation relating to Safeguarding and be familiar with West Berkshire safeguarding policies.
- Take full part in attending external training courses including those run by the Boarding Schools Association and West Berkshire Council.
- Alert the Principal and boarding staff of BSA, NMS and Department for Education boarding updates.
- Complete risk assessments for boarding
- Write an annual boarding report and boarding development plan.
- Oversee the boarding budget
- Liaise with maintenance staff to maintain and enhance the fabric of the boarding houses.

Line Management

- Ensure that all members of the boarding staff are familiar with the College's policies and procedures for safeguarding, counter bullying, substance misuse and health and safety, and are aware of the appropriate response needed in those areas. Be responsible for staff training and professional development.
- Provide members of the boarding team with a clear statement of their roles, job descriptions, and responsibilities, and provide induction and a review (at least annually) of their performance through professional development.
- Develop and manage boarding staff and Student Leaders so that they can play their part in carrying out effectively the tasks that follow according to their particular roles and responsibilities.
- Ensure that boarding staff, parents and students understand the aims and objectives of boarding in the boarding houses and the principles on which community life in the houses are based, in accordance with the Statement of Boarding Principles, through induction, appropriate materials and handbooks.

- Plan, implement and review the structure of staff supervision; ensure the safety and security (including emotional) of all students at all times when they are in the College's charge (including mealtimes, weekends, and on expeditions and outings); ensure that adequate arrangements for 'back up' cover are made.
- Assist with appointment and recruitment of new boarding staff.
- Take part in performance management or staff review arrangements using College procedures

Programme

- Provide a programme for the beginning and end of term, with key events and performances. Produce an administrative check list to support key events and performances.
- Ensure that a full and varied programme of extra-curricular activities is available, and students are appropriately occupied especially at weekends. Produce a year planner of activities for distribution within the College.
- Be responsible for the weekend programme of activities and trips and a varied weekday optional club programme and house competitions.
- Act as Educational Visits Co-ordinator (EVC) for offsite visits and, to act as group leader or nominate a group leader to lead weekend trips; and to oversee all planning including risk assessments for all trips and activities.

Students

- Ensure that the individual circumstances, needs, strengths, and weaknesses of each student are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised. Meet weekly with the boarding staff team to ensure continuity of communication and pastoral care. Chair and take responsibility for agenda, minutes and actions relating to the weekly boarding meeting.
- Ensure boarders are listened to and their views are represented and managed.
- Ensure that students treat the belongings of others and the fabric and furnishings of the boarding houses with respect. Maintain house logs for maintenance and improvements to boarders' social areas.
- Be aware of the academic strengths and weaknesses of students; liaise with teachers to ensure that any relevant background circumstances of students are known and discussed; ensure that the conditions and supervision in evening prep are conducive to effective academic progress. Ensure a team member attends the weekly teachers' meeting for close liaison.
- Ensure systems are in place to hear the voice of the child through Student Council meetings and boarders questionnaires. Oversee the collation of boarder's views and any actions resulting from them that lead to improvements in boarding welfare and care.

Other

- Support the College's disciplinary policy and, through encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the boarding houses and College. Take responsibility for boarder's discipline and inform the Principal and Deputy Principal in any cases of severe bullying, substance misuse or sexual misconduct.
- Liaise with the senior housekeeper regularly to ensure that students' clothes and personal belongings are used appropriately and stored securely and tidily.
- Ensure every opportunity to cultivate contact with parents/agents, to ensure that they are fully informed about their child's progress and welfare; ensure that family incidents and problems are brought to the attention of those who need to know. Ensure that reports to parents are thorough, informative and meet deadlines; and liaise and communicate with parents and agents as appropriate.
- Be responsible for boarding expenditure and ensure that proper accounts are kept; produce an annual Boarding Report to summarise the past year and set the minimum targets for the following year.
- Provide input to the SLT for the College Development Plan
- Ensure locking up, alarming as necessary and opening up the College by day and/or night
- Perform any other key tasks which the Principal may reasonably assign.

This list of Duties and Responsibilities is not to be regarded as exclusive or exhaustive and, will be amended from time to time, in the light of the changing needs of the College.

All College staff are expected to:

- Support and contribute to the College's responsibility for safeguarding students.
- Work towards and support the College vision and objectives.
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm.
- Support colleagues and their work.
- Work within the College's Health and Safety Policy to ensure a safe working environment for all staff, students and visitors.

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Adhere to College policies.
- Undertake continuing professional development training. This must be discussed with the Principal prior to acceptance to any course.

Padworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All placements are subject to enhanced DBS clearance.



Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Degree or equivalent 	<ul style="list-style-type: none"> PGCE DELTA 	<ul style="list-style-type: none"> Certificates
Experience	<ul style="list-style-type: none"> Boarding experience Experience of working with students aged 14-19 years Experience of mentoring members of a team 	<ul style="list-style-type: none"> Experience of working with children Experience of leading a team Experience of running activities or coaching sports – e.g., The Duke of Edinburgh's Award Scheme 	<ul style="list-style-type: none"> Application Form Interview References
Skills	<ul style="list-style-type: none"> Flexibility Adaptability Initiative and creativity Leadership Ability to work as part of a team Ability to work autonomously Clear understanding of the post and statutory responsibilities Excellent communication skills Excellent organisational skills Good sense of humour Warm and approachable 	<ul style="list-style-type: none"> First Aid skills Basic ICT skills Current, clean driving licence Ability to drive a minibus or willingness to learn 	<ul style="list-style-type: none"> Application Form Interview References
Personal Competencies & Qualities	<ul style="list-style-type: none"> Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Positive attitude to using authority and maintaining good behaviour Willingness to undertake post-related training 		<ul style="list-style-type: none"> Application Form Interview References

Application Process

Padworth College is looking for someone to take up this appointment in January or April 2023.

Interested candidates who would like more information are invited to contact Crispin Dawson, Principal, by email, to arrange a confidential discussion, no later than Thursday 6 October at principal@padworth.com

Only applications submitted using the College Application Form will be considered, and all applications will be reviewed. The closing date for applications for this post is Friday 7 October. However, we reserve the right to progress any applications we feel are of interest before then.

All applicants will be notified after the closing date, whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will normally be taken up prior to interview and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Qualification certificates (originals not copies) will be required at interview, as will proof of identity.

Candidates unsuccessful at interview will receive written notification.

The College is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the College's policies on safeguarding and promoting the welfare of children, as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

How to Apply

Candidates should complete the Application Form available on the Current Vacancies page of the College's website www.padworth.com/about-us/current-vacancies/ and send this to recruitment@padworth.com together with a covering letter, detailing your relevant experience, how you would intend to meet the challenges of the role and the particular qualities and strengths which you would hope to bring to the post.

Closing Date for Applications: Friday 7 October 2022

Interview Dates: w/c Monday 10 October and Monday 17 October 2022

Start Date: Preferably January 2023

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Benefits of Working at Inspiring Futures Education

We promote the values of mutual respect and integrity at every level at Inspiring Futures Education and we are an equal opportunities employer.

You will be joining a highly successful, well-regarded international school, with a warm, welcoming atmosphere and positive outlook. Padworth College is also part of Inspiring Futures Education, where opportunities are sought for colleagues to work with and benefit from being part of a larger group. See www.ifedu.com for more details.

Remuneration – A competitive salary will be commensurate with the importance of the post and with the experience and qualities of the successful candidate.

Board and Lodging – This role comes with all meals when the College is open throughout the year, and separate ensuite accommodation in one of the boarding houses.

Pension Scheme – After successful completion of any probationary period, staff are eligible to join the College's Pension Scheme, administered by The Pension Trust. Currently the contributions stand at up to 5% for employers and up to 5% from employees.

Development – You can look forward to a genuinely rewarding role as well as career development and support for professional studies, where appropriate. Whatever the role, we offer excellent training and development. We are also committed to promoting from within whenever we can, providing the opportunity to build a great future as we all grow at Inspiring Futures Education.

