



WINCHESTER
COLLEGE

HOUSEMASTER

CANDIDATE INFORMATION PACK

CLOSING DATE FOR APPLICATIONS:
TUESDAY 14 OCTOBER 2025

Early applications are encouraged, and the school reserves the right to close the application process early should a suitable candidate be found.





WINCHESTER
COLLEGE

PART I: ABOUT THE ROLE

Boarding Houses are at the heart of life at Winchester College and each of our twelve houses is home to about 70 pupils aged between 13 and 18 years old. It provides a home for pupils who demonstrate academic talent, who love learning, and who have the potential to make a difference in life.

Every effort is made to create a studious but peaceful atmosphere, where pupils can work and relax as they would at home. Delivering outstanding pastoral care is a collective responsibility shared by all members of the boarding house. In addition, members of the wider school community such as the Chaplain, and a proactive Pastoral Support Group, provide further layers of nurturing and support.

Winchester is committed to maintaining the founder's original intention of offering a Winchester education to any pupil who would benefit from it, regardless of their financial circumstances, and many of the pupils are being helped financially through the school with substantial bursaries.

The Housemaster has oversight for the pupils' academic and personal development and is an important point of contact for parents. He or she is responsible for building a cohesive, supportive home community encouraging the pupils to contribute positively to the House and the wider school.

The boarding house provides a sense of community and belonging with it a strong emphasis on mutual support and a commitment to the values and culture of the school and to the full-boarding ethos.

The Housemaster is supported by an Assistant Housemaster, a resident matron and a team of non-resident house tutors.

This is a teaching role and that any subject specialism will be considered.

Responsible to:

Director of Pastoral Care.



WINCHESTER
COLLEGE

PART II: RESPONSIBILITIES OF HOUSEMISTRESS/MASTER

Primary responsibilities:

- Establish a supportive, welcoming and cohesive culture in the house;
- Help develop and maintain a positive boarding environment, guided by the School's Boarding Principles, where pupils' needs are met, their abilities and strengths identified, and where they are given the support and space in which to flourish,
- Oversight of the overall progress and welfare of each pupil in the house
- Be the primary point of contact for parents and guardians and ensure efficient and timely communication with parents, colleagues and pupils
- Oversight of the higher education process for each pupil, offering advice and guidance
- Ensure that every pupil in the House can develop their full social, academic, cultural and sporting potential
- Work with the body of Housemasters (known as Housedons at Winchester) to ensure that a consistent standard is set for behaviour, conduct and achievement and especially in the consistent and fair application of sanctions
- Balance the needs of the House community and those of the individual
- Lead the team of Assistant Housemaster, Resident Tutor, Tutors, Matron and Relief Matron, delegating where appropriate
- Be on call and provide significant pastoral time in support of the pupils and the wider House team
- Work with the Admissions team to recruit pupils of high academic potential, including the attendance of Open Days and other admissions events and interviewing prospective pupils

Additional responsibilities:

- Reside in the boarding house during term-time in order to have full pastoral and academic oversight of the pupils in it and comply with National Minimum Standards for Boarding Schools (NMS)
- Attend meetings as arranged by Senior Management
- Promote a climate in which the School Rules and policies are understood and respected and enforce them when necessary
- Maintain the routines of the day and give particular thought to the content of Preces
- Keep the Headmaster, Second Master and Director of Pastoral Care informed of all issues concerning the welfare and discipline of the House and its pupils and always report promptly to the Second Master serious breaches of the rules
- Ensure appropriate supervision and monitoring of pupils throughout the week
- Produce reports and references for pupils
- Together with the Matron, take care of the fabric and facilities of the House to make sure they are well cared for and that safety procedures are known and practised
- Manage the Matron and other House staff
- Efficiently manage the Budget and other financial procedures for the House
- Invite dons and other adults to House lunch and encourage them always to attend

Compliance and Safeguarding:

- Co-ordinate the induction of House tutors, and the House prefect teams into the orderly running of the house (for example house routines around signing in and out)
- Ensure that all staff working in the House and House prefects/leaders are aware of important School policies
- Maintain all safeguarding, pastoral and disciplinary records (including incidents of bullying) on CPOMS
- Liaise closely with the Director of Pastoral Care and Second Master in all matters relating to pastoral care and pupil wellbeing
- Work closely with the Designated Safeguarding Lead in all safeguarding issues
- Liaise closely with the Health and Wellbeing Centre in all matters relating to pupils' physical and mental health



WINCHESTER
COLLEGE

PART III: PERSON SPECIFICATION AND KEY QUALITIES

This person should

- Possess excellent academic qualifications
- Demonstrably enjoy young people's company and be committed to their wellbeing
- Be calm, patient and possess the ability to make decisions under pressure
- Be able to handle a crisis, having good judgment about when to act and when to refer up
- Have excellent knowledge of current safeguarding practices.
- Have excellent knowledge of adolescent issues
- Have the ability to delegate
- Be willing to work flexibly in support of the House Team at all times of the day and night;
- Be willing to participate fully in the life of the School with the ability to be flexible about hours,
- Understand the importance of their presence in the pupils' lives;
- Be able to present a welcoming, friendly aspect to all visitors to the house;
- Be a proactive contributor to the admissions process, engaging positively with prospective pupils and their parents
- Have high levels of energy, enthusiasm and reliability;
- Possess the ability to build strong relationships with pupils, parents, other members of the pastoral team, as well as School wide colleagues;
- Possess excellent organisational and administrative skills





WINCHESTER
COLLEGE

PART IV: BENEFITS, TERMS AND CONDITIONS AND APPLICATION

Start date

September 2026.

Hours of Work

This is a full-time role, during term-time, and such other hours as are reasonably necessary to meet the needs of the College and the demands of the role.

Salary

Winchester College has its own generous salary scale, which is above the national scale. A competitive salary commensurate with the significance of the post will be offered.

Accommodation

Accommodation will be available with this position.

Length of Appointment

Appointment as a don is on a permanent basis, once the probationary period has passed. The role of Housemaster will be made as an eight-year appointment in the first instance, extendable subject to mutual agreement.

Induction and Continuous Training and Development

The school is fully committed to the induction, training and development of all our staff, with staff supported to grow and reach their full potential. All staff are well supported when they arrive, with help and advice available from Heads of Department, fellow Housemasters, and the Headmaster.

All members of the Common Room are encouraged to pursue CPD. In addition to supporting external courses, we deliver a range of training, run by both our own staff and external providers, varying from highly practical First Aid courses to seminars and learning lunches on many aspects of teaching and learning.

Pension and Private Health Care

The successful applicant will be enrolled in the school's Corporate Health Scheme in accordance with the current rules of the scheme. Membership of the scheme does not extend to family members and is a taxable benefit in kind.

A generous pension scheme (either Teachers' Pension Scheme or Defined Contribution (DC) Scheme) and Life Cover (4 times salary) are part of the package.

The successful applicant will be automatically included as a member of the TPS, where both the employee and employer will each meet their statutory contribution rate to the scheme.

At Winchester College, where teachers choose to participate in the TPS, the cost to the College of employer pension contributions are capped at 23.68%. Employer contributions rose in April 2024 to 28.68%, and the differential is deducted from the employee's gross salary with effect from this date. Should the successful applicant opt out of the TPS and elect to join the DC Scheme, there is no corresponding reduction in salary. The default employee and employer contributions are 9% and 21.5% respectively.

The DC Scheme offers the flexibility to reduce employee and employer contributions below the default percentage, should the employee wish to, with a minimum contribution of 5% for employee and 5% for employer contributions. Any differential between the employee's chosen employer contribution and 21.5%, net of additional employer payroll costs, will be paid as non-pensionable salary via salary exchange.

Annual Leave

This position is aligned with the teaching operation of the school and so benefit from the school holidays.

Wider Benefits

- Free meals during term time
- Free membership of Edapt, providing legal support, confidential counselling and other services.
- Free use of some sports facilities and discounted hire charges for others
- Tour of the College, with discounted rates available for booking venues within the school's grounds for hospitality events.
- Cycle to work scheme
- Access to a rich programme of cultural, musical, theatrical and sporting talks and events
- Employee Referral Scheme, with a reward of up to £250 for staff (subject to scheme conditions)
- Free Library membership with access to a range of online journals and magazines.
- Reduced green fee rates for local golf course

Probation, Notice Periods

The first twenty-four months of employment will be a probationary period. Regular reviews with line managers take place over the probationary period with the opportunity to discuss progress, identify any areas for action and ensure that there is appropriate guidance and support in place to enable successful completion of the probationary period.

During the probationary period, the notice required by either party to terminate employment will be one month within the first term of employment. After the first term, the notice required by either party to terminate employment will be one full term.

Once employment is confirmed, the notice period will be one full term.

Disclosure Check

As Winchester College is an educational establishment, a condition of employment will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure Check through the Disclosure and Barring Service (DBS). This will reveal all spent and unspent convictions, warnings, cautions and bind-overs. A policy on the recruitment of ex-offenders is available on the school's website.

Safeguarding is one of the primary responsibilities of this role. The jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, and will need to adhere to and ensure compliance with the school's [Child Protection and Safeguarding Policy](#) at all times. The postholder should be conversant with the responsibilities and procedures detailed in this policy and with the [Department for Education's Keeping Children Safe in Education](#). If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Leads.

References and Other Pre-employment Checks

The appointment will be dependent upon the receipt of a successful medical check and satisfactory references. The College will usually seek references from shortlisted candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.

HOW TO APPLY

Only applications completed on the school website will be accepted. Please attach a full CV with your application and email a covering letter to recruitment@wincoll.ac.uk.

Please note that applications will be dealt with as they arrive. Winchester College reserves the right to appoint before the deadline passes.

Closing date for applications: Tuesday 14 October 2025

Interviews are expected to be held during early-November.

If you have any questions about this vacancy or the recruitment process, please email recruitment@wincoll.ac.uk.

APPLY HERE

Diversity and Inclusion

We embrace diversity and inclusion in the workplace and are committed to promoting a fair and supportive environment for all our employees. We are keen to welcome applications from all applicants that feel that they meet the requirements of the role, regardless of their background and culture.

Data Protection

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the General Data Protection Regulation and Data Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office. Its registration number is Z5751669.

If you have any queries or comments about this policy or how personal data is processed by the school, please contact the Bursar and his team by emailing: dataprotection@wincoll.ac.uk or by writing to: Data Protection, The Bursary, Winchester College, College Street, Winchester, SO23 9NA.



PART V: ABOUT WINCHESTER COLLEGE

Winchester College was founded in 1382 by a radical educational reformer and has since been shaped by centuries of tradition.

Today, the School has 735 pupils. Over time, the School plans to admit up to 40 day pupils into the Sixth Form each year (around half of whom will be girls) and up to 60 girl boarders. This will bring the total School population to around 900 pupils, similar in size to Rugby and Harrow, but smaller than Sevenoaks, Oundle, Wellington and Eton. The number of boys boarding at 13+ will remain the same.

A recent milestone in Winchester's history is the merger with The Pilgrims' School, one of the leading academic prep schools for boys. The merger strengthens the historical ties between the two schools, ensuring that we both continue to provide an education of exceptional quality and breadth, while also creating new opportunities for increased collaboration and innovation.

The College has also recently completed a brand review and refresh, designed to provide prospective families with a clearer, more distinctive impression of what makes Winchester unique, and to sharpen the way we communicate our core values and messages.

Find out more

- [Why Winchester College? - Winchester College | Independent Boarding School](#)
- [Employment - Winchester College | Independent Boarding School](#)





X: @WinColl

Instagram: @winchestercollege

Winchester College

College Street

Winchester

SO23 9NA