



Est. 1919

BRAMBLETYE

HEAD OF BOARDING

FLEXIBLE START DATE

WORK
HARD
PLAY
HARD
& BE
KIND

www.brambletye.com

#proudtobepink



ABOUT US



My name is Will Brooks and it is my privilege to have been the Headmaster here at Brambletye since 2015. Founded in 1919, Brambletye was originally a small boys' boarding school in Kent before moving to its present location in 1933. Today we are a thriving independent co-ed prep school for pupils aged 2 to 13 years, located in a large country house set in stunning and tranquil grounds overlooking the Ashdown Forest and the Weir Wood Reservoir.

At Brambletye our staff and pupils aspire to three core values - *Work Hard, Play Hard and Be Kind* and I am incredibly proud of my staff, they are the school's greatest asset. From our Prep, Pre-Prep and Nursery staff and teaching assistants, our boarding team and our specialist teachers of sport, music and drama through to our Bursary, Admin, Estates and Housekeeping departments, Brambletye pupils and their families benefit from a staff who are dedicated, accomplished and talented. Above all, we are immensely passionate about what we do and proud of where we work.....it is a real team effort.

I believe Brambletye offers a fantastic working environment, with a culture of openness and supportiveness and a strong emphasis placed on staff wellbeing and morale.

I hope that you find this Head of Boarding application pack both useful and informative and I look forward to welcoming you to Brambletye soon.

Yours,

A handwritten signature in black ink that reads "Will Brooks".

Will Brooks
Headmaster



A BRAMBLETYE EDUCATION

We are a school with a strong sense of family - we share experiences and support each other. Our pupils learn to celebrate other pupils' success as well as their own and to be kind to those around them.

A Brambletye education is focused on the individual. We encourage every pupil to find the area or subject in which they can excel, building their confidence and self-esteem. A love of learning is fostered from an early age, and our pupils are taught to be generous of spirit and curious about the world around them. Most importantly, they are encouraged to recognise their advantages and develop into responsible citizens with an understanding of how they can make a difference in society.

Pupils are taught a broad curriculum, leading ultimately to the Common Entrance or academic scholarship examinations at 13+; they are mostly class taught by a single teacher to the end of Year 4, and by specialist subject teachers thereafter.

Great emphasis is also placed on the extra-curricular side of school life. Sport, music, art and drama, as well as a wide variety of clubs and activities, play a prominent part in our pupils' timetable.

Everyone at Brambletye, from the teachers and boarding staff through to our bursary and estates staff, is involved in the pastoral care of each pupil. Their wellbeing is at the very core of our school and it is our strong belief that true academic success can only be achieved when built on a foundation of happiness and confidence. Brambletye operates a multi-tiered pastoral system involving form tutors, housemasters/mistresses and boarding staff.

There are currently 300 pupils at the school from Nursery to Year 8. Brambletye has a healthy blend of day pupils and boarders with many of our pupils opting to board 'part time' as day boarders.

From Brambletye, our pupils go on to a wide variety of senior schools, these include: Tonbridge, Benenden, King's Canterbury, Charterhouse, Sevenoaks, Eton, Brighton College, Eastbourne, Ardingly and Hurst.



BOARDING AT BRAMBLETYE

Boarding is at the heart of the Brambletye community, literally and metaphorically. The boys' and girls' boarding houses are situated in the main building of the school, with bright, airy dorms and common rooms in which to relax and socialise.

Life as a Brambletye boarder is vibrant and varied, filled with opportunities to make the most of the facilities, the space, the extra activities, sport, music and social events on offer. Here they live Brambletye life to the full in a stimulating and warm-hearted community. Our boarders come from near and far: Sussex, Kent, London and all over the world and we are very proud of our global village. Brambletye boarders learn to be kind, independent, tolerant and respectful of each other while sharing fun, achievements and experiences and forging lifelong friendships. They leave us as well-rounded young people who are not only prepared for their next school but who are equipped with the lifeskills they will need in the future.

Our boarding model is flexible and contemporary - designed to suit modern families. Pupils may choose to be full boarders or day boarders.

Full boarders stay at school all week and can choose to remain in over the weekend for the Boarders' Activity Programme or go home for the weekend. Weekends are the time when our boarders really bond with each other during their free time and the wide range of activities organised for them, and we find that many choose to stay - we are not a school that empties out at weekends and always have a large number of children to entertain. Those who go home for the weekend would leave either after Saturday matches, which take place four times a term, or after breakfast on non-Match Saturdays. They may return to school on Sunday night or Monday morning.

Day boarders choose to sleep at school for two, three or four nights per week. This gentle introduction to boarding allows pupils to test the water to see if boarding is for them or not. Pupils in Year 7 board for a minimum of three nights per week; in Year 8 for a minimum of four nights per week.



HEAD OF BOARDING

This is an exciting time for boarding at Brambletye and we require a new Head of Boarding to join us to take the lead in both the operational and strategic direction of the boarding provision at the school.

This is a standalone role - with no teaching commitments - and the Head of Boarding will be responsible for overseeing the efficient management of the boarding provision for up to 100 boarders and for creating an atmosphere of care, support, fun, and consistency. Boarding at Brambletye should provide a home-from-home but also be an environment that prepares our pupils for life outside and beyond Brambletye.

In conjunction with the Deputy Headmaster and the Headmaster's Wife, the Head of Boarding will manage the staffing, organisation and resourcing of the boarding houses and provide for the safety, good discipline and pastoral wellbeing of all our boarders, ensuring that the department is well-run and provides an enjoyable boarding experience.

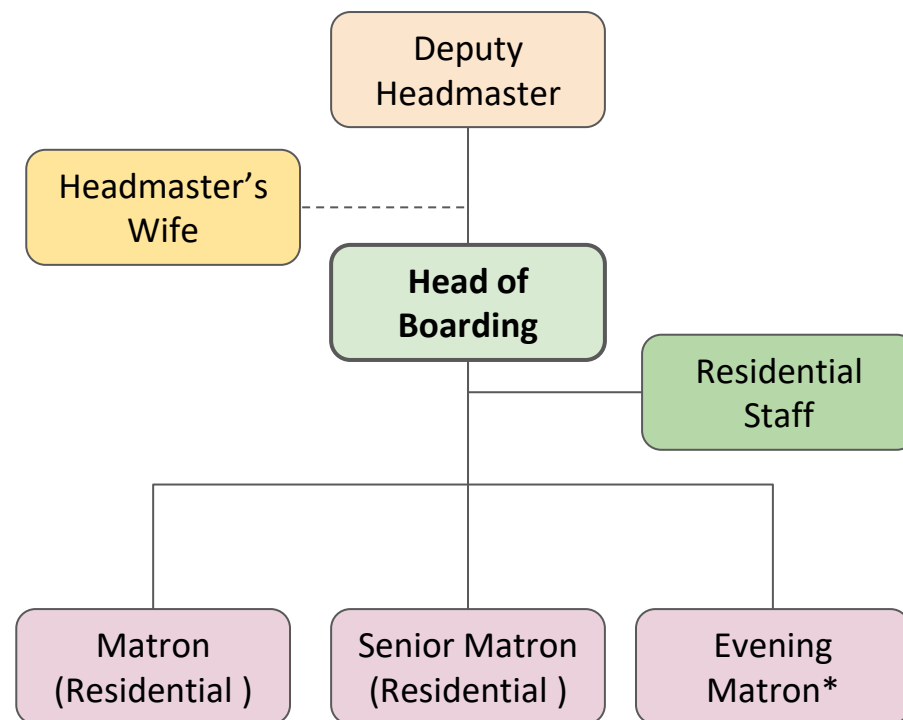
There is the expectation that the Head of Boarding will keep abreast of market developments, reviewing and adapting the boarding vision of the school as necessary, in order to contribute positively to the whole school culture.

Our Head of Boarding will be instrumental in maintaining and developing an excellent team spirit, a healthy morale amongst our boarding and residential community, and providing a dynamic, forward-thinking, outward-looking leadership which supports the philosophy, aims and policies of the school.

Boarding lies at the heart of Brambletye and is central to building a unique sense of community. This role is rewarding and high-profile, with parents viewing the Head of Boarding as central to their child's happiness and success.

No list or document could cover the full range of duties required, therefore what follows is not exhaustive but indicative of the scope of the role and the need for a flexible approach regarding hours and days of work during term-time - including as we approach the start of term and after the term has ended.

BOARDING TEAM STRUCTURE



*The Evening Matron is currently residential two nights a week

KEY DUTIES & RESPONSIBILITIES

WELFARE & SAFEGUARDING

- To act *in loco parentis*
- Monitor and maintain the welfare, safety, discipline and pastoral wellbeing of all boarders
- Ensure that boarders' individual circumstances, needs, strengths and weaknesses are identified and are known by the appropriate staff to ensure that support and opportunities are offered; and talents and potential are developed
- Work with the school nurses and matrons to ensure that levels of personal hygiene are kept at an appropriate level and that any medical requirements are properly catered for

STRATEGY

- In conjunction with the Deputy Headmaster and Headmaster's Wife, annually review and develop the school's Boarding Development Plan as part of Brambletye's Strategic Development Plan
- Work in conjunction with the Head of Marketing, the Registrar and other appropriate members of staff to successfully market the boarding provision at Brambletye locally, nationally and internationally

PUPIL VOICE

- Organise boarding house meetings to allow boarders to share their ideas and express their views
- Have regular interaction with all boarders to ensure their needs, ideas and concerns are heard, understood and addressed

MANAGEMENT

- To develop and manage boarding staff (including residential members of teaching staff and GAP students) to ensure that they carry out their tasks effectively. Where appropriate, be involved with the recruitment, training and support of these members of staff
- Be responsible for the organisation and development of the boarding houses in both the day-to-day running and the long-term strategy
- Timely organisation of a full and varied set of evening activities
- Plan and manage the outstanding Weekend Activities Programme, including the organisation of trips
- Oversee the organisation of the regular and traditional boarding events throughout the school year and any other ad hoc events
- Oversee and ensure that the daily pupil registers and fire lists are completed in an accurate and timely manner
- Work with the matrons to ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily and to ensure that pupils treat the belongings of others and the fabric and furnishings of the boarding houses with respect
- Ensure that all travel arrangements for boarders to and from school are in place
- Ensure that the boarding houses are kept to a good standard, are welcoming/homely and all displays and notice boards are fresh, appropriate and kept up-to-date

KEY DUTIES & RESPONSIBILITIES

COMPLIANCE

- Ensure that the school's boarding provision is compliant with the regulatory requirements of the National Minimum Boarding Standards and to liaise with the Deputy Headmaster in preparation for inspections
- Keep up-to-date and have a working knowledge of other relevant legislation e.g. BSA publications and government legislation
- To write boarding reports as required by the Deputy Headmaster
- Hold regular boarding meetings and keep accurate minutes
- Keep suitable records of boarders' progress, welfare, health and emotional issues, achievements and misconducts in line with school policies
- Liaise with the Boarding Governor and Independent Listener, where appropriate, ensuring that there are regular visits whenever possible
- Be familiar with the contents of the Child Protection (Safeguarding) Policy, Code of Conduct and other relevant school policies
- Be familiar with the school's health and safety guidance and be responsible for personal health and safety and that of the pupils
- Annually review and update boarding policies as directed by the Deputy Headmaster

HOUSEKEEPING

- Manage the laundry provision for the whole school, both day and boarding to aid excellent standards of welfare
- Ensure that all sports kit is washed, dried and returned on a regular cycle
- Manage and coordinate the unpacking and packing process at the start and end of each term

RELATIONSHIPS

- Be a visible and active presence in the boarding community and houses in order to foster a good relationship with all boarders
- Ensure that boarding staff and the wider school community including parents/guardians, governors and pupils understand the aims and objectives of boarding in the boarding houses and the principles on which community life in the boarding house is based
- To liaise with the appropriate members of staff e.g. form tutors, heads of department and housemasters to ensure that relevant background circumstances of pupils are known and discussed
- To keep all staff informed of relevant issues relating to boarders through staff meetings or other methods of communication
- Cultivate and establish excellent communication with parents/guardians, ensuring that they are fully informed about their child's progress and welfare
- Be the main point of contact for parents or guardians regarding the welfare of boarders, ensuring that communications are proactive and diplomatic
- Establish, develop and maintain excellent working relationships with the Bursary, Estates, Housekeeping and Catering teams

ADDITIONAL RESPONSIBILITIES & PROFESSIONAL DUTIES

- Support and foster the aims of the school
- To attend all staff meetings and Inset days
- To attend all open days, parents' evenings, Chapel services, school concerts and productions, prize giving and any other meetings/events as required by the Headmaster or Deputy Headmaster
- Carry out reasonable additional duties as required by the Headmaster, Deputy Headmaster and/or Headmaster's Wife, commensurate with the post

PERSON SPECIFICATION

PERSONAL & PROFESSIONAL QUALITIES

- Be committed to safeguarding the physical, emotional and mental well-being of young people
- Understand the importance of developing appropriate working relationships with young people
- Ability to both lead a team and work within one, develop strong positive relationships
- Have a genuine interest in striving for excellence
- Be a confident, effective communicator on all platforms (verbal, written) to all levels of the school community including parents, staff and pupils
- Excellent interpersonal skills
- Have appropriate self-confidence and inspire self-confidence in others, whilst remaining considerate to the needs of others
- Display energy and imagination with a clear vision for the department
- Be able to inspire, challenge and motivate others
- Strong organisational, delegation and time management skills
- Calm, efficient and able to work under pressure with competing demands
- Resilient, able to deal effectively with the management of change
- Self-motivated with a 'can do', flexible approach
- Confidentiality and diplomacy, able to deal sensitively with conflict
- Integrity, stamina and sound judgement coupled with a sense of humour
- Commitment to continuing professional development of self and departmental colleagues
- A willingness to be fully involved in the co-curricular life of the school
- An understanding of the nature of independent prep schools
- Proficiency in ICT and the ability to utilise ICT appropriately and creatively to enhance the boarding provision
- An awareness of the 13+ processes within the independent sector particularly related to boarding

QUALIFICATIONS

- A good level of education or relevant experience
- Evidence of recent and relevant continuing professional development
- Full driver's licence and the capability/willingness to drive a minibus

EXPERIENCE & KNOWLEDGE

- Previous experience of working within a boarding house/boarding school
- Previous management experience and/or experience of working in a senior role e.g. Head of Department with leadership and management responsibilities
- Proven experience of working collaboratively in leading, managing and motivating teams
- Experience of dealing with a wide range of pastoral issues within a boarding environment

The post holder may be reasonably required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

If during the course of time the duties and responsibilities detailed should change significantly and for a sustained period of time, the Job Description will be reviewed and amended in consultation with the post holder.

A BRAMBLETYE WORKPLACE

LOCATION

Brambletye is situated on the edge of the Ashdown Forest. The school can easily be accessed via the A22, with East Grinstead 3 miles away. It is situated in extensive, stunning grounds with free parking available around the school site.

SCHOOL FEE REMISSION

There is an immediate and generous school fee discount which is available in our Nursery, Pre-Prep and Prep School.

PENSION

You will be automatically enrolled into the school pension scheme if you meet the eligibility criteria.

IN-HOUSE CATERING

Making sure our pupils and staff are well fuelled is key, and food is something we take very seriously at Brambletye. Our superb in-house catering team ensure that staff enjoy complimentary, good quality, healthy, balanced meals every day. They also cater for all types of diets and allergens.

LEISURE FACILITIES

Complimentary use of our excellent leisure facilities when available, which include a sports hall, squash courts, tennis courts and all-weather pitch.

WELLBEING

Great emphasis is placed on staff well-being and morale where a culture of mutual support for colleagues is encouraged and fostered. There is a very active Brambletye community and staff social events take place throughout the year.

INDUCTION, CONTINUING PROFESSIONAL DEVELOPMENT & APPRAISALS

As a new member of staff you will have a thorough and supportive induction process. All members of staff are encouraged to participate in Continuous Professional Development and the school holds regular appraisals with staff.

ACCOMMODATION

Living onsite is a requirement of this role. Fully subsidised family or single person accommodation is available with this position.

SALARY

Brambletye operates its own salary scale (which is well above the maintained sector). The successful applicant should expect a starting salary in the region of £26,000 per annum.



SAFEGUARDING, EQUALITY & APPOINTMENT PROCEDURE

SAFEGUARDING AT BRAMBLETYE

Brambletye is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors and volunteers to share this commitment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and we are therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DB filtering rules) in order to assess their suitability to work with children. The Child Protection (Safeguarding) Policy can be found at <https://www.brambletye.co.uk/information/policies-and-reports/>

EQUALITY AT BRAMBLETYE

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the position which will ultimately improve the wellbeing and education of our pupils.



HOW TO APPLY

If this position is of interest to you, and you would like to have an informal chat, please contact Mr Nick Holloway (Deputy Headmaster) either via telephone: 01342 321 004 or via email: nholloway@brambletye.com. An informal meeting and tour can be arranged upon request.

Candidates should download the application form on our website <https://www.brambletye.co.uk/information/vacancies/>. The following should then be submitted to Ms Heather White (HR Manager) via: hwhite@brambletye.com:

- A covering letter addressed to Mr Will Brooks, the Headmaster
- Your **fully completed** application form, please note that you are welcome to submit your CV alongside your completed application form

Please note that references will be taken prior to interview unless indicated otherwise. Applicants who have lived outside of the UK for more than 3 months in the past 10 years will be required to provide a Police check from their country/countries of residence.

KEY DATES

Closing date for applications is: Monday, 31st October 2022 at 9.00am

Interviews will be held: TBC

