



BISHOPSTROW  
COLLEGE

# Head of Boarding

## Candidate Information





# Inspiring Futures Education



Bishopstrow 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 Bishopstrow we are truly grateful for the beautiful physical and intellectual environment in which we live and work.

Inspiring Futures Education ([www.ifedu.com](http://www.ifedu.com)) currently consists of two international schools: Bishopstrow College and Padworth College. Bishopstrow College is a leading independent international boarding school offering English language and academic pathway programmes to prepare international students, aged 7-17 years, for entry to leading boarding schools. The College educates up to 175 students each year on our beautiful campus in an Area of Outstanding Natural Beauty, on the edge of the ancient market town of Warminster and close to the attractive cities of Bath and Salisbury.

Boarding is central to the ethos of the College and the strong Bishopstrow College community enriches our students and helps them build strong friendships and connections. The safety and well-being of our students are of paramount importance and the Head of Boarding (who also performs the role of Deputy DSL) will lead by example, re-enforcing our 'Five Virtues', which underpin all aspects of life at Bishopstrow: from staff to students, every single one of us strives to be: Kind, Polite, Organised, Hard-Working and a Team Player.

We are looking for someone with lots of ideas, energy, ambition, enthusiasm, alongside a calm, compassionate and nurturing nature. 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. Our leadership team meetings must buzz with positivity!

The successful candidate will be a welcoming leader with the ability to quickly win the respect of staff, students, parents, agents and guardians; an educationalist with a commitment to nurturing and supporting young people and an excellent communicator.

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

**Mario Di Clemente**  
Principal

# Inspection Reports and Awards

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

Previously, Bishopstrow College was inspected by OFSTED. OFSTED conducted a full inspection of Bishopstrow over a three-day period in September/October 2015. The College was awarded a 'Good' rating for overall effectiveness and Good ratings across all other categories. OFSTED made reference to the College's good teaching, which successfully engages students who arrive at the College with little English. The College's approach to pastoral care and calm and nurturing environment were also highlighted.

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 2016, the College achieved 13 Areas of Strength (out of a potential 15). As a result, the College was ranked fourth out of c.700 English Language Schools, Boarding Schools and International Study Centres accredited under the Accreditation UK Scheme.

**"Strengths were noted in the areas of staff management, student administration, quality assurance, premises and facilities, learning resources, academic management, course design, learner management, teaching, care of students, accommodation, leisure opportunities and care of under 18s."**

**British Council Report**

Each year, students graduating from Bishopstrow progress to more than 75 prep and senior schools across the UK and overseas. We are proud that our students secure places at some of the most prestigious schools in the UK, including The Dragon School, Papplewick School, Junior King's Canterbury, Cheltenham Ladies' College, Malvern College, The King's School Canterbury and Uppingham.



# Location

The College is set in eight acres of beautiful grounds on the edge of the historic market town of Warminster, in an Area of Outstanding Natural Beauty (AONB). Warminster, Wiltshire's only city, has medieval splendour and plenty going on, with access to culture, countryside and good schools. Warminster has a wealth of independent retailers and a certain spirit; residents are proud of their town. There are many places of interest within easy reach, including Bath and the cathedral city of Salisbury. The natural landscape nearby is a key attraction, with Cley Hill, Longleat, Stonehenge and Cranborne Chase AONB all on the doorstep, providing a haven for walkers and cyclists.

Given the nature of its programmes, all of the students enrolled at the College are from overseas. There are up to 20 nationalities represented, with China, Russia, Thailand and Japan being the key 'source' markets. All students are boarders. With extensive gardens and playing fields, students are encouraged to spend plenty of time outdoors.

Warminster railway station (five minutes from the College) has good rail links, with trains running directly to London Waterloo and London Paddington stations. The College is also easily reached by road (M3, M4 and M5) and is close to UK gateway airports.





# Life at Bishopstrow

## Academic Life

Our courses are focused on preparing international students for entry into top boarding schools in the UK and overseas. A stimulating curriculum and range of syllabi are specifically adapted to develop the necessary skills and abilities for students to achieve success at Key Stage 2, 3 and 4. Students study 12-13 hours of English Language (per week) in order to ensure they reach the levels required for study at their appropriate age group in a mainstream boarding school. The remainder of the timetable consists of study in a range of core academic subjects, including Maths, Science, Geography, History and Business Studies. Extra-curricular activities, including daily sports, complement the academic programme.

The vast majority of students progress to leading boarding schools in the UK. Over the past few years, students have received offers to study at top prep schools, including The Dragon School, Papplewick School, Junior King's Canterbury and leading senior schools including Cheltenham Ladies' College, Malvern College, The King's School Canterbury and Uppingham.

## Boarding Life

Boarding is central to the ethos of the College and the strong Bishopstrow community provides a home-from-home in a beautiful, calm setting. Boarding at Bishopstrow offers a happy and vibrant family environment. We encourage our students to learn to study and socialise together and to live their lives to their full potential, academically, socially and physically. The safe and nurturing environment allows a sense of independence to flourish.

## Pastoral Care

The safety and well-being of students is of paramount importance and our trained residential boarding staff ensure the welfare of students from arrival at the College to their final departure. We maintain a high ratio of boarding staff to students, thereby ensuring a high level of supervision of students outside the classroom during the school week and throughout weekends. 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 Bishopstrow and the relaxed, informal relationships they witness between staff and students.



# Leadership and Governance

The Senior Management Team (SMT) 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 Director of Studies (Strategy), the Director of Studies (Operations), the Director of Global Engagement and the Head of Boarding. The SMT 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 Bishopstrow College, Mario Di Clemente, reports to the Directors, Charlie Freer and Mark Jaynes. Alongside the Directors, he line-manages the Senior Management Team, including the Head of Boarding. 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.

Further information on the SMT is outlined in the next section.

In total, Inspiring Futures Education employs c. 80 people, including c. 40 staff at Bishopstrow College.



# Role and Responsibilities

## Senior Management Team

Bishopstrow College currently has a Senior Management Team (SMT) consisting of the Directors, Principal, Head of Boarding, Director of Studies (Strategy), Director of Studies (Operations) and Director of Global Engagement. The SMT is supported by some shared services from IFE, including Finance, HR and Compliance.

The SMT meets fortnightly, typically to deal with standard school business and to look at strategically important areas. There is a strong team ethos among the senior leaders at Bishopstrow College; all are very busy people who have to make many decisions and work under considerable pressure at times. It is therefore important that the team supports each other well, offers the opportunity to discuss issues and decisions, that there is a strong sense of shared cabinet responsibility and that the team works together with good humour and shared understanding. At the same time, the team does its very best not to be exclusive, but to work closely in partnership with mobile leaders at the College, to listen to and embrace their ideas and to involve them in decision making whenever possible.

All members of the SMT play an essential role in modelling the behaviour, values and expectations which comprise the culture and ethos of the College.

The Principal is also the DSL for the College, working closely with other Deputy DSLs and the wider Welfare Team to ensure there is the due focus and time given to pastoral support for our students.

## Head of Boarding

The Head of Boarding reports directly to the Principal and is responsible for a team of resident Boarding Tutors, the Head of Sport, House Prefects and members of the College.

The Head of Boarding has overall responsibility for boarding, welfare and care of boarders (personal, emotional and social well-being). They are required to efficiently manage the staffing, organisation and resources of boarding and to provide a stimulating, orderly, family atmosphere, where the students feel safe, happy and enabled to learn.

### Duties and Responsibilities

The following list indicates the main areas of responsibility and involvement.

#### Safeguarding

- To 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; to refer to outside policies as required; to fulfil the requirements of the College's policy on child protection.
- To liaise with College doctors to ensure that students' medical requirements are properly catered for; to encourage students to adopt a healthy lifestyle. Monitor first aid policy and procedures.
- To 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. To establish robust induction systems and regularly monitor students' understanding. Meet regularly with buddies, prefects and captains.
- To keep suitable records of students' progress, welfare, health, emotional problems, achievements and misconduct: to provide such reports and references as may be reasonably required. Maintain and monitor welfare, incident, accident and concerns logs. Meet regularly with the Director of Studies (Operations) to discuss any actions required.
- To perform the role of Deputy Designated Safeguarding Lead (DSL).

#### Regulatory, Policies, Procedures

- To be aware of the implications of the National Minimum Standards for Boarding Schools (and any impending changes) and Keeping Children Safe in Education (September 2021) with regards to welfare and pastoral care in the College. Be alert to changes in statutory legislation relating to Safeguarding and to be familiar with Wiltshire policies.
- To take part in external training courses including those run by the Boarding Schools Association and Wiltshire Council.



- To alert the Principal and boarding staff of BSA, NMS and Department for Education boarding updates.

### **Line Management**

- To 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.
- To ensure that all members of the boarding staff are aware of the appropriate response needed in those areas. Be responsible for staff training and professional development.
- To provide members of the boarding team with a clear statement of their roles, job descriptions, and responsibilities, and provide induction and a periodic review of their performance through professional development.
- To develop and manage the Boarding Tutors, prefect teams and buddies, so that they can play their part in carrying out effectively the tasks relating to their particular roles and responsibilities.
- To develop and manage the Head of Sport and other boarding staff, so that they can play their part in carrying out effectively the tasks relating to their particular roles and responsibilities and in line with College policies.
- To 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 is based, in accordance with the Statement of Boarding Principles, through induction, appropriate materials and handbooks.
- To plan, implement and review the structure of staff supervision; to ensure the safety and security (including emotional) of all students at all times when they are in the College's charge (including meal time, weekend, and on trips and outings); to ensure that adequate arrangements for 'back up' cover are made.
- To work with HR on the recruitment, appointment and lead the induction of new boarding staff.
- To take part in performance management or staff review arrangements in line with the College's procedure.

### **Programme**

- Provide a programme for the beginning and end of term with key events and performances. An administrative check list must also be produced.
- To ensure that a full and varied programme of extra-curricular activities is available, and students (particularly younger students) are appropriately occupied, especially at weekends. Produce a year planner and 4 termly planners for distribution within the College.
- To be responsible for the weekend programme of activities and trips and a varied weekday activity programme.
- To 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**

- To 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 weekly boarding and welfare meeting.
- To ensure boarders are listened to and their views are represented and managed.
- To ensure that students treat the belongings of others, the fabric and furnishings of the boarding houses with respect. Maintain house logs for maintenance and improvements to boarders' social areas.
- To be aware of the academic strengths and weaknesses of students; to liaise with teachers to ensure that relevant background circumstances of students are known and discussed; to 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**

- To 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 house and College. To take responsibility for boarder's discipline and to inform the Principal and Directors of Studies in any cases of severe bullying, substance misuse or sexual misconduct.
- To liaise with the housekeeping team regularly to ensure that students' clothes and personal belongings are used appropriately and stored securely and tidily.
- To be responsible for the boarding budget and keeping track of expenditure.



- To ensure every opportunity to cultivate contact with parents/agents, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know. Ensure that ILP reports to parents are thorough, informative and meet deadlines.
- To produce an annual Boarding Report to summarise the past year and set the minimum targets for the following year.
- To provide annual goals for and input to the SMT for the College Development Plan.
- To ensure the locking up, alarming as necessary and opening up of the College by day and/or night.
- To perform any other key tasks which the Principal or Directors may reasonably assign.
- To liaise with and communicate with parents and agents as appropriate.

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.



# Person Specification

	Essential	Desirable	Method of Assessment
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• PGCE</li> <li>• CELTA</li> </ul>	<ul style="list-style-type: none"> <li>• Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Boarding experience</li> <li>• Experience mentoring members of a team</li> <li>• Experience of working with international students</li> <li>• Experience of leading a team</li> </ul>	<ul style="list-style-type: none"> <li>• Primary or secondary school teaching experience</li> <li>• Experience of coaching sports or running activities</li> <li>• DSL level training</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Adaptability</li> <li>• Initiative</li> <li>• Leadership skills</li> <li>• Clear understanding of the post and responsibilities</li> <li>• Excellent communication skills</li> <li>• Excellent organisational skills</li> <li>• Good sense of humour</li> <li>• Warm and approachable</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid skills</li> <li>• Basic ICT skills</li> <li>• Current, clean driving licence</li> <li>• Ability to drive a minibus or willingness to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Personal Competencies &amp; Qualities</b>	<ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Positive attitude to using authority and maintaining god behaviour</li> <li>• Willingness to undertake post-related training</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>



# Application Process

Bishopstrow College is looking for someone to take up this appointment in September 2022 or January 2023.

Interested candidates who would like more information are invited to contact Mario Di Clemente, Principal, by email, to arrange a confidential discussion at [principal@bishopstrow.com](mailto:principal@bishopstrow.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 22 July. However, given how late we are in the year, 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.bishopstrow.com/about-us/current-vacancies/](http://www.bishopstrow.com/about-us/current-vacancies/) and send this to [recruitment@bishopstrow.com](mailto:recruitment@bishopstrow.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 22 July 2022

**Interview Dates:** w/c Monday 25 July 2022

**Start Date:** September 2022 or January 2023

*Bishopstrow 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.*



# 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. Bishopstrow 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](http://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 2 bedroom accommodation in Barrow House, the main residential building situated on the College's campus.

**Pension Scheme** – After successful completion of any probationary period, staff are eligible to join the College's Pension Scheme, administered by the People's Pension. Currently the contributions stand at 3% for employees and 5% for employers.

**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.

