



Head of Boarding

Applicant Information Pack

May 2022

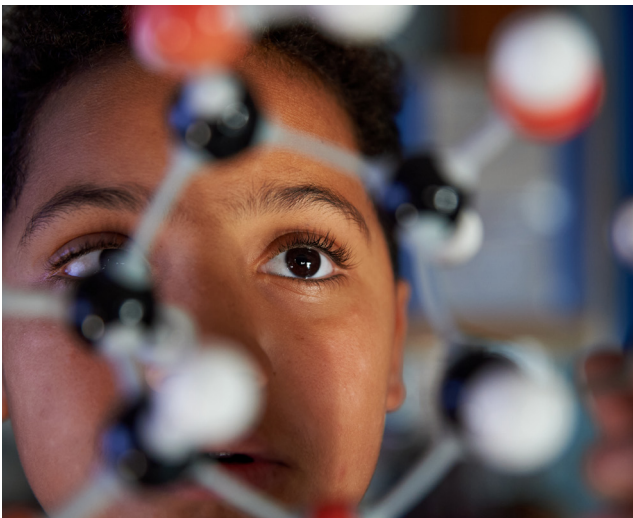
www.beechwoodpark.com

Beechwood Park

Beechwood Park School is an independent day and flexi-boarding school for boys and girls aged 3 to 13.

"Going places. With its dynamic new head and, in the words of one happy parent, 'feel good factor', Beechwood should definitely be on the list of parents who want the certainty of a quality end destination for their child without compromising the joy of the journey."

Good Schools Guide



Welcome

Thank you for your interest in working at Beechwood

I am delighted to introduce you to our school, a thriving community at whose heart are our wonderful pupils, supported by a team of inspiring staff.

We believe that the transformative effect of a preparatory Beechwood education provides boys and girls with a safe, happy and uniquely child-centred environment in which they can enjoy building friendships (often for life) and develop innate creativity, curiosity and character.

As you will see in our Mission, on page 6 of this booklet, Beechwood nurtures, engages and inspires its pupils, developing their confidence and independence, establishing in them the skills that prepare them for a future life and love of learning.

Our highly-qualified and experienced teaching staff encourage children to engage as active learners, take increasing ownership of their studies, probe, question, develop an increasing Growth Mindset together with the self-discipline, perseverance and academic risk-taking that is our academic hallmark.

I am exceedingly proud of what Beechwood staff do each and every day, ensuring our pupils benefit from a rich, diverse and exciting education. Opportunities abound within and beyond the classroom, and we provide our pupils with the time and space to learn, flourish, create and challenge themselves. Beechwood pupils are proudly individual yet connected by an education which teaches them to love life and squeeze every opportunity out of it; they embrace challenge and adapt to and are excited by change; they develop resilience and aspire to excellence in all that they do. They are happy, confident adventurers, who enjoy exploring big ideas, who argue and create, retaining balance and truth.

Pupils enjoy particularly good relationships with their teachers and the wider staff at Beechwood; our most recent ISI Inspection, which you can read [here](#) refers to "the open and trusting relationship that staff and pupils enjoy.... (which) leads directly to some excellent pupil choices" (ISI 2019)

I hope you find everything you are looking for on our [website](#) to help you decide if Beechwood could be right for you.

We look forward to welcoming you.



Ed Balfour
Head



The School

Beechwood Park School (hereafter Beechwood) is an independent day and boarding preparatory School for 551 boys and girls between the ages of 3 and 13 years, whose Mission is to Nurture, Engage and Inspire its pupils.

Founded in 1964, and set in a beautiful 40-acre estate and amidst unspoilt Hertfordshire countryside, Beechwood enjoys a well-established reputation for being one of the country's leading co-educational, independent preparatory schools through its provision of academic excellence and a well-rounded education.



We believe in the transformative effect of an excellent preparatory education which provides boys and girls with a safe, happy and uniquely child-centred nurturing environment in which they can enjoy building friendships (often for life) and develop innate creativity, curiosity and character.

The School has a strong family atmosphere, which is central to the enjoyment of School that we believe is the foundation of successful education. The people who work here are deeply committed to the progress and wellbeing of pupils in their care. A talented and diverse team of specialists and all-rounders, the staff bring expertise and dedication to their role and have an easy rapport with the young.



Academic

From the Woodlands Nursery right through to the Top Form, our education laminates solid foundations of skills and knowledge on which our pupils can build future learning. Our highly-qualified and experienced teaching staff encourage children to engage as active learners, to take increasing ownership of their studies, to probe, question, develop an increasing Growth Mindset together with the self-discipline, perseverance and academic risk-taking that is our academic hallmark. Through this, our pupils learn the confidence and independence to inspire.

Curriculum

Beechwood's curriculum facilitates interdisciplinary thinking and promotes excellence through specialisation. Inspirational teaching and high expectations go hand in hand in creating a culture of learning and ambition.

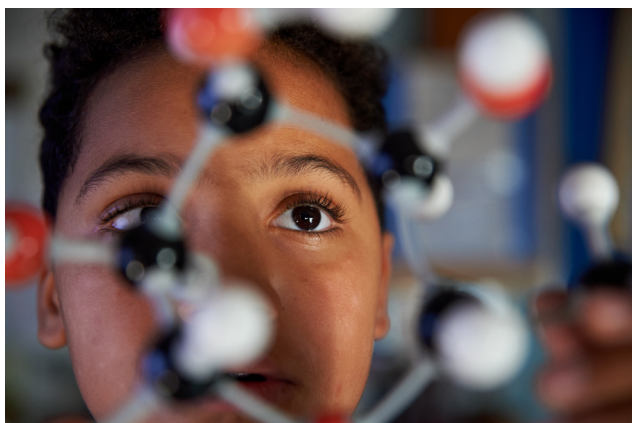


Co - Curricular

Beechwood offers a remarkable range of co-curricular activity. Participation across this range is fundamental to a Beechwood education and means taking part in sport, music, drama, creative arts and the whole array of activities available. Our pupils throw themselves into co-curricular activity with enthusiasm and learn about themselves whilst honing skills and developing interests which will remain with them throughout adult life.

Character Education

Beechwood seeks to develop attributes that will enable pupils to thrive personally and educationally and to offer an education for life. This means a great deal more than securing strong grades and making compelling applications to senior schools; it also entails the ability to embrace change, openness to a globalised world and the readiness to adapt and innovate.



Teamwork

As they make their way through the School, our pupils learn about themselves and about others and take increasing responsibility for their own lives, their choices and their wellbeing. Simultaneously, we help them to become more aware of the views, needs and rights of people of all ages.



Leadership

We believe in educating the leaders of tomorrow, leaders capable of critical thinking, collaboration, competitiveness but also compassion. We teach them to be courageous, decisive and dedicated young people who

bring their emotional intelligence to bear in their entrepreneurship and creativity and in the future flourishing of humanity.

Life Skills

Our senior pupils are living examples of our coeducational Mission; they are proudly individual yet connected by an education which teaches them to love life and squeeze every opportunity out of it; they embrace challenge and adapt to and are excited by change; they develop resilience and aspire to excellence in all that they do.

They are happy, confident adventurers, who enjoy exploring big ideas, who argue and create, retaining balance and truth.



Diversity

Beechwood nurtures a diverse community and rich curriculum. We encourage pupils to understand the world around them and their place within it.

In the same way, Beechwood itself continually looks forwards and outwards, embracing new opportunities whilst remaining true to its Mission and Values.

Educational Quality

Our most recent Independent Schools Inspection Report (ISI) March 2019 identified the School to be excellent in all areas with no recommendations for improvement, and it is an incisive and honest external appraisal of our wonderful community.

Estate

Our sports hall, swimming pool complex, music technology suite, recording studio, IT infrastructure and surrounding park and woodland provide further spaces for 21st century children to explore and grow.



Pupil Profile

The School assesses all pupils upon entry. Some pupils are in the average academic ability range but most are above average and most will achieve success in academically selective 11+ and 13+ examinations to Senior Schools. Some receive specific assistance from the Learning Support Department, including those who are Gifted and Talented. The School is proudly co-educational.

Boarding at Beechwood

Beechwood offers flexi-boarding from Monday to Thursday nights. Boarders commit to boarding two, three or four nights per week. The boarding house has sixty spaces and is currently over-subscribed. All pupils live within a 20-mile radius of the School.

The boarding house has two separate areas of accommodation, one for boys and one for girls, a Boarders' Common Room, bathrooms and a well-equipped games room. The Catering team work closely with the boarding team to provide excellent catering and frequent themed evenings.



A fundamental facet of the Beechwood's educational and pastoral provision, and led by the Head of Boarding, the residential boarding team provides pupils in Years 5 to 8 with an opportunity to develop confidence and independence and a wide range of academic, co-curricular and pastoral opportunities. Boarders quickly make close friends and feel an integral part of the boarding community, making full use of the School campus and its facilities. It also provides a seamless transition for pupils who aim to continue their education at senior boarding schools.

In all recent inspections, boarding has been judged to be outstanding, with 100% of questionnaire responses rating boarding positively.



Our Mission

Beechwood's Mission is to be a leading UK prep school.

To fulfil this ambition, with the support of parents, the School:

- Nurtures the happiness, health, safety and emotional well-being of every child, developing in them confidence and independence;
- Engages the intellectual, physical and spiritual potential of every child across a broad range of academic, extra-curricular and pastoral activities and experiences;
- Inspires children, inculcating transferable, lifelong skills and values by which to achieve personally and contribute influentially to society;
- Enables inspirational and reflective teachers to provide every child with outstanding teaching, delivering the highest levels of educational pace, variety and challenge.

Beechwood Park School inspires excellence in all its pupils. It achieves this through an outstanding, uniquely child-centred, co-educational and preparatory ethos. All of our pupils are supported and happy in their School lives. As they progress through the School, the children steadily build confidence and independence, learning quickly to bring their own creative talents to bear.

Ours is a holistic education, which educates the whole child across a wide range of academic, co-curricular, pastoral and spiritual experiences. The School's unrivalled facilities and beautiful buildings and grounds provide further transformative opportunities for children to prepare for a future life of learning. The ISI's last inspection report on the School is [here](#).

Staff Recruitment

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child. The Head appoints all staff.

All candidates for employment at Beechwood complete a BPS Staff Application Form and follow the School's safer recruitment processes including an enhanced DBS clearance.

All employees work in a culture of openness, trust, and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with its child protection and health and safety policies;
- The reporting of low-level concerns in support of the School's Mission to Nurture, Engage and Inspire and its core Values.



The Role

Job Title:	Head of Boarding
Department:	Boarding
Reporting to:	Deputy Head (Pastoral)
Line Manager for:	Boarding Team

General Responsibilities

Reporting to the Deputy Head (Pastoral), the Head of Boarding:

- Promotes the School's Mission and Values;
- Leads the delivery of outstanding co-educational boarding;
- Ensures that at all times boarding exceeds the National Minimum Standards (NMS).

The Head of Boarding has lead responsibility in the following key areas of boarding:

- Safeguarding;
- Pastoral Care of Boarders;
- Educational Care of Boarders;
- Staff Management;
- Communication with Parents;
- Marketing;
- Administration;
- Running the Boarding Routine;
- Managing Boarding Accommodation;
- Strategically Developing Boarding;
- Budgetary Control.

As a leader within the Beechwood community, the Head of Boarding is committed to making a significant individual contribution to the culture of the School.

Safeguarding

- In alignment with established School policies and procedures:
- Act as the Safeguarding Lead for Boarding;
- Lead in the child protection, health, safety, fire safety and welfare of all boarders;
- Promote and safeguard the welfare of all members of the boarding community by fully endorsing, understanding and exercising your roles and responsibilities according to all School safeguarding policy and procedure;

- Liaise closely with the School's Designated Safeguarding Lead;
- Be alert to indicators of potential safeguarding issues and report these immediately in accordance with the School's procedures;
- Attend Level 3 safeguarding training;
- Engage in safe working practice to mitigate potential for misunderstandings.

Pastoral Care of Boarders

- In alignment with established School policies and procedures: Nurture, engage and inspire all pupils in line with the School's Mission;
- Develop confidence and independence, creativity and character in every boarder;
- Support boarders' academic, co-curricular, pastoral and spiritual development;
- Promote excellent standards of pupil discipline, cleanliness, appearance and punctuality;
- Maintain an up-to-date knowledge of relevant legislation and regulations including the Children Acts of 1989 and 2004, Child Protection Act, Human Rights Act, Health & Safety at Work Act, Keeping Children Safe in Education, the legal rights of children and young people and the NMS for Boarding Schools;
- Ensure a visible presence in the boarding house;
- Keep the Head, Deputy Head (Pastoral), Form Teachers and other colleagues informed of boarders' pastoral issues;
- Induct all new boarders;
- Promote independence, compassion and open-mindedness and encourage good behaviour on the part of boarders whilst dealing with infringements in a firm but caring manner;
- Oversee boarding disciplinary cases fairly and consistently;
- Ensure that boarders have sufficient rest and that routines are appropriate to each age group;

- Support and attend the evening activity programme to ensure that boarders participate in a lively and varied programme of activities;
 - Liaise with the School's Independent Listeners on a regular basis (at least once per term) to maintain contact and update on relevant issues and/or concerns;
 - Supervise the safety and whereabouts of all boarders at all times, especially at night;
 - Register and supervise all boarders at all times when under the jurisdiction of boarding;
 - Ensure parity of experience for all boarders whatever their individual characteristics;
 - Provide a full and fun programme of boarding activities for all boarders;
 - Provide a sympathetic ear to all boarders;
 - Ensure that the personal belongings of boarders are used appropriately, stored securely and tidily, and that pupils treat each other's possessions and the fabric and furnishings of the houses and other School areas with respect;
 - Understand the medical conditions of all boarders;
 - Care for boarders who require medical assistance whilst at School;
 - Drive boarders to the doctor or hospital as necessary;
 - Report on all boarders termly in accordance with School policy.
- Recruit, induct, manage, supervise and appraise all boarding house domestic staff, in partnership with the Bursar;
 - After the end of term, supervise the tidying and cleaning of the House, check all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required.
 - Ensure the replacement or renewal of bedding, fixtures and furnishings in poor repair;
 - At the end of the holidays (especially if the Boarding House has been used for holiday lettings), supervise the preparation of the Boarding House; carry out a check on furnishings to ensure that all are in good order, repairs have been carried out, and that rooms are clean and presentable for the start of term;
 - Liaise closely with the Housekeepers about domestic requirements and staffing issues;
 - Report maintenance issues without delay to the Maintenance Department;
 - Ensure adequate supplies of cleaning materials, equipment, medical items and other domestic materials, and make adequate provision for their safe storage;
 - Provide an exceptional working environment through which boarding staff will thrive based on supportive relationships and a culture of appreciation;
 - Ensure that boarding staff act in a professional manner towards all members of the community and build relationships with all stakeholders;
 - Liaise respectfully and supportively with non-teaching staff colleagues.

Educational Care of Boarders

- Act at all times within the BPS Professional Standards for Teachers;
- Promote academic, co-curricular and pastoral engagement to all boarders;
- Promote the use of IT in boarding;
- Promote the BPS Online Safety Policy;
- Attend School functions involving boarders, playing an active part in their education.

Staff Management

- Lead the Boarding Team, working as an integral part of it;
- Protect the reputation of the School at all times by maintaining confidentiality and professionalism;
- Induct all boarding staff, orientate them and manage their probation;
- Appraise all members of the boarding team annually, reporting to the Deputy Head (Pastoral);
- Promote the effective training of all boarding staff;
- Chair weekly Boarding Meetings, minuted within 24 hours and published to all staff.
- Chair other Boarding meetings as required;

Communication with Parents

- Provide excellent customer service to parents of all boarders;
- Use every opportunity to cultivate contact and communication with parents;
- Communicate with parents of boarders about domestic, welfare, learning and medical matters;
- Liaise the SENCO and Form Teachers to understand the educational needs of every boarder.



Marketing

- Ensure that the boarding house operates at full capacity at all times;
- Implement and oversee weekly content-rich communication to parents from the boarding house;
- In partnership with the Marketing and Communications Manager, promote all aspects of the School's boarding provision to all stakeholders and the broader community through weekly newsletters, the School magazine, assemblies, corridor displays, the School website, social media and local, national and international press;
- Support the Admissions team by promoting boarding to prospective boarding families as well as participating in open days, boarding house tours, prospective parent meetings and pupil introductions;
- Represent boarding at School functions and promotional events;
- Respond promptly to information requests and advice in respect of prospective boarders;
- Assist in welcoming and assessing prospective boarders, liaising with the Registrar as necessary;
- Recruit, induct and retain new boarders.



Administration

- Ensure that all boarding administration and communication is accurate and punctual;
- Understand, document and review effectively all emergency response procedures;
- Maintain accurate Night Fire Registers in case of evacuation;
- Prepare reports and attend committee meetings as directed by the Head and Deputy Head (Pastoral);
- Update the Head and Deputy Head (Pastoral) about concerns without delay;
- Meet the Deputy Head (Pastoral) weekly;

- Ensure boarding compliance with the NMS for Boarding at all times;
- Prepare documentation for all inspections;
- Undertake annual boarding compliance reviews across all NMS and maintain appropriate records;
- Monitor the condition and ambience of the boarding houses and ensure that all relevant information and facilities are available to all boarders;
- Liaise closely with the Catering Manager about all aspect of boarding catering;
- Ensure the boarding house and School buildings are secure and safe at all times;
- Be available to support in times of emergency;
- Supervise and/or participate in School co-curricular activities as specified from time to time;
- Attend assemblies as agreed with the Deputy Head (Pastoral);
- Take an active part in all boarding duties and activities;
- Devise and manage the boarding house routine, set up the duty rota and activity plans, and ensure that the appropriate number of staff are on duty at all times. Publish the routine to the boarding team a term in advance;
- Publish main boarding events in the School Calendar one term in advance;
- Ensure the accurate registration of boarders throughout boarding times;
- Maintain a daily log for the boarding house;
- Maintain effective records of boarders' health, welfare and behaviour;
- Provide reports and references for the Head, Deputy Head (Pastoral), Governors and Inspectors as required;
- Prepare for, attend and contribute to Parents' Evenings involving boarders;
- Respect and maintain confidentiality within the Boarding Houses;
- Conduct four boarder questionnaires and follow-up Fora per year (two in the Michaelmas term);
- Ensure that welfare issues are brought to the attention of Form Teachers and other staff;
- Liaise as necessary with boarding parents about all boarding transport arrangements;
- Liaise formally with the School Matron to ensure that pupils' medical requirements are properly administered and to encourage pupils to pursue a healthy lifestyle;
- Keep all boarding documentation on the Staff Shared Drive.

Running the Boarding Routine

- Supervise mealtimes and eat with the boarders;
- Ensure a culture of healthy eating and a high level of table manners;
- Arrange for the provision of snacks to the boarders in the evening;
- Provide a varied and interesting programme of activities for boarders;
- Actively supervise all boarding nights;
- Arrange a fair and equitable rota of activities for all boarders;
- Provide boarders with a home-from-home experience with the opportunity to relax.

Managing Boarding Accommodation

- Create a stimulating and attractive environment inside and outside the boarding house;
- Ensure that boarding displays are attractive and well-maintained;
- Resource and maintain the boarding houses, keeping an up-to-date inventory of all boarding furniture, fixtures and fittings as well as improvements;
- Ensure that the boarding houses are well-maintained, decorated, clean and tidy.

Strategically Developing Boarding

- Review annually all aspects of boarding, upgrading policies and procedures as necessary;
- Devise, maintain and develop a BPS boarding development plan;
- Attend District IN IAPS meetings where applicable.

Professional Development

- Participate actively in regular training, whole School and Department staff meetings, staff training days and occasionally smaller working groups;
- Annually review, record and plan your professional development using the School's Continuing Professional Development procedures;
- Attend boarding-specific training annually.

General

- Take part in staff review or appraisal arrangements made by the School;
- Contribute to appraisals of the Boarding Team and housekeeping staff under your supervision;
- Take part in appropriate staff cover arrangements if needed;
- Follow the School's code of practice for child protection, health and safety and all pastoral policies;
- Undertake other such specific reasonable duties, appropriate to your post which the Deputy Head (Pastoral) and Head may assign from time to time.

The School reserves the right to review and change this job description as the needs of the School change.



Person Specification (Qualifications, Skills and Experience)

Essential Qualifications

- A degree qualification and Qualified Teacher Status;
- Child Protection training;
- Full UK Driving Licence.

Desirable Qualifications

- A First Aid qualification (training will be provided);
- Youth Mental Health First Aid (training will be provided).
- Level 3 Safeguarding Training Certificate;
- Boarding Schools Association Professional Development Certificate.

Essential Skills

- Proven leadership skills;
- Social and professional team player;
- Dedication to deliver the highest standards of child protection, health and fire safety;
- To be trustworthy, discreet and adhere to confidentiality;
- Strong listening skills and grasp of non-verbal communication;
- Practical, warm and sympathetic personality;
- Proven experience of outstanding customer service;
- Excellent communication skills (verbal, written and technological);
- Pro-active supervisory abilities;
- Understanding of and commitment to diversity and cultural differences;
- Flexible and adaptable;
- Ability to remain calm in emergencies;
- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of School life;
- High standard of personal presentation;
- Flexible and proactive attitude to work;
- Excellent interpersonal skills with pupils, colleagues, parents and governors;
- Fit and active enough to fulfil the requirements of the position;
- A calm and caring manner.

Essential Experience

- Previous experience within an independent boarding school;
- Substantial experience and knowledge of working with children and young people;
- At least four years' experience as a parent or pastoral leader.

Desirable Experience

- Previous management experience in boarding;
- Ability to offer co-curricular subject, such as sport, music, drama or Forest Schools;
- Experience working in an IAPS Boarding School;
- Possess D1 driving licence category to enable position holder to drive 17-seat minibus;
- Direct experience of leadership in a boarding or residential childcare environment;
- A working knowledge of the National Curriculum;
- Knowledge of school management information systems.

Teaching

Candidates may offer any teaching subject and the successful candidate will generally teach a proportion of the timetable allocated to full-time members of the teaching staff, taking into consideration other responsibilities.

Decision Making Responsibilities

The position holder is responsible and accountable for the day-to-day running of the boarding houses and required to work independently but within policy, professional standards and budgetary limits.



Salary and benefits

Beechwood Park pays all members of the teaching staff according to the Beechwood Park School Salary Scale at the point appropriate to their qualifications and experience. This scale is above the National Teachers' Pay Scale and includes a London Fringe Allowance.

Pension

The School will follow its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the position holder in a pension scheme as and when required by law. From September 2022, the School will offer teachers a flexible, defined contribution pension scheme: the Aviva Pension Trust for Independent Schools (APTIS).

Meals

The post holder is entitled to free School meals in term time (Monday lunchtime to Friday lunchtime).

Holidays

The statutory minimum holiday entitlement under the Working Time Regulations 1998 is to be taken during School holidays. In addition, the position holder does not normally have to work during normal School holidays other than 3 days prior to the return and 3 days after the departure of pupils.

Public holidays occurring when the School is in session will be working days.

Accommodation

It is a requirement for the position holder to reside on site in self-contained accommodation which is provided free of rent and rates. Accommodation is provided for the better performance of the duties and is essential for ensuring adequate pastoral care of the boarders.

Working Hours

The position holder is required to work the hours set down on the rota which covers day, evening and overnight supervision of children.

Probationary Period

Your employment is subject to a one-year probationary period.

Safeguarding and Child Protection

Beechwood Park School is committed to safeguarding and promoting the health, safety and well-being of all children.

We require all applicants for employment to complete a BPS Staff Application Form and to produce original documentation of certificates and degree qualifications.

The School will undertake an enhanced DBS clearance check of the successful candidate.

All employees work in a culture of openness, trust and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with the BPS child protection and health and safety policies;
- The reporting of low-level concerns in support of the School's Mission to Nurture, Engage and Inspire and its core Values.

The School reserves the right to review and change this job description as the needs of the School change.

Agreed by the Head:

Date:

Agreed by the Postholder:

Date:

The Application

Please download, complete and return the School's Application Form with a handwritten covering letter of application, to:

Mr E W Balfour
Head
Beechwood Park School
Beechwood Park
Markyate
Hertfordshire
AL3 8AW

Please feel free to contact the Head for an informal discussion at:

headmaster@beechwoodpark.com



Location and Access

Beechwood Park is set in beautiful rural parkland outside the village of Markyate. Although rural, the School is only 5 minutes from Junction 9 of the M1 and 15 to 20 minutes from Harpenden, St Albans, Berkhamsted, Hemel Hempstead, and Luton - all with super-fast train links to central London.

The School runs an extensive bus service for pupils, before and after School, to Harpenden, St Albans and many surrounding villages. These areas offer some beautiful villages and places to live, within easy reach of London.

Direct Train Service:

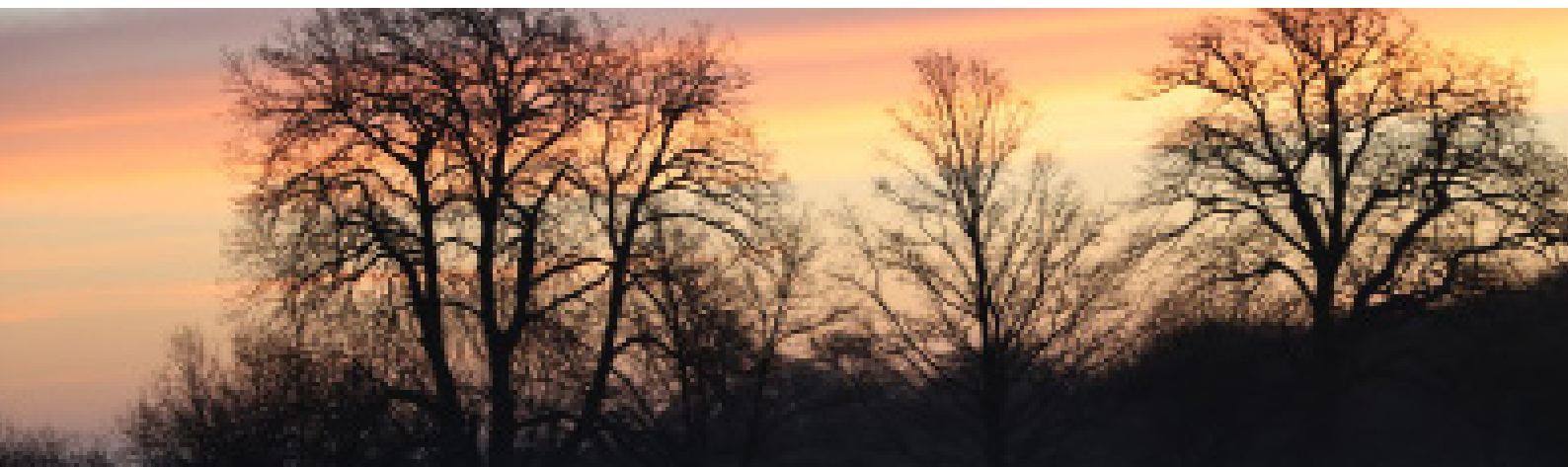
St Albans to London St Pancras: 18 minutes
Harpenden to London St Pancras: 25 minutes
Luton Airport Parkway to London: 24 minutes

By Road

M1 Junction 9: 5 minutes
Harpenden: 15 minutes
St Albans: 20 minutes
Berkhamsted: 20 minutes

Nearest airport

London Luton: 15 minutes





Beechwood Park School

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