

A large, historic stone building with ivy, a large tree, and a lawn. The building is a three-story structure with a balustrade on the roof. It is surrounded by a green lawn and a gravel path. A large, mature tree stands to the left of the building. In the background, there are more trees and a small building with a dome.

Appointment of
Head of Boarding and Teacher of Humanities

SWANBOURNE HOUSE

BUCKINGHAMSHIRE





WELCOME TO SWANBOURNE HOUSE

Swanbourne House is an incredibly special and beautiful place to work. We are lucky to have state-of-the-art classrooms, outstanding sports facilities and grounds that genuinely need to be seen to be believed.

I am passionate about providing the most inspiring education to the children in our care and working together as part of a team to create the extraordinary. The Swanbourne House pupils and their families benefit from highly talented staff, and we work together in a culture where every view is valued, we support each other and colleagues' wellbeing and morale is prioritised.

Swanbourne House is part of The Stowe Group, and we benefit from this in numerous ways. Our pupils have access to the facilities within The Group and our staff have the opportunity to work alongside teaching staff at the other schools.

I hope that you find this application pack both useful and informative and I look forward to welcoming you to Swanbourne House soon.

Nick Holloway
Head

Swanbourne House School is an independent day and boarding school, for children aged 3 to 13 years. Set in 55 acres of Buckinghamshire countryside, with a dynamic and challenging curriculum, small class sizes, inspirational extra-curriculum activities and extensive facilities, we're creating change makers ready for the world of tomorrow.

State-of-the-art Science Labs | IT suites | Specialist Teaching across Subjects from Year 5 | Art Studio | Design, Technology and Engineering Lab.

The Pre-Senior Baccalaureate (PSB) is the assessment framework used in Years 7 and 8, but its roots grow throughout the curriculum across all year groups. The PSB is based on strong academic foundations, but also encourages skills such as critical thinking, creativity and problem-solving. Pupils are encouraged to think 'how' and 'why' and see setbacks as a step on the path to success as they develop curiosity, challenge their thinking and develop new ways to learn.

Last year, Swanbourne House pupils were awarded an impressive 13 scholarships and exhibitions to leading senior schools across the UK.

The Manor House

The Manor House, our dedicated teaching, play and outdoor space for children from Pre-Reception to Year 2 is at the heart of our school. Adjacent to farmland, with small class sizes, experienced and passionate teachers and an innovative approach that develops skills alongside academic progress, Swanbourne House is a special place for your child to start their learning journey. New play areas - including The Fort - have recently been built.

Pupils receive specialist teaching in Music, Sport and French during their time in the Manor House, have swimming lessons at our onsite pool from Reception and have a wide choice of enriching extra-curricular activities, including rugby, ballet, science club and Mandarin.





OUR BOARDING HOUSES

Set over two floors in the Main House of the School, the Boarding Houses at Swanbourne have recently undergone significant development, thanks to investment from The Stowe Group.

This development has seen the creation of a new Wellbeing Hub and girls' snug, dormitory enhancements with redecoration and new beds, a completely refurbished kitchenette, a new common room and repurposed dining areas that convert into a film room.

HEAD OF BOARDING AND TEACHER OF HUMANITIES

Accountable to: Deputy Head Pastoral.

Date of Appointment: January, April or September 2027

Responsible for: Residential Matron (line management), operational leadership of GAP students, residential staff and the wider boarding team when on duty.

Accommodation: A spacious and well-appointed first-floor flat within the Main House is provided as part of this residential appointment.

THE OPPORTUNITY

An exciting opportunity has arisen for an outstanding teacher, pastoral leader and inspirational boarding professional to join Swanbourne House. This is a unique opportunity to lead one of the school's most distinctive and important areas. The successful candidate will shape the strategic direction of boarding whilst ensuring every child experiences exceptional pastoral care within a warm and welcoming boarding community.

The Head of Boarding will be an outstanding relationship builder who leads with kindness, integrity and high expectations. They will enjoy working closely with children, colleagues and parents, recognising that the very best boarding experiences are created through visibility, consistency and genuine care for every individual.

Alongside leading boarding, the successful candidate will teach a reduced timetable. The teaching commitment will be carefully designed to enable them to excel both in the classroom and as the leader of our boarding provision.

The Head of Boarding will work closely with the Deputy Head Pastoral, Head, Head of Boarding Development and colleagues across Marketing & Admissions, Finance and Administration, as well as with boarding colleagues across Swanbourne House, Winchester House, Ashford School and Stowe, helping to share best practice and contribute to the continued development of boarding throughout the wider group.

Boarding has always been at the heart of Swanbourne House and remains one of the defining features of our school. It provides children with a home-from-home where friendships flourish, confidence grows and lifelong memories are created. As our boarding provision continues to evolve, we are seeking an exceptional leader who will build on its many strengths whilst helping to shape its future. We currently provide for flexi, weekly and full boarders.



Our Boarding Vision

At Swanbourne House, we believe boarding should feel like a genuine home-from-home where children feel safe, happy and valued, whilst being encouraged to grow in confidence, independence and character.

Our boarding community is built upon strong relationships, shared experiences and a culture of kindness, respect and ambition. We want every boarder to feel that they belong, knowing they are supported, encouraged and challenged to grow in confidence, character and independence. The Head of Boarding will play a central role in bringing this vision to life, creating an environment where children flourish, families feel confident and colleagues work together to provide an exceptional boarding experience.

Key Duties & Responsibilities

1. Leadership & Culture

The Head of Boarding will be the custodian of Swanbourne House's boarding culture, creating an environment where every boarder feels safe, valued, supported and genuinely at home. Through visible leadership, warmth and high expectations, they will foster a boarding community where children flourish, colleagues feel empowered and families have complete confidence in the care their children receive.

The post holder will:

- Lead and inspire the continued development of boarding, ensuring it reflects the school's vision and remains a defining strength of Swanbourne House.
- Create a welcoming, inclusive and aspirational boarding environment where kindness, respect, independence and personal responsibility are actively promoted.
- Lead by example through a visible and approachable presence within the boarding house, building strong, trusting relationships with pupils, colleagues and families.
- Develop a positive boarding culture in which every child feels known, valued and supported, recognising and celebrating individual strengths, talents and achievements.
- Promote high standards of behaviour, conduct and personal responsibility, encouraging pupils to develop confidence, resilience, independence and leadership.
- Foster a culture of collaboration, ensuring boarding staff work together with teaching and support staff to provide a seamless experience for every child.
- Ensure effective communication with parents, providing reassurance, building confidence and developing strong, positive relationships between home and school.
- Work closely with the Deputy Head Pastoral and the Head to shape the strategic direction and future development of boarding at Swanbourne House.



2. Pastoral Care, Welfare & Safeguarding

The wellbeing of every boarder sits at the heart of this role. Acting *in loco parentis*, the Head of Boarding will ensure that every child receives outstanding pastoral care within a safe, nurturing and supportive environment where they are encouraged to develop confidence, resilience and independence.

The post holder will:

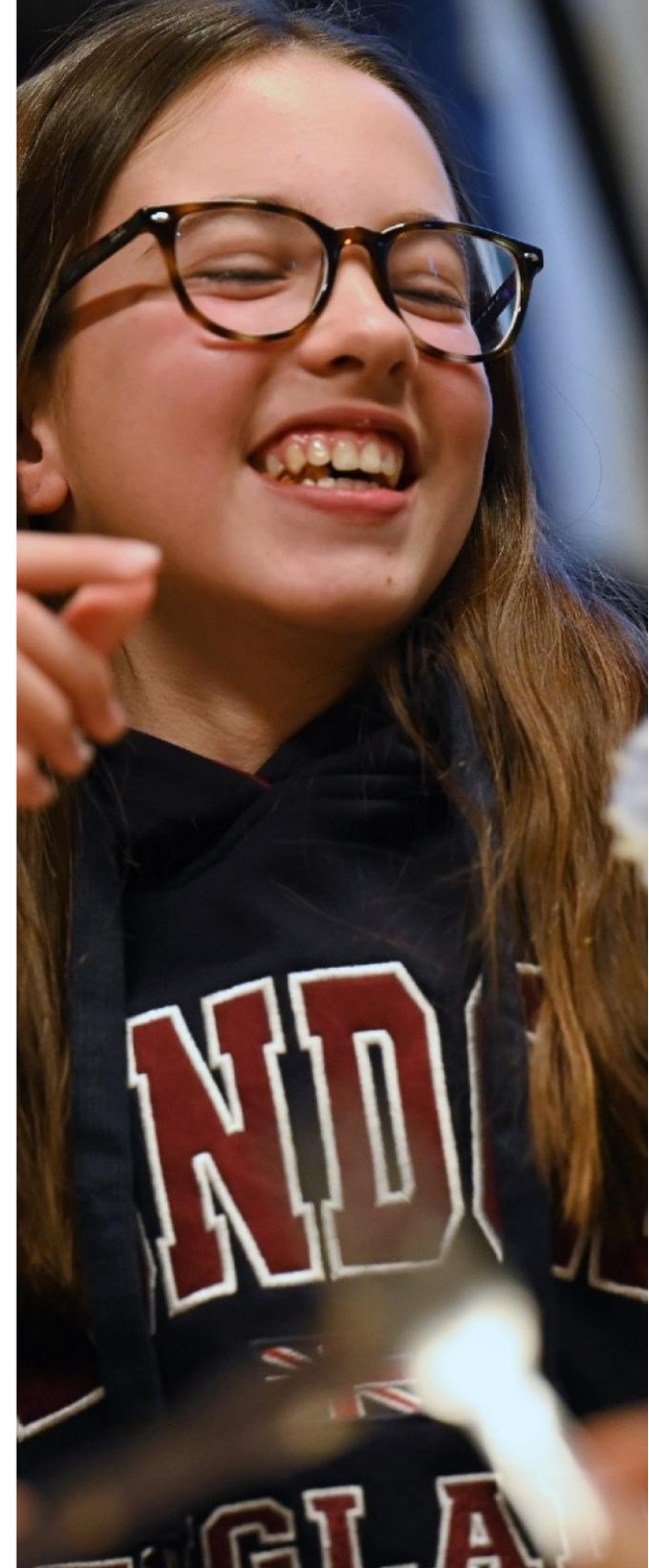
- Act *in loco parentis*, taking overall responsibility for the welfare, safety, pastoral care and day-to-day wellbeing of all boarders.
- Ensure that every boarder is known as an individual, recognising their strengths, needs and aspirations, and ensuring appropriate support and opportunities are provided.
- Create an environment where children feel comfortable sharing their views, concerns and ideas, ensuring pupil voice plays an active role in the continual development of boarding.
- Build positive and trusting relationships with boarders, providing guidance, encouragement and appropriate challenge to support both personal and emotional development.
- Promote healthy routines, positive wellbeing and good personal habits, working closely with the School Nurse, Residential Matron and wider pastoral team to ensure children's physical and emotional needs are met.
- Ensure appropriate medical arrangements are in place, including the effective administration of medicines, accurate record keeping and appropriate communication with parents and relevant professionals.
- Lead safeguarding practice within boarding, ensuring safeguarding remains central to every aspect of boarding life and that concerns are recognised, recorded and acted upon promptly and appropriately.
- Work closely with the Designated Safeguarding Lead and wider safeguarding team to ensure boarding fully reflects the school's safeguarding culture and statutory responsibilities.
- Maintain accurate pastoral, safeguarding and welfare records, ensuring confidentiality and compliance with statutory requirements at all times.
- Be prepared to undertake responsibilities as a Deputy Designated Safeguarding Lead, First Aider and Mental Health First Aider, if required by the school.

3. Boarding, Development & Engagement

The Head of Boarding will be a passionate advocate for boarding, playing a central role in strengthening its profile within the school. Working collaboratively with colleagues across Swanbourne House and The Stowe Group, they will help ensure that boarding continues to flourish, attracting new families whilst delivering an exceptional experience for those already within the community.

The post holder will:

- Champion the many strengths and benefits of boarding, acting as an enthusiastic advocate for the provision with current and prospective families.
- Work closely with the Head, Head of Boarding Development, Marketing & Admissions, Finance and Administration to support the continued growth and success of boarding through effective communication, occupancy planning, forecasting and efficient billing processes.
- Build strong relationships with current boarding families, ensuring they feel well informed, valued and fully engaged in the life of the boarding community.



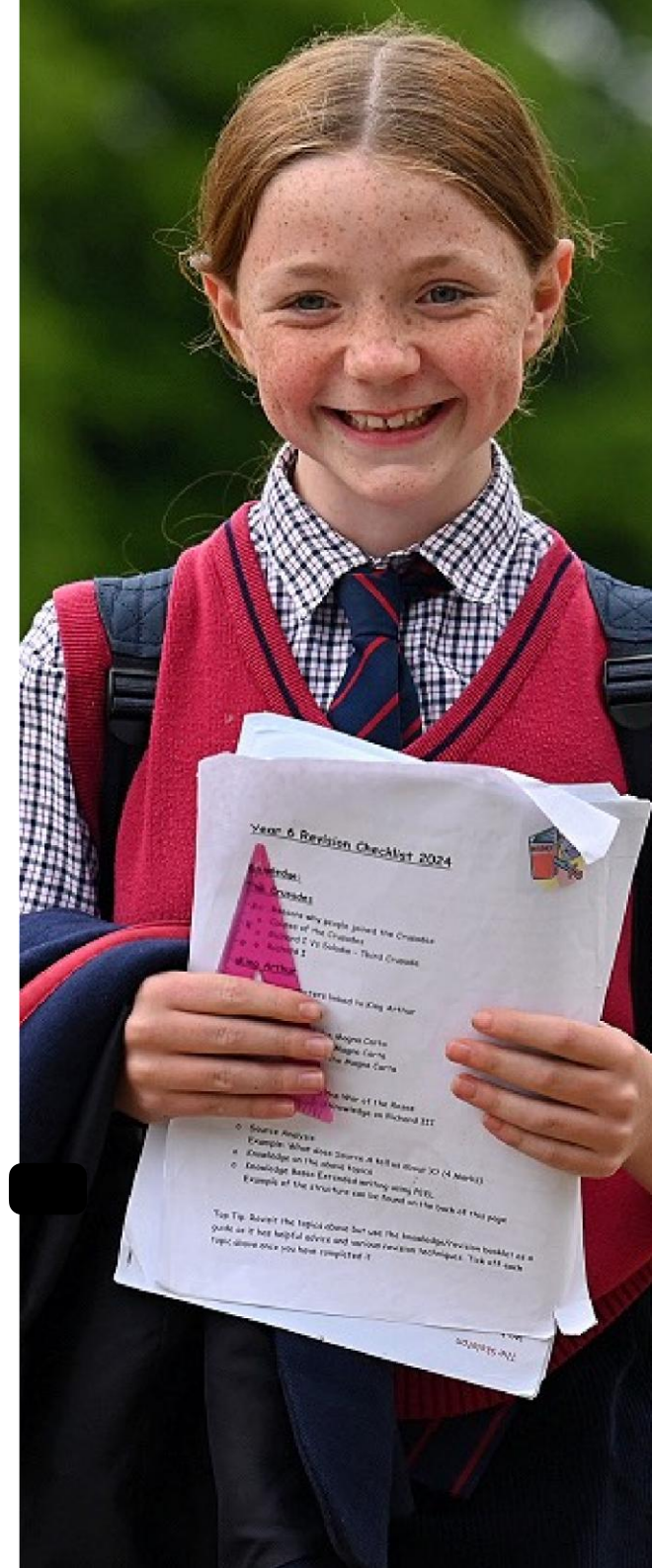
- Welcome prospective families, providing engaging tours, answering questions and communicating the unique opportunities that boarding at Swanbourne House provides.
- Work collaboratively with boarding colleagues across Swanbourne House, Winchester House, Ashford School and Stowe to share best practice, contribute to group initiatives and support the continued development of boarding across The Stowe Group.
- Encourage boarders to contribute actively to the life of the boarding house through leadership opportunities, pupil voice and meaningful participation in decision-making.
- Develop a vibrant programme of evening and weekend activities that enrich children's experiences, foster friendships and create lasting memories.
- Continually seek opportunities to enhance and raise the profile of boarding, ensuring that the provision continues to evolve, attract new families and provide an exceptional experience for both current and prospective boarders.

4. Operations, Compliance & Continuous Improvement

The Head of Boarding will ensure that the boarding provision operates safely, efficiently and to the highest standards, whilst always remaining centred on the needs of the children. They will provide strong operational leadership, ensuring robust systems, effective communication and continual improvement across every aspect of boarding life.

The post holder will:

- Lead the day-to-day operation of the boarding house, ensuring the highest standards of care, organisation and professionalism are consistently maintained.
- Ensure full compliance with the National Minimum Standards for Boarding Schools, safeguarding requirements, UKVI regulations and all other relevant statutory and regulatory expectations.
- Develop, implement and regularly review boarding policies, procedures and risk assessments, ensuring they remain current, effective and reflective of best practice.
- Maintain accurate and confidential boarding records, including safeguarding, medical, attendance, behaviour and welfare documentation.
- Lead and support the Residential Matron and work collaboratively with the Director of Operations, Housekeeping, Catering and other support teams to ensure the boarding environment remains safe, welcoming and well maintained.
- Oversee boarding admissions, arrivals and departures, transport arrangements and other operational aspects of boarding life, ensuring pupils and families experience a smooth and well-organised service.
- Plan and oversee evening and weekend provision, including activities, trips and excursions, ensuring programmes are engaging, inclusive, well organised and appropriately risk assessed.
- Monitor boarding occupancy and work closely with Finance and Administration to ensure records, billing and associated systems remain accurate and efficient.
- Manage boarding resources responsibly, ensuring budgets, equipment and facilities are used effectively and represent good value.
- Continually review boarding systems, seeking opportunities to improve efficiency, strengthen the quality of provision and enhance the overall boarding experience for children and families.



5. Teaching & Wider School Contribution

The Head of Boarding will be an outstanding classroom practitioner who shares the school's commitment to high-quality teaching, strong relationships and the holistic development of every child. Alongside leading boarding, they will make a positive contribution to the wider life of Swanbourne House through teaching, co-curricular involvement and active participation in the school community.

The post holder will:

- Teach a reduced timetable, ideally in History, delivering engaging, challenging and inspiring lessons that foster curiosity, confidence and a genuine love of learning. Whilst experience of teaching History would be advantageous, we welcome applications from outstanding teachers with the enthusiasm, aptitude and willingness to develop their expertise in the subject.
- Deliver high-quality teaching that reflects the school's values and contributes positively to The Swanbourne Journey.
- Build positive relationships with pupils, inspiring high standards of behaviour, effort and achievement within the classroom.
- Contribute to the wider co-curricular life of the school, supporting activities, clubs, sport and educational experiences that enrich children's development.
- Work collaboratively with colleagues to promote continuity between boarding and the school day, ensuring children experience consistent care, support and encouragement.
- Recognise the unique opportunities that boarding provides to enrich children's education, making meaningful links between classroom learning, boarding life and the wider experiences offered by the school.
- Act as a positive role model for pupils, demonstrating professionalism, enthusiasm and a genuine commitment to the values of Swanbourne House.

6. Professional Responsibilities

As a key middle leader within the school, the Head of Boarding will contribute positively to the wider life of Swanbourne House, demonstrating professionalism, integrity and a commitment to continual improvement.

The post holder will:

- Support and actively promote the vision, values and strategic priorities of Swanbourne House, acting at all times in the best interests of its pupils and wider community.
- Contribute fully to the wider life of the school through attendance at staff meetings, INSET, Open Mornings, Parents' Evenings, concerts, productions, Chapel services, Prize Giving and other events as required.
- As a key middle leader within the school, the Head of Boarding will contribute positively to the wider life and strategic development of Swanbourne House, demonstrating professionalism, integrity and a commitment to continual improvement.
- Build positive and productive relationships with colleagues across all areas of the school, recognising that outstanding boarding is achieved through collaboration and shared responsibility.
- Demonstrate a commitment to continuing professional development, remaining up to date with developments in boarding, safeguarding, pastoral care and education, whilst supporting the professional development of colleagues where appropriate.



- Undertake any other duties that are reasonably required by the Head or Deputy Head Pastoral, commensurate with the nature and seniority of the post.

Residential Appointment

This is a residential appointment, and the successful candidate will be required to live on site during term time. Accommodation is provided in a spacious and well-appointed first-floor flat within the Main House. Living within the boarding community is central to the role, enabling the Head of Boarding to build strong relationships with pupils, provide visible leadership and play a full and active part in the life of the boarding house. The role requires flexibility throughout term time, including regular evening and weekend commitments. Appropriate time in lieu and flexibility during the working week will be provided to ensure a sustainable balance whilst maintaining an exceptional boarding experience.

Person Specification

Qualifications & Experience

Essential

- Qualified teacher.
- Experience of leading, managing or developing teams or significant areas of responsibility.
- A strong understanding of pastoral care and safeguarding within a school setting.
- The ability to build positive relationships with pupils, colleagues and parents.
- A willingness to live on site and embrace the opportunities and responsibilities of residential boarding.

Desirable

- Experience of working within a boarding environment.
- Experience of teaching History or another Humanities subject. Whilst History is the preferred subject, we welcome applications from outstanding teachers with the enthusiasm, aptitude and willingness to develop their teaching.
- Experience of contributing to the sporting and wider co-curricular life of a school through coaching, clubs or extracurricular activities.
- Experience of working within the independent sector.

Knowledge & Understanding

The successful candidate will demonstrate:

- A secure understanding of safeguarding and child protection.
- A secure understanding of the National Minimum Standards for Boarding Schools.
- An appreciation of the role boarding plays in children's personal development.
- An understanding of the importance of positive relationships, clear communication and strong pastoral care.
- Confidence in using technology to support communication, organisation and the effective management of boarding.

Leadership & Management

The successful candidate will be able to demonstrate the ability to:

- Inspire, motivate and support colleagues through visible, positive leadership.
- Create a culture of high expectations, kindness and accountability.
- Lead change positively and contribute to the continual development of boarding.
- Develop robust systems and procedures whilst maintaining a practical, flexible approach.
- Make sound decisions, often independently, balancing competing priorities calmly and effectively.
- Communicate confidently and professionally with pupils, parents, colleagues and external partners.
- Represent Swanbourne House positively within the school and the wider community.

Personal Qualities

The successful candidate will:

- Place children's wellbeing at the heart of every decision.
- Be warm, approachable and emotionally intelligent.
- Lead with integrity, resilience, humility and a strong sense of purpose.
- Be highly organised, adaptable and able to work effectively under pressure.
- Demonstrate energy, enthusiasm and a genuine enjoyment of working with young people.
- Be a visible and active member of the boarding community, leading through relationships and example.
- Have a good sense of humour, enjoy working with young people and be willing to throw themselves wholeheartedly into the life of the boarding community.
- Demonstrate a commitment to continuing professional development and a desire to keep improving both themselves and the boarding provision.
- Share the school's ambition to provide an exceptional boarding experience within a nurturing, aspirational and ambitious prep school community.

This job description is intended to provide an overview of the principal duties and responsibilities of the role. It is not intended to be an exhaustive list and may be amended from time to time to reflect the evolving needs of the school.

As with all positions at Swanbourne House, the post holder may reasonably be required to undertake other duties consistent with the nature, level and seniority of the appointment.

ACCOMODATION

This is a role that requires the post holder to live in a spacious and well-appointed flat within the main building. The role requires the post holder to be onsite overnight during term time.



COLLEAGUE BENEFITS

The Stowe Group recognises the benefits that come with investing in people. Alongside the beautiful school surroundings at Swanbourne, there are a number of additional benefits available to all our valued colleagues. These include:

- Staff fee discount
- Free wraparound care
- Free refreshments and school meals
- Access to National Trust Gardens at Stowe
- Free or discounted access to a range of arts and culture events at Stowe
- Discounted annual family golf membership at Stowe's golf course
- Volunteer leave
- Employee wellbeing programme, including access to counselling services and physiotherapy

For more details on all benefits, please follow this link:

<https://www.stowe.co.uk/our-people/working-for-us/colleaguebenefits>



YOUR APPLICATION

To apply you will be directed to The Stowe Group Recruitment Hub. Please complete the application form and attach a covering letter detailing why and how your skills and experience could see you thrive in this role.

If you need any help with the application process, please contact: recruitment@stowe.co.uk or call 01280 818005

Salary: Competitive

Please note this role may close early if we receive suitable applications.

This is a term time only permanent role. Hours are split across morning and evening shifts, with admin time given during the day.

All meals when on duty are provided free of charge during term time.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard the children.





In January 2021, Swanbourne House became part of The Stowe Group. The Stowe Group comprises Stowe School, Swanbourne House School, Winchester House School and Ashfold School. The Group's formation has given pupils and staff at Swanbourne House access, not only to Stowe's world-famous estate, but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with the Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character, with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give Sticks and staff a heightened awareness of their social and environmental responsibility in preserving this unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.



Heathrow Airport is less than an hour away and Luton Airport 45 minutes.

The School has nearby access to main traffic routes the M1, M40 and A5.

Milton Keynes Central train station - with 30 minute trains to London - is a 20 minute drive away.

The school is just 20 minutes from Central Milton Keynes, Aylesbury, Leighton Buzzard, Buckingham and Woburn and is within easy reach of Oxford, Banbury, Luton and Northampton.



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