



BURFORD SCHOOL

FOUNDED 1571



INFORMATION PACK

Head of Boarding

A leading co-educational day and boarding school in the Cotswolds



RESPECT | PARTICIPATE | REACH

Burford School, Cheltenham Road, Burford, Oxfordshire, OX18 4PL
01993 823303 office@burford.oxon.sch.uk



THE SCHOOL

Burford School has been delivering an excellent education for over 450 years. Today, we continue to offer the best of education to day and boarding girls and boys, aged 11 to 18 years old.

We know our students will need superb academic foundations to flourish in the future, and we support each one to reach for their very best. We consistently achieve outstanding examination results, well above national and Oxfordshire figures. We are proud that a high proportion of students go on to university, including Oxbridge; secure competitive apprenticeships at companies including BMW Group and JP Morgan; and enter dream careers in performing arts to forensic science or physiotherapy. In our Learning Zone, we tailor learning to enable all students to reach their full potential. While outside of the classroom, our renowned Burford Institute of Music and Athletic Foundation support them to excel.

To achieve the most from life, our students will also need character. From sport, music, conversational Chinese, chess, Young Enterprise, drama and the Duke of Edinburgh's Award, we offer over 35 activities and clubs, with every student encouraged to participate. Through these experiences and the many trips and enrichment opportunities we provide, our young people develop resilience, commitment, problem-solving and communication skills they can use long after they leave us.

With our history to guide us, we teach our students traditional values and the importance of respect. We prepare them to meet 21st-century challenges and equip them with the tools to build happy and successful lives. Sometimes, we know, young people need extra support. Our large and experienced Pastoral Team works tirelessly to ensure that all students have the foundations to thrive while at Burford School.



Vision

We are fortunate to enjoy 40 acres of Cotswold countryside on site, and we make the most of our idyllic setting on the edge of the bustling historic market town of Burford.

We look forward to meeting you soon.

Mr Albrighton

Headteacher of Burford School



Our ethos is to provide the '**best of education**' to our students, supporting them to achieve excellent academic results, while not compromising on their enrichment and care.

Our core values are:

Respect

Inclusive, Sustainable, Community-led

We empower our students to respect one another and themselves.

Participate

Inspiring, Enriching, Diverse

We encourage our students to participate in a broad range of opportunities, whatever their interests or skills.

Reach

Ambitious, Bespoke, Nurturing

We support our students to reach to be the best versions of themselves.



THE ROLE

Salary	:	Grade 11, point 31 – 34, £41,255 - £44,533 PA
Start Date	:	1 st September 2025
Contract	:	40 hours per week, 42 weeks per year
Term	:	Permanent
Reporting to	:	Director of Boarding (Deputy Headteacher)
Accommodation	:	As this is a residential role there is a two-bedroomed flat with this post

We have an exciting opportunity for a well-qualified and enthusiastic Head of Boarding to lead our vibrant boarding department. The successful candidate will have a clear strategic vision for boarding, and will have proven experience in the education and boarding sector.

The Head of Boarding reports directly to the Director of Boarding. There is an experienced team, including Deputy Head of Boarding, Duty Staff, Assistant Houseparents, Medical, Site and Admin staff.



Job Purpose:

This is a unique and highly rewarding leadership role at Burford School's state boarding provision, offering the opportunity to positively impact the lives of boarders. The Head of Boarding will be a visible, approachable, and trusted figure, ensuring a safe, structured, and thriving residential experience while overseeing extracurricular activities, travel logistics, and the welfare of international students.

Burford School's state boarding provision operates separately from the day school, running seven days a week on a different site. The Head of Boarding plays a crucial role in leading, managing, and developing a supportive and structured residential environment. The role carries the responsibility for full compliance with the National Minimum Standards (NMS) for Boarding Schools and the Social Care Inspection Framework, while fostering a positive and inclusive boarding culture.

This is a non-teaching, residential role, requiring overnight responsibilities, on-call duties, and a commitment to student welfare. A large part of the role is to coordinate the evening and weekend activity programme, travel, and the oversight of guardianship arrangements for boarders. The HM ensures that boarders thrive academically, socially, and personally within a safe and enriching environment.

Key Responsibilities:

1. Leadership & Management

- Provide strategic leadership for the boarding house, managing a team of both resident and non-resident pastoral staff; including Administration, Estates, Medical and Domestic teams.
- Ensure all staff are appropriately trained and supported, particularly in safeguarding and welfare.
- To embody the aims and values of Burford School.
- Lead by example, being a visible, approachable, and trusted figure for students and staff.
- Implement and enforce boarding policies and procedures, ensuring a structured and disciplined environment.
- Collaborate with the Director of Boarding (DHT) and wider SLT to continuously enhance the boarding experience and provision.

2. Pastoral Care, Student Welfare & Guardianship

- Foster a caring, structured, and inclusive atmosphere that promotes student well-being and personal development.
- Establish strong, trusting relationships with boarders, ensuring they feel safe and supported.
- Provide emotional support and mentoring, assisting with any personal or academic concerns.
- Promote mental health awareness and well-being strategies, ensuring boarders develop resilience and confidence.
- Oversee the induction of new boarders, ensuring they transition smoothly into boarding life.
- Work closely with parents, guardians, and external agencies to support student needs; ensuring that parents are well informed about the school's policies and all aspects of the care and welfare of boarding students.
- Ensure boarders whose parents reside overseas have appropriate guardianship arrangements, liaising with guardianship agencies, host families, and emergency contacts.



- Develop a strong understanding of the role of guardians in supporting students outside of term time, ensuring they meet the school's safeguarding expectations.
- Maintain clear records of guardianship agreements, ensuring compliance with boarding regulations and safeguarding frameworks.
- Ensure that medical matters are dealt with appropriately in line with Medical Protocol and Practices, liaising with the Medical Staff, any Health Professionals and the students' parents and guardians as appropriate. Specific understanding of medical administration in the context of NMS is essential.

3. Extracurricular Activities & Travel Arrangements

- Coordinate and oversee extracurricular activities, weekend trips, and enrichment programs to ensure boarders have a broad and engaging experience.
- Encourage participation in sports, arts, leadership opportunities, and volunteering to foster personal growth and teamwork.
- Plan and manage transport logistics for weekend leave, airport transfers, and school trips, ensuring safe and efficient arrangements.
- Ensure boarders have access to age-appropriate recreational activities, promoting a well-balanced lifestyle.
- Develop partnerships with external activity providers to enhance the boarding experience beyond school grounds.

4. Visa & Compliance for International Students

- Ensure full compliance with UK Visa and Immigration (UKVI) regulations for Child Student Visa holders.
- Work closely with the Admissions & Compliance Teams to monitor and report attendance, ensuring adherence to visa conditions.
- Assist international students with visa renewals, documentation, and compliance-related queries.
- Maintain up-to-date records of passport, visa status, and leave arrangements for all overseas students.
- Act as the boarding point of contact for UKVI inspections, ensuring all procedures meet legal and regulatory standards.

5. Safeguarding, Compliance & Inspection Readiness

- Ensure full compliance with National Minimum Standards (NMS) for Boarding Schools, OFSTED Social Care Inspection Framework, Keeping Children Safe in Education (KCSIE), and Burford School safeguarding policies.
- Work alongside the Designated Safeguarding Lead (DSL) to uphold child protection and welfare standards.
- Maintain accurate student welfare records, ensuring accountability and transparency in all pastoral matters.
- Conduct regular risk assessments, ensuring the boarding house remains a safe and secure environment.
- Prepare for external inspections, demonstrating best practice in state boarding provision.



6. House Operations & Maintenance

- Oversee the daily operations of the boarding house, ensuring high standards of cleanliness, discipline, and routine.
- Work closely with the estates team to ensure building maintenance, security, and fire safety are upheld.
- Manage catering provision, ensuring students receive nutritionally balanced meals that cater to diverse dietary needs.
- Enforce boarding routines, including wake-up, prep, mealtimes, and lights-out, creating a structured and supportive environment.
- Monitor house budgets and resources, ensuring efficient use of funding.

7. Financial Viability; Marketing & Commercial Opportunities

- Collaborate with the Head of Boarding and Finance Team to ensure financial sustainability of the boarding provision.
- Identify and develop commercial opportunities, such as:
 - Letting boarding facilities during holiday periods.
 - Hosting external residential programs (e.g., summer schools, training camps).
 - Exploring sponsorships or partnerships to enhance boarding life.
- Ensure that state boarding fees are effectively managed and contribute to the school's wider financial planning.

8. Commitment to a 7-Day Boarding Environment

- Boarding at Burford School operates seven days a week, year-round, requiring a significant commitment.
- The Head of Boarding is on duty during evenings and weekends as part of a duty rota, ensuring continuous student supervision.
- Overnight responsibilities include being on-call to respond to emergencies and student needs.
- Regular weekend involvement in activities, events, and trips is essential to enrich the boarding experience.



Person Specification

	Essential	Desirable
Personal Attributes		
Approachable & Trustworthy – Boarders must feel comfortable seeking guidance and support	✓	
Compassionate & Understanding – A genuine commitment to student well-being, with strong emotional intelligence	✓	
Organised & Proactive – Able to effectively manage house routines, student needs, and operational logistics	✓	
Resilient & Adaptable – Prepared to work unsociable hours, respond to unexpected challenges, and maintain a calm, professional approach	✓	
Team Player & Strong Leader – Able to motivate and manage staff, ensuring a collaborative and positive work environment	✓	
Ethical & Responsible – Committed to safeguarding, inclusivity, and maintaining high professional standards	✓	
Essential Skills & Experience		
Proven experience in a pastoral or boarding leadership role	✓	
Strong knowledge of UKVI visa requirements for international students	✓	
Understanding of guardianship arrangements and the role guardians play in a boarding context	✓	
Strong knowledge of safeguarding, child protection, and National Minimum Standards (NMS) for Boarding Schools	✓	
Excellent communication and interpersonal skills, with the ability to build trust with students, parents, and staff	✓	
Proven experience of leading a team of people effectively	✓	
Full, clean driving license	✓	
Willing to drive a minibus		✓
Qualifications		
Educated to at least A-Level standard	✓	
Educated to degree level		✓





Working at Burford

Burford is an oversubscribed school, situated in an area of outstanding natural beauty. It is an excellent school, with a superb environment for learning and priority given to teacher development. Our aim is to recruit colleagues who will be stimulated by the prospect of working hard to share in our success.

Additional Staff Benefits

- Additional PPA for professional development
- Supportive continuous professional development and growth opportunities
- Health and wellbeing support including access to an employee assistance programme, free flu vaccinations and a subsidised Healthcare Plan
- Local Government pension scheme membership
- The school is located within a short walk of a picturesque Cotswold town



HOW TO APPLY

Applications should be made by way of the Burford School application form. We are happy to accept a CV that accompanies an application form but cannot accept a CV alone.

If you are applying from outside the UK please contact us prior to applying.

Please download job details and an application form from our TES page: <https://www.tes.com/jobs/vacancy/head-of-boarding-oxfordshire-2187244>

or

Contact Mrs S Evans, HR Manager, at the following email address:

s.evans@burford.oxon.sch.uk

Burford School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn't part of the shortlisting process, and there will be a chance to address any issues of concern at interview.

Application deadline : **Friday 28 March 2025 (10.00 am)**

Interviews will be held : **Wednesday 2 April 2025**



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