



# Head of Boarding

## Steyning Grammar School





## Headteachers' Welcome

Welcome to Steyning Grammar School (SGS), a unique and exciting school that combines the credibility of a long history with an ambition to be innovative and a willingness to forge its own way. A school that is built on the firm foundations of high expectations for all with a creative and personalised curriculum that will extend learning both in the classroom and through a wide range of enriching experiences and environments.

Our students are at the heart of all we aspire to and achieve. We are committed to and experienced in developing confident, ambitious and skilled young people who will relish their role in making a positive difference to their communities; whether local, national or global. SGS students are well equipped for any challenge or opportunity.

Our positive and collaborative culture is underpinned by the belief that all members of our school have the potential for excellence. We are committed to raising aspiration and dedicated to supporting all students develop the confidence, self-belief and well-being vital for success. Our Christian Ethos of kindness and the celebration of diversity, Bohunt Education Trust's values of Enjoy Respect Achieve and our own unique character education combine to embed a culture that informs the decisions and actions of everybody in the community meaning everyone in our SGS family will be able to achieve and flourish.

We are a complex organisation with multiple sites, a state boarding house and students ranging from ages 11-18. The size and scale of the school is a strength, allowing there to be smaller schools within the school, ensuring everyone can be known as an individual with their needs understood and met. The breadth of experience of our exceptional staff, all of whom believe passionately in the possibilities of our students, along with support from home gives us powerful tools to get the best out of each and every one of our students during their educational journey at SGS.

This is an exciting time to join SGS to lead our excellent Boarding provision and we encourage candidates with vision, aspiration and commitment to care to apply. Over the next few years, an ambitious new school build will commence; the maintenance and expansion of boarding numbers is one of the long term strategic priorities for the school.

Best wishes,

Mr Aidan Timmons  
Headteacher





**Founded by Alderman William Holland in 1614, and proud to be part of the Bohunt Education Trust since 2020, SGS is a large, rural comprehensive school with over 2000 day school students. SGS is the only Church of England school within this non-denominational Multi-Academy Trust. The school's Christian ethos and vision is based on John 10:10 "To live life in all its fullness and flourish as God intended" which aligns with, and is underpinned by, the Trust's vision for all students to Enjoy, Respect and Achieve. As a State Boarding School, all students must have a British passport to be eligible for a place. The majority of students are day students, with a smaller diverse boarding community with over 30 countries represented.**

A highly desirable rural market town, Steyning is surrounded by the South Downs National Park yet has good connections to the rest of Sussex and is only 4 miles from the coast. We welcome applications from experienced Boarding professionals who share our commitment to providing exceptional holistic care for our students.

*"Boarders make significant, sometimes exceptional, progress across education, social and psychological areas of their development. Boarders greatly appreciate the all-round education they receive and attribute this to the ethos of those who work with them".*  
Ofsted 2022



# Vision and Values

Steying Grammar School offers full and weekly boarding opportunities for families who want peace of mind in securing their children's education in a safe, rural environment. The boarding experience contributes to the development of positive, independent and fully engaged citizens of our global community, equipped with the character to flourish in their future.

At SGS we

**'Live life in all its fullness and flourish as God intended'**

John 10:10

When we flourish we



## Our Boarding Practice

1. To create a community that ensures the safety, safeguarding and welfare of its pupils in an environment where they can Enjoy, Respect and Achieve.
2. To provide an environment in which pupils can develop their intellectual academic, sporting and creative potential through well structured routines, access to staff and other pupils in an atmosphere which values effort.
3. To provide a range of activities related to age and maturity that will assist in the personal, social, moral, spiritual and cultural development of each pupil.
4. To provide accommodation that is comfortable and suitable to the needs of boarders according to their age and which provides appropriate levels of privacy.
5. To provide an atmosphere that allows pupils to develop an acceptance of others and to celebrate diversity in all of its forms.
6. To develop each boarder's responsibility for self, for others and for their environment.
7. To develop pupils' qualities of leadership and their ability to work as a team.
8. To develop close links with parents in the support of pupils' development within school.
9. To provide ample opportunity for pupils to talk to staff about their day to day concerns.
10. To encourage students to become Gamechangers promoting courageous advocacy, justice and social change.





## The Role

For April 2025, we require a non-teaching or teaching Head of Boarding to join our ambitious, successful and innovative State Boarding School. Our provision comprises 4 houses with 65 students from 13-18 years old and the capacity to accommodate over 100 students. This is an exciting opportunity to acquire the knowledge, skills and experience for career development and lead a boarding provision. SGS has a proven track record of commitment to excellent care, graded as follows by Ofsted in October 2022:

Overall experiences and progress of children and young people, **GOOD**.

How well children and young people are helped and protected, **OUTSTANDING**.

The effectiveness of leaders and managers, **GOOD**.

The Head of Boarding is a key member of the Extended Leadership Team. They hold ultimate responsibility for all matters regarding boarding at the School. This is a residential role with accommodation provided, overseeing the Houseparents, Health and Wellbeing Lead, Registrar and Premises Officer and School Chaplain\*. The majority of students are full boarders, with some weekly boarders and the option to flexi board to meet the needs of families. The Head of Boarding is also central to the safeguarding work of the School and will act as a Deputy Designated Safeguarding Lead (DDSL) alongside the DSL.

The role enables the post-holder to set the tone for boarding and ensure a deeply rewarding family experience, as well as being involved in the wellbeing and safety of all students across the School. While the successful candidate may have teaching qualifications and experience, this is a specialist role and we do not envisage a teaching load or responsibility. As a member of ELT, the Head of Boarding will have whole-school responsibility for strategic areas to be discussed further at interview, and agreed in line with skills and experience.



# Key responsibilities

## Purpose and Scope of the Post

- To lead in the shared strategic vision for Steyning Grammar School Boarding and to have overall responsibility for the staffing and organisation of all Steyning Grammar School Boarding provision.
- To energetically drive the promotion, marketing and recruitment of students with the ambition of increasing numbers.
- To develop and embed excellence across the Boarding provision.
- To develop the ethos of an outstanding State Boarding provision integrated into a large, successful and ambitious comprehensive school.

As Head of Boarding they will be expected to work closely with the following:

- Headteacher/SLT
- Deputy Head of Boarding QA
- House Parent Team
- Health and Wellbeing Lead
- Registrar
- Administration and Finance Assistant
- Boarding Tutor Team
- Boarding Premises Manager
- Parents/Guardians/Carers
- Chaplaincy Team and Christian Ethos Group
- School Key Stage Pastoral Teams
- Day school colleagues
- Operations Manager
- Catering Manager and Catering Team
- SENCO

The Head of Boarding will lead and oversee the line management of the Boarding Team.

They will lead on the provision and promotion of the safety, good discipline, learning and pastoral well-being of all boarders, working with the Boarding Team to provide direction, engendering a positive culture and ethos to ensure a vibrant, caring and mutually supportive community for both students and staff.

## Responsibilities

The appointment is subject to the Green Book (non teaching) or Red Book (teaching) Terms and Conditions of Employment.

Responsible to: Headteacher



## Main duties

### 1) Leadership

- a) To lead the Boarding Team by communicating a clear vision to all the team members.
- b) To take shared responsibility for securing the commitment of the team to achieving the vision.
- c) To promote professional development within the team and to take responsibility for personal professional development.
- d) To be a good role model for members of the team and other teaching and support staff.
- e) To manage the annual appraisal/performance development cycle of the team.
- f) To attend the Support Staff Management meetings and Head of Year meetings to assist in developing initiatives within the school to ensure everyone can be the best that they can be.

## Particular Duties:

- a. To be responsible for marketing Boarding by:
  - Establishing a robust marketing strategy supported by a three year Marketing Plan.
  - Building upon the current network of overseas and UK based contacts to ensure targeted levels of occupancy are achieved for each academic year within the context of the eligibility criteria for State Boarding Schools.
  - Attending marketing events and appropriate Boarding School Fairs within the UK and overseas to raise the profile of Steyning Grammar School Boarding and to generate/obtain sufficient leads.
  - Designing and maintaining the Boarding pages of the school prospectus.
  - Overseeing the maintenance of the Boarding website pages to ensure they remain fresh and up to date.
  - Promoting the use of digital marketing tools such as Facebook and Twitter by the Boarding Team.
  - Producing appropriate press articles for inclusion in local publications and appropriate websites e.g. BSA.
  - Use a detailed understanding of the State Boarding School market to develop the future vision and direction/development of boarding at Steyning Grammar.
  - Developing relationships with charitable trusts to support vulnerable students.
  - Attending school events to promote Boarding where applicable.
  - Establish and implement a vision for potential expansion of boarding, in agreement with the Governing Body.



- b. To be responsible for admissions to Boarding by:
- Undertaking all admissions interviews to assess suitability for boarding, working closely with the day school pastoral admission teams at KS4 and KS5 who may, via a second curriculum based interview, ensure curriculum needs are assessed.
  - Facilitating taster days, tours and admission days in order to market the facilities to both overseas and UK students.
  - Continue to ensure the admissions process aligns with the main school
  - Ensuring all admissions protocols and procedures are adhered to, in particular in relation to eligibility of students to attend a State Boarding School – this will require close monitoring of legislative changes within the UK and the ongoing eligibility criteria for State Boarding Schools.
  - Establishing a working knowledge and keeping up to date with ongoing curriculum reforms, particularly in terms of admissions and study programmes.
  - Being conversant with overseas curriculum and qualification comparisons.
- c. To be responsible for the financial management of Boarding by:
- Working with the Operations Manager and Trust Finance Team to have an overview of the boarding finances/buildings to ensure ongoing viability of the business.
- d. To be responsible for the overall management of Boarding by:
- Ensuring that Boarding contributes to and supports the ethos, vision and Development Plan of Steyning Grammar School.
  - Reviewing Boarding House policies and procedures against the nationally agreed NMS, OFSTED Inspection Criteria and all other relevant standards; developing the highest standards of provision informed by this evaluation.
  - Ensuring continued compliance with the NMS in relation to boarders' welfare, safety and personal development.
  - Ensuring that there is a systematic approach to the reviewing, planning and evaluation of boarding provision.
  - Overseeing and reporting regularly on the welfare, progress, character development, social and academic achievement of boarders and behaviour.
  - Embedding and developing the cycle of Boarding Self-Evaluation and Boarding School Development Plans (the National Annual Point in Time Survey and Stakeholder voice) to ensure self-evaluation is at the heart of Boarding leadership and informs development planning.
  - Producing and circulating a written report to governors one week prior to each governor's meeting.
  - Liaising with link Governors arranging routine visits to ensure and respond to robust scrutiny of boarding.
  - Working collaboratively with Leadership Team to ensure Boarders achieve the highest expectations of social and emotional development and academic success.
  - Learning outcomes of Boarders will be a key success criteria with data analysis undertaken at each data point, ensuring appropriate interventions are being implemented by Houseparents/Boarding Tutors.





- Integrating and developing protocols and systems for boarding that reflect those of the whole school, particularly in the area of Home Learning.
- Ensuring that meetings of boarding staff to review and improve practice are convened and led appropriately.
- Ensuring that arrangements for safeguarding and child protection are outstanding and that statutory records are kept up to date at all times.
- Overseeing and agreeing to the cohesive programme of enrichment activities established by the Lead Enrichment Co-Ordinator in conjunction with the Boarding Team.
- Ensuring good student behaviour is maintained within Boarding and Day School through consultation with boarders and application of the appropriate policies and protocols.
- Being available to provide support to colleagues and ensuring that a senior substitute is available when off site.
- Leading the professional development and mentoring of all staff.
- Managing the annual appraisal/performance development cycle of all boarding staff working with the Leadership Team member responsible for staff appraisal
- Liaising with the Operations Manager and Estates Team over operational issues in particular safety, security and emergency response.
- Assisting in the selection, recruitment, induction and training of all new boarding staff.
- Designing and maintaining a Boarding Handbook for staff, parents and students outlining boarding procedures and practice.
- Developing and supporting the Boarding Chaplaincy work in line with the school ethos and C of E Voluntary Controlled status.

#### e. General

- Being responsible for promoting and safeguarding the welfare of children and young people for whom they are responsible, or come into contact with, to meet increasingly complex needs and mitigate risk.
- To undertake any other reasonable duty at the request of the Headteacher.
- To adopt professional dress codes whilst on duty and a professional manner at all times.
- To work effectively with parents and carers of boarders at all times.
- To develop new ways for Boarding at Steyning Grammar to support day students, including pupil-premium students and vulnerable students.
- Overseeing and reviewing student and staff induction.
- Overseeing health and safety and ensure the physical environment is maintained to a high standard,
- Securing and responding to staff, student and parent voice.
- The post-holder must be available to work Inset Days and to work flexibly around GCSE and A Level results days where they will be required to advise/guide the Boarding Registrar with regards to admissions at this time.
- To provide emergency staff cover in the event of illness, Inset Days and on some Bank Holidays.
- To undertake any other reasonable duty at the request of the Headteacher.





## Person Specification

### Experience

- Appropriate level of experience of working with 13-18 year olds in a residential setting.
- Outstanding pastoral carers with a proven track-record.
- Participation in an Ofsted Social Care Inspection or ISI Inspection.

### Knowledge and qualifications

#### Teaching candidates:

- A good Honours degree in a relevant subject with a strong track record in teaching and teaching qualification together with Qualified Teacher Status (QTS).
- Experience of teaching to a high standard in the independent or maintained sector.

#### Non teaching candidates

- An alternative recognised qualification from an educational setting will be considered (e.g teaching, coaching, counselling, HTLA, EAL, Youth Work, Social Work, Public Services).

#### All candidates:

- An awareness of recent boarding developments and a knowledge and understanding of National Minimum Standards for Boarding, the Ofsted Social Common Care Inspection Framework (SCCIF) and Keeping Children Safe in Education.
- A knowledge and awareness of international exam systems and UK National Information Centre for global qualifications and skills (UK ENIC).

### Personal Qualities:

- Kindness.
- Flexible, generous with their time and responsive to the needs of the students in their care.
- Empathetic and able to model courageous advocacy for young people.
- Enthusiasm, energy, determination and a positive outlook.
- A genuine interest in the personal development and wellbeing of children.
- Commitment to excellent provision for all children.
- A commitment to comprehensive and inclusive care of children.
- A positive attitude towards professional development.
- Reliability, integrity, gravitas and approachability.



## Skills and Abilities

- Strong leadership communication and interpersonal skills.
- The ability to work both independently and collaboratively.
- Strong written and verbal communication skills.
- Creativity and good at problem solving with a willingness to adapt and to be flexible.
- Able to motivate others with effective support and challenge.
- Ability to work under pressure and a capacity for hard work.
- Outstanding organisational skills.
- Ability to strike a balance between understanding the needs of the whole school whilst being a persuasive advocate for boarders and for the boarding community.
- Actively promote the School's Christian vision, ethos and spiritual life of the school (essential). It is desirable that candidates have a Christian faith.

## Benefits

- A full time, permanent contract. Start date May half term or September 2025, earlier if available.
- A generous and competitive salary, commensurate with experience on the Leadership Scale grades 6-10 £56,592 - £62,506 (actual salary).
- Hours are negotiable outside of term time but for example processing of GCSE results and applications in August are essential. Holiday outside of term time to be discussed at the interview.
- Possible opportunities for employment for spouse/partner in boarding.
- SGS is a member of the Local Authority Pension scheme or TPS.
- Comfortable 3 bedroom family accommodation (rent free) separate from the boarding houses with a garden. Onsite parking and garage.
- Gas, electricity, Council Tax and work related phone bills included. Benefits in kind payable on the use of white goods in line with HMRC P11d.
- A pet-friendly campus.
- Free access to onsite gym facilities.
- Meals provided during term time.
- An iPad.
- Quality CPD opportunities including recognised BSA qualifications and Trust-level leadership training opportunities.
- Opportunity for additional remuneration during summer holiday lettings.





## Applications

If you would relish the opportunity of working with us in our supportive and stimulating professional environment, then we would like to hear from you.

Closing Date: Monday 24th March 2025 (09.00am).

Interviews to be held on Thursday 27th March 2025.

Pre application visits (or phone/video calls) to the Boarding campus are essential. Please contact the Boarding Office on 01903 817601 or [sgsboarding@sgs.uk.net](mailto:sgsboarding@sgs.uk.net) to arrange this.

To apply please visit TES; <https://www.tes.com/jobs/vacancy/head-of-boarding-teaching-or-support-staff-west-sussex-2180036>





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