



Head of Boarding

Hours: Full Time | Permanent | Term Time

Start Date: 1 September 2026

Salary: Competitive package to include: Aviva pension, discount on school fees (subject to terms), Employee Assistance Programme, staff well-being initiatives, free lunch, refreshments, and on-site parking

Accommodation: 2-bedroom flat with this own bathroom, kitchen, utility and private entrance

Alongside the Head of Boarding position, we currently have two teaching vacancies within the school: PE & Games (including GCSE PE) and Senior School (GCSE) English. While we welcome applications from dedicated pastoral specialists, it would be a distinct advantage for a candidate to possess the qualifications and experience to undertake one of these teaching roles in addition to their boarding responsibilities. We encourage applicants to specify their teaching subjects and experience within their application.

St John's School, Sidmouth, is seeking to appoint an exceptional Head of Boarding to join our School from September 2026.

This is an exciting opportunity to join a close-knit and ambitious school community, where a vibrant international boarding environment supports pupils to grow in confidence, independence and wellbeing within a culture of warmth and care.

A Message from the Head of School

At St John's, we recognise that exceptional boarding is central to a truly holistic education. Our boarding provision brings together pupils from across our family of international schools, creating a globally connected and culturally rich community. Within this, we foster independence, resilience and personal growth in a supportive, values-led environment. We look forward to welcoming a leader who shares our vision for excellence and can inspire pupils to thrive both personally and socially.

Bryan Kane, Head of School

The Opportunity










To lead and manage the Boarding provision, ensuring a safe, supportive and nurturing environment for pupils aged 11–16. The Head of Boarding will promote a strong sense of community, uphold the ethos of St John's, and ensure full compliance with safeguarding and regulatory requirements



The Person

We are seeking a warm, confident and highly organised leader with a genuine passion for pastoral care and student wellbeing. The successful candidate will have the ability to create a safe, structured and welcoming boarding environment, where pupils — many joining us from our overseas schools — feel supported, valued and able to thrive. They will build strong relationships with pupils, staff and families, demonstrate cultural awareness and resilience, and lead with integrity, ensuring the highest standards of safeguarding, care and student experience.

Why St John's?

-  A true home from home — not just a boarding house
 -  A global boarding family — pupils joining us from our overseas schools
 -  Pastoral care that genuinely comes first
 -  Small, close-knit community where everyone is known
 -  Stunning coastal location on the Jurassic Coast
 -  Real opportunity to shape and grow boarding provision
 -  Autonomy with support — part of the IES group
 -  Great benefits — accommodation, meals and supportive environment
 -  A role with purpose — where your impact is visible every day
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Safeguarding

St John's School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check.

How to Apply

Further details and an application pack are available via our website. We warmly encourage early applications.

Closing date: Friday 1 May 2026 - noon

Interviews: Anticipated for week commencing 11 May 2026



Job Title: Head of Boarding
Reporting to: The Head of School

Hours: Full-time, residential role
Typically 4–5 nights per week and alternate weekends (flexibility required)

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Accommodation: 2-bedroom flat with this own bathroom, kitchen, utility and private entrance

Job Description

To lead and manage the Boarding provision, ensuring a **safe, supportive and nurturing environment** for pupils aged 11–16. The Head of Boarding will promote a **strong sense of community**, uphold the ethos of St John's, and ensure full compliance with safeguarding and regulatory requirements.

Key Responsibilities

Pastoral Care & Student Welfare

- Create a **warm, inclusive and structured boarding environment**
- Safeguard and promote the **physical, emotional and social wellbeing** of all boarders
- Support students adjusting to life away from home, particularly international pupils
- Monitor student welfare, behaviour, and personal development
- Write end-of-term boarding reports

Safeguarding & Compliance

- Act as DDSL (Boarding) and attend safeguarding meetings
- Ensure compliance with:
 - National Minimum Standards for Boarding
 - KCSIE
 - Health & Safety and school policies
- Maintain accurate and up-to-date records, including NMS documentation
- Oversee fire safety and emergency procedures, including night-time evacuation



Leadership & Management

- Lead, support and coordinate the boarding team
 - Produce and manage **staff duty rotas**
 - Promote a positive, professional and collaborative team culture
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Boarding Operations

- Oversee the **day-to-day running** of the Boarding House
 - Ensure the safety and security of all boarding facilities
 - Manage student induction and transitions into boarding
 - Liaise with maintenance and wider school teams
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Activities & Student Experience

- Plan and deliver a **varied programme of evening and weekend activities**
 - Ensure all activities are appropriately risk assessed
 - Promote student engagement, independence and cultural integration
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Communication & Engagement

- Maintain regular communication with parents and guardians
 - Liaise with Admissions, Transport and international agents
 - Build strong relationships with overseas partners and families
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Administration & Development

- Maintain boarding data and statistics for reporting and planning
 - Support the promotion and development of the boarding provision
 - Ensure accurate record keeping and reporting
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Additional Duties

- Administer first aid and medication when required
 - Transport students when necessary (e.g. medical appointments)
 - Attend school events, including parents' evenings
 - Play a full and active role in school life
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Safeguarding Statement

St John's School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. The successful candidate will be subject to enhanced DBS and all relevant pre-employment checks.



Person Specification

Qualifications & Experience

Essential

- GCSE English and Mathematics (or equivalent)
- Experience working with young people
- Ability to communicate confidently and manage challenging situations
- Ability to remain calm under pressure and make sound decisions
- Strong organisational skills and ability to prioritise workload
- Good IT skills and ability to maintain accurate records
- Willingness to undertake relevant training

Desirable

- First Aid qualification
- Experience in a boarding environment
- Experience working with international students / EAL learners
- Pool lifeguard qualification
- Full, clean UK driving licence

Knowledge & Understanding

Essential

- Awareness of safeguarding procedures and KCSIE
- Understanding of Health & Safety requirements
- Awareness of confidentiality and professional boundaries
- Knowledge of the National Minimum Standards for Boarding

Desirable

- Understanding of ISI requirements, particularly in relation to boarding



Skills

Essential

- Ability to establish firm, fair and consistent boundaries
- Ability to build positive relationships with pupils and colleagues
- Strong communication skills (written and verbal)
- Ability to work collaboratively as part of a team
- Strong organisational and administrative skills

Desirable

- Experience of leading or managing a team
 - Ability to contribute to wider school life (e.g. co-curricular activities)
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Personal Qualities

Essential

- Warm, approachable and professional manner
 - Positive, “can do” attitude
 - Strong sense of humour and resilience
 - Ability to lead by example
 - Flexible and adaptable approach to working hours and duties
 - Self-motivated and proactive
 - High level of integrity and discretion
 - Genuine enthusiasm for working with children and young people
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APPLICATION FORM – SELF DECLARATION

St John's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safeguarding & Safer Recruitment Statement

This post involves regulated activity with children. Appointment is subject to safer recruitment procedures including: identity checks, verification of qualifications and employment history, enhanced DBS disclosure (including barred list check where applicable), satisfactory references, overseas police checks where required, and online searches in accordance with KCSIE.

Self-Declaration – Safeguarding & Suitability

Please complete the declaration below. This information will be treated confidentially.

- I declare that I am not barred from working with children.
- I understand that this role is exempt from the Rehabilitation of Offenders Act 1974.
- I agree to disclose all convictions, cautions, reprimands and warnings, including those considered spent.
- I understand that failure to disclose relevant information may result in withdrawal of an offer or dismissal.

Details (if applicable): _____

KCSIE Compliance (Inspection Reference)

This recruitment process aligns with:

- KCSIE (2024) Part Three – Safer Recruitment
- KCSIE (2024) Part Four – Allegations against staff
- Independent School Standards (Part 4 – Suitability of staff)

Information provided may be used as part of the School's safeguarding audit trail and reviewed during ISI inspection.

Declaration

I confirm that the information I have provided is true and complete. I understand that providing false information may result in my application being rejected or, if appointed, dismissed.

Name:
Signature:
Date:

Please return your signed declaration with your completed application form

Application for Employment – Teaching

We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Post applied for:	Job reference:
School:	Closing date:

1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Previous Name(s):
	NI Number:
	Telephone (Daytime):
	Telephone (Mobile):
Postcode:	Email address:
Are you registered by the DfE as a Qualified Teacher? Yes / No	DfE Ref. No.:

2. EMPLOYMENT HISTORY - Present or most recent employment

Name of employer (School and LA) detailing age range and number on roll:	
Job title:	Salary spine point (please also detail any allowances):
Dates from / to:	
Subject / areas taught and any responsibilities:	
Key responsibilities:	

Reason for seeking new position/leaving:

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NB. If you have more than one employment please provide the same information for each job, if necessary, on a separate sheet.

3. PREVIOUS EMPLOYMENT

Please start with the most recent including any unpaid or voluntary work. Continue on separate sheet if necessary.

Job title including, if applicable, subject and areas taught and any responsibilities	Employer/School and LA (if applicable) including age range and number on roll	Dates From - to (month & year)	Reason for leaving

Please account for any gaps in your employment history:

4. EDUCATION, TRAINING AND DEVELOPMENT

Secondary school/college/university/apprenticeship including current studies, with the most recent first.

Name of institution	Dates From – To (month & year)	Courses/subjects taken	Qualifications/grade

NB. We reserve the right to contact employers or educational establishments to verify details given.

Details of any recent relevant professional development. Please include dates.

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Professional / Technical membership

Name of professional / technical body	Grade of membership

5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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Please continue on a separate sheet if necessary.

6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Rehabilitation of Offenders Act

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us. As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

You are applying for a post which is eligible for a DBS Disclosure, and, by submitting this application you should be aware that if your application is successful, a DBS Disclosure will be sought which will detail any convictions, cautions, reprimands, final warnings or any other information held about you which would not be filtered in line with current guidance.

Other Sanctions

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the Teaching Regulation Agency (TRA). If there are none please write 'none':

I confirm that I have read and understood the information contained in this section and have provided the relevant information where applicable

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has, "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability? Yes No

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.

Are you eligible to work in the UK? Yes No

Do you require a work permit? Yes No

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment?
(If yes, give details) Yes No

Are you related to any member of staff at the school Yes No

If yes, give name and relationship:

Note: Soliciting support or information to give an unfair advantage may disqualify your application.

8. REFERENCES

Please give details of at least two referees, one of whom must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. References must cover a **minimum of three years** of employment. If there has been a gap in employment or where you do not have three years of employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

We will seek references as detailed above and may ask previous employers for information about disciplinary offences relating to children or young people and whether you have been the subject of any child protection concerns. We may approach previous employers for information to verify particular experiences or qualifications.

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the school and/or Devon County Council under the General Data Protection Regulations. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature:

Date:

Where did you see the advertisement for this post?

Data Protection Act and General Data Protection Regulations. The personal data you provide in this job application will be used for recruitment purposes. If your application is successful the personal data will be stored on your employee file and used for payroll and personnel administration. It will only be shared with school/council officers with a legitimate need to view it, and with government departments and agencies where there is a legal obligation to do so. Personal data held about unsuccessful candidates will only be retained for twelve months. Full details of how the school/council processes your personal data for job applications, including your rights under the General Data Protection Regulations is outlined in the Job Applications Privacy Notice enclosed with your application material

YOUR COMPLETED APPLICATION SHOULD BE SENT TO THE ADDRESS/EMAIL ADDRESS AS SPECIFIED IN THE APPLICATION MATERIAL.

Equality and Diversity Monitoring

Please complete the form that follows on the next page.

Freedom from discrimination and equality of opportunity are basic rights. St Johns is committed to challenging inequality and celebrating diversity.

The information you provide on the form overleaf is not part of our selection process and will be separated from your application form and only used for monitoring purposes to ensure that people are treated fairly and according to their needs. It will only be accessible to the administration team, who will record the data in anonymous format for monitoring purposes.

The appointing officer(s) and/or the shortlisting panel will not have access to the information it contains.

Guidance Notes on Disability

Under the Equality Act 2010 you are considered to have a disability if you have *'a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities'*.

Physical and mental impairments include sensory impairments and Deaf Sign Language users. Mental illness is included if it has a substantial effect on normal day to day activity. Past conditions are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered from the point of diagnosis. Severe disfigurements are included.

Substantial adverse effect is more than a minor or trivial effect. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

Long term effect is one which has lasted, or is likely to last, 12 months or more.

Normal day to day activities are those which are carried out by most people on a fairly regular and frequent basis.

Full definitions of disability are available from <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.

First Name(s):.....

Surname:

1. GENDER: Male Female Other/Non-Binary

2. AGE: 16-24 25-29 30-34 35-39 40-44
 45-49 50-54 55-59 60-64 65+

3. ETHNIC GROUP:

To which of these groups do you consider that you belong? (tick appropriate box)

Asian / British Asian	<input type="checkbox"/>	Mixed Heritage	<input type="checkbox"/>
Black / Black British	<input type="checkbox"/>	White British	<input type="checkbox"/>
Chinese / British Chinese	<input type="checkbox"/>	White Other	<input type="checkbox"/>
Gypsy / Traveller / Roma	<input type="checkbox"/>	Other	<input type="checkbox"/>

If you have answered 'any other' in any group please specify below

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4. DISABILITY

Do you consider yourself to have a disability? Yes No
(Please see guidance on the previous page)

For internal use only

Job Title:

Vacancy Ref: