



Residential Head of 'The Six' (Sixth Form) Boarding

Hours: Full-time. Start date: September 2026



We are seeking a highly organised, caring, motivational, dynamic Residential Head of the Six (Sixth Form) who will play a crucial role in the daily life of the boarding house and in supporting pupils in the Six with the transition into increased independence. The successful candidate will provide warm, consistent pastoral care; while maintaining a safe, supportive and inclusive environment; and acting as a key point of contact for pupils, parents, and staff .



About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrates 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 770 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).



The Role

The Residential Head of *The Six* plays a pivotal leadership role within St Catherine's, overseeing the full residential, pastoral and personal development experience of pupils in *The Six*, our Sixth Form. The post-holder supports students as they transition into increased independence; academically, socially and personally, and ensures that the boarding experience complements the School's aims for Sixth Form life.

This is a highly influential position at a formative stage of our students' development, requiring warmth, presence, excellent judgement, and the ability to motivate young people and colleagues alike. The role combines pastoral leadership, community building, safeguarding oversight, and the coordination of residential life in close partnership with academic and pastoral leaders.

Inspired by the model of excellence in comparable boarding contexts, this role ensures that life in *The Six* is purposeful, enriching, and reflective of St Catherine's values.

Key Responsibilities

Strategic Leadership of Residential Life

- Lead the vision for residential life in *The Six*, ensuring alignment with whole-school strategy and Sixth Form aims.
- Shape and sustain a culture that promotes independence, maturity, wellbeing, and responsibility among students.
- Collaborate with the Deputy Head (Sixth and Beyond) to ensure the residential experience enhances the wider Sixth Form provision.
- Contribute to strategic development of *The Six*, modelling best practice drawn from leading Sixth Form boarding environments.

Pastoral Care and Safeguarding

- Hold overall pastoral responsibility for boarders in *The Six*, ensuring a safe, inclusive, and supportive environment.
- Maintain high safeguarding standards in partnership with the DSL/DDSL, ensuring adherence to all statutory duties.
- Oversee wellbeing programmes, early intervention support, and effective communication with external agencies where required.
- Promote respectful relationships, positive behaviour for learning, and a culture of care within the residential community.
- Tutor a group of Sixth Form students.

Oversight of Boarding Operations

- Lead the residential facilities for *The Six*, ensuring smooth day-to-day running of the boarding house(es).
- Manage the Tutors, House staff, Assistants and evening/weekend staff, ensuring high levels of professionalism, consistency, and engagement.
- Oversee routines, roll calls, weekend arrangements, permissions, leave processes, and boarding administration.
- Maintain a visible presence in-house during evenings and alternate weekends, as part of the duty rota.

Academic and Personal Development Support

- Work closely with academic staff and the Assistant Head (Sixth) to ensure that the residential environment supports academic focus and progress.
- Coordinate informal study support, supervised prep sessions where required, and the promotion of effective study habits.
- Guide pupils in organisation, life skills, time management, and preparation for post-school pathways.
- Promote leadership opportunities within *The Six*, enabling pupils to take ownership of aspects of community life.

Community Building & Enrichment

- Develop and deliver a vibrant programme of evening and weekend activities that foster community, wellbeing and cultural engagement.
- Plan events, workshops and experiences that broaden horizons and support girls' personal development.
- Ensure that the boarding environment nurtures friendships, collaboration and positive house identity.
- Celebrate pupil achievements and contributions to strengthen the ethos of *The Six*.



Parent and Staff Partnerships

- Act as a key point of contact for parents of boarders in *The Six*, building relationships based on trust, clarity and responsiveness.
- Work collaboratively with Tutors, teaching staff, the Health Centre, Counsellors, and wider pastoral teams.
- Provide timely communication to families on wellbeing, progress, routines or concerns.
- Contribute to marketing, admissions and recruitment activity for *The Six* as required.

Leadership of the Residential Team

- Recruit, line-manage and develop Residential Tutors and Assistants.
- Ensure regular training, including safeguarding, behaviour management, mental-health awareness, and boarding best practice.
- Conduct performance reviews, provide feedback, and model high expectations.
- Foster a cohesive and professional team culture with shared responsibility for pupil welfare.

Person Specification

Essential

- Strong pastoral leadership experience, ideally in a boarding context.
- Deep commitment to the wellbeing, development and safeguarding of young people.
- Ability to lead, inspire and hold colleagues accountable within a residential or pastoral team.
- Ability to work in a team of diverse roles and responsibilities.
- Excellent communication, organisation, and decision-making skills.
- Warmth, approachability, resilience, and discretion.
- Ability to work evenings and alternate weekends as part of a residential rota.
- Knowledge of current boarding regulations and best practice.
- Understanding and experience of university preparation and post-school pathways.

Desirable Skills

- Experience of Sixth Form pastoral care or post-16 education.
- Experience in coordinating enrichment programmes.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.



Safeguarding

St Catherine's School is committed to safeguarding and promoting the welfare of children and young people. All staff must share this commitment. Appointment will be subject to full safer-recruitment checks, including enhanced DBS clearance.



Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings or breakfast duties.

A fee concession is offered for the education of daughters of staff at St Catherine's, if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

From September 2026 new Teaching Staff will be automatically enrolled in the School's Defined Contribution Scheme, expected to be APTIS (through Aviva).

St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.

The school offers a cycle to work salary sacrifice scheme, 25 days holiday per year (pro rata for part time staff) and free parking.



St Catherine's School
BRAMLEY

Applications

The application should be completed on My New Term using the link to job opportunities below by 10am on Monday 23rd March and should take the form of:

- the completed My New Term Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Interviews will take place on Tuesday 24th March. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.

Emma Watson, Head
March 2026

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Station Road, Bramley, Guildford, Surrey, GU5 0DF
01483 893363 | jobapplications@stcatherines.info
www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858