



Boarding Houseparent (Teaching or Non-Teaching)

Hours: Full-time / term-time. Temporary 1 term, with potential to become permanent. Start date 20th April 2026



We are seeking a highly organised, caring, and proactive Houseparent to join our boarding community. You will play a central role in the daily life of the boarding house: providing warm, consistent pastoral care; maintaining a safe and supportive environment; and acting as a key point of contact for pupils, parents, and staff. As an integral part of the pastoral and boarding leadership team, you will oversee the smooth running of house routines, support pupils' wellbeing and academic engagement, ensure clear and effective communication, uphold regulatory standards, and contribute to activities, events, and the wider boarding experience.



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 Houseparent plays a vital role in creating a warm, safe, nurturing, and structured boarding environment in which every pupil feels known, valued, and supported. As a key pastoral figure, the Houseparent fosters a sense of community, ensures positive behaviour, oversees daily routines, and promotes the wellbeing, personal development, and academic engagement of all boarders. This role is open to teaching and non-teaching candidates. Teaching staff will hold a partial teaching timetable; non-teaching staff will focus primarily on pastoral and residential responsibilities. This is a temporary, one-term appointment (April–July) with the potential to become a full-time or permanent position subject to performance, staffing needs, and mutual agreement. This is a live in role where accommodation would be provided in the boarding house.

Key Responsibilities

Pastoral Care & Wellbeing

- Build strong, trusting relationships with pupils, based on empathy, consistency, and professional boundaries.
- Support pupils' emotional, social, and physical wellbeing, escalating concerns appropriately
- Encourage healthy routines, positive behaviour, and structured daily habits
- Ensure pupils feel safe, respected, and included within the boarding community
- Provide daily check-ins, wake-up routines, end-of-day contact, and supervision during unstructured times

Safeguarding

- Uphold the highest standards of safeguarding and child protection
- Follow all statutory guidance, including KCSIE, and comply with the school's safeguarding policies
- Maintain accurate records relating to wellbeing, behaviour, and safeguarding matters using the school's systems

Medical, Emotional & Practical Support

- Respond appropriately to minor illnesses, injuries, or emotional distress
- Liaise with the Health Centre or medical staff when necessary
- Support pupils in developing independence, self-care, resilience, and practical life skills

Boarding House Operations

- Oversee the smooth running of daily routines: wake-up, roll calls, prep, mealtimes, bedtimes, and supervision rotas
- Support the creation of a calm, tidy, and welcoming physical environment
- Assist with evening and weekend activities, trips, and enrichment opportunities
- Liaise effectively with domestic, catering, medical, maintenance, and administrative teams
- Participate in the house duty rota, including evenings, weekends, and on-call responsibilities
- Operate all boarding procedures in accordance with the National Minimum Standards for Boarding, ensuring high-quality practice in supervision, routines, pastoral provision, and safety

Parent & Guardian Communication

- Build warm and professional relationships with parents and guardians
- Communicate progress, concerns, and achievements in a timely, professional manner
- Promote trust and confidence in the boarding provision

Academic Support

- Supervise prep sessions and help pupils develop positive study habits
- Teaching Houseparent: Teach a reduced timetable within their subject specialism. Contribute to departmental activities, monitoring, and reporting. Non-Teaching Houseparent: Provide general study support, organisational guidance, and encouragement.

Community

- Promote a positive, inclusive house culture grounded in kindness, respect, and community
- Assist with organising house events, celebrations, and activities that strengthen belonging and friendships
- Serve as a role model for professionalism, communication, and integrity

Person Specification

Competencies

- Kindness
- Effective communication skills
- Professional judgement
- Essential organisation skills
- Collaborative and inclusive mindset
- 'Can do' attitude and initiative
- Digital fluency
- Resilience and adaptability
- Sound decision-making under pressure

Desirable Skills

- Experience in education or similar settings
- Driver's License

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.





Competencies

Remuneration

The salary will be £30,000 per annum.

Other 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.

Where applicable, staff in the School are auto enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

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 12 noon on Friday 13th 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.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

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

Emma Watson, Head
March 2026

St Catherine's School
Station Road, Bramley, Guildford, Surrey, GU5 0DF
01483 893363 | jobapplications@stcatherines.info
www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858