SHIPLAKE COLLEGE
HENLEY-ON-THAMES



Part-Time House Pastoral Leader

Candidate Information Pack

Salary £13,417 per annum | 3 days a week | To start in January 2027

Welcome from the Headmaster

Dear Applicant,

The word I hear mentioned most regularly when speaking to the pupils, parents, and staff of Shiplake College is 'community'. So, thank you for taking the time to consider the role of **Part-Time House Pastoral Leader**, as it represents a wonderful opportunity to join our very special Shiplake community.

Shiplake College is an HMC co-educational boarding and day school offering a holistic education for around 620 pupils from Year 7 to Sixth Form. There has been a co-educational Sixth Form since 1998 and since September 2023 girls have been welcomed into Year 7, as we near the completion of our journey to become a fully co-educational place of learning. We are nestled in leafy South Oxfordshire, five minutes from Henley, and sit right on the River Thames. It is a beautiful place to work.

As well as providing a fantastic learning and living environment for young people, Shiplake offers an enjoyable, challenging and rewarding working environment.

We strive to recruit the best possible teaching and support staff to drive the College forwards and ensure we continue to provide the best possible rounded education for our pupils.

Above all, Shiplake is a school where we try to live out authentically our three core values – the Three Is – **Inclusive**, **Individual**, and **Inspirational**.

'Inclusive' is our cornerstone with our strong sense of community in which everyone has value and where the prevailing culture is one of kindness.

'Individual' represents our all-ability school in which we not only recognise but also celebrate that everyone is different - thank goodness for that! This is a personal best school.

And finally, 'Inspirational' - the pre-requisite at Shiplake is that everyone – students and staff alike - turn up each day with a smile, a positive attitude, and a willingness to engage with all aspects of school life.

Shiplake College is a school where academic rigour is non-negotiable, but character development is just as important. We strive to help students develop broad interests across a wide range of co-curricular areas, bolster self-esteem, and give a sense of our place in the wider world with the aim to make a positive difference to society.

Embracing the lifestyle at a busy and vibrant boarding school is paramount for anyone wishing to work at Shiplake. Knowing our pupils well enables us to ensure that they get the best from their education here, and this is a pivotal part of any role at the College. This is a great opportunity for the right candidate and 'fit' is very important to us.

Thank you for your interest in working at Shiplake College and, as we look to an exciting future, I hope that you will consider being part of that story.

Tyrone Howe



The College

Shiplake College is a thriving and relatively young HMC school. In September 2026 we welcomed just over 620 boarding and day pupils aged 11-18 (up from 582 the previous term). There has been a co-educational Sixth Form since 1998 and since September 2023 girls have joined in Year 7 (making up 39% of all co-educational year groups) as the College goes fully co-educational.

Overlooking the River Thames, two miles upstream of the famous Henley Royal Regatta stretch, pupils enjoy a beautiful and inspiring 63-acre rural site. The College is conveniently located near major air, railway and motorway networks, close to Reading, London and Oxford and just 40 minutes from Heathrow.

Boarding to suit all family needs is available from Year 7 - flexi (2 nights (part (four nights), weekly (six nights) and full, with ad hoc 'overnight stays' also an option for day pupils.

Every pupil is placed at the heart of Shiplake life and the College's ethos is underpinned by the Three Is – **Inclusive**, **Individual** and **Inspirational**.

Shiplake provides a friendly, supportive and structured environment to bring out the best in each and every pupil. Renowned for outstanding pastoral care and personal development, the College welcomes pupils with wide-ranging skills and talents, who will make the most of the many opportunities offered to them.

The College provides an education that is tailored to the individual, achieved through engaging and inspirational teaching, delivered in small classes where the teachers can know and understand each pupil's method of learning.

The College continues to see year-on-year improvements in examination results. In August 2026, Shiplake leavers achieved excellent public examination grades, with the best ever GCSE results setting a new academic benchmark for the College. At GCSE, pupils achieved 58% of 9-7 grades and 83% grades 9-6, an increase from 38% and 64% respectively in 2024. At Sixth Form, the percentage of A*-C grades was 89% A*-C and 67% at A*-B (up from 82% and 61% in 2025). A record 50% of pupils headed to Russell Group universities.

In addition to a strong academic foundation, the College offers excellent sporting, artistic and co-curricular opportunities. Two afternoons are reserved for an array of clubs and activities, including a comprehensive outdoor education programme, with pupils encouraged to extend their horizons and experience new challenges and responsibilities.

Academic lessons take place Monday to Friday and each day ends with an hour of academic support during which pupils undertake independent study or seek help with homework from teachers. Sports training takes place on three days a week, with the majority of fixtures scheduled for Saturday mornings.

145 boarders become fully integrated into Shiplake's inclusive and welcoming environment. International pupils join us from all over the world, currently from 13 different countries, and represent approximately 4% of the school population. Full boarders take part in a vibrant weekend programme of trips and activities on Saturday afternoons and Sundays, with day pupils and weekly boarders able to enjoy additional family and down time at home.



School Development

The stunning grounds are a remarkable combination of old and new; of the traditional and the up-to-date. Although only founded in 1959, Shiplake occupies a site which includes an original late-nineteenth century mansion, still dominating the main school buildings.

The school is equipped with modern amenities, including a contemporary Thinking Space, multi-purpose Lecture Theatre, a multi-activity centre with climbing wall, fitness suite and indoor archery/rifle range, and Marjorie's, a café where Sixth Form students can socialise and work independently.

1959: College Founded
1990: Goodwin Building (Classrooms)
1998: Sixth Form Became Co-educational
2002: College House (Year 13 Boys)
2008: First Year 7 (Lower School) Joined
2009: Gilson (Girls) House
2014: John Turner Building
2020: Davies Centre and Marjorie White Building
2023: First Year 7 Girls Joined
2024: Bevan (Science) and Jubilee Classrooms
2024: Phillimore Fields
2025: Paddocks Artificial Pitches
2025: Sixth Form Centre
2026: Wellness Centre (In Progress)

Further investment and development will help to ensure that the College's future is even brighter than its past.

Governance

Shiplake College is a charitable company and is privileged to be supported by a highly experienced, knowledgeable and diverse board of governors. This helps to shape future strategies and inform key decisions to ensure the College continues to maintain the highest possible standards.

Inspection

Shiplake was visited by ISI in September 2025. The inspection went extremely well and we met all the regulatory standards. Shiplake was also awarded a '**significant strength**', which reflects that "pupils who participate in sports, such as rowing, are given guidance in balancing their academic, sporting and wider commitments in a way which effectively promotes their wellbeing."

Admissions

Entry points are normally at Year 7 (11+), Year 9 (13+) and Year 12 (16+). Prospective families are encouraged to arrange an individual visit and/or attend an open morning. Academic, Art, Music, Drama and Sport Scholarships, and means-tested bursaries, are available.

The College embraces pupils from a wide range of ethnic and cultural backgrounds as well as diverse intellectual and physical talents. As a Church of England school, pupils at Shiplake are gently encouraged to lead an active spiritual life throughout their time at the College.

Community

There are strong links with the local community and pupils are given every opportunity to get involved in local events and to offer service wherever appropriate.

Fundraising for charities takes place year on year.

The Shiplake Connected platform helps maintain and develop the links between the College, parents, alumni (known as Old Vikings) and former staff.



Job Description

The Headmaster is seeking to appoint a warm, empathetic, and resourceful **Part-time House Pastoral Leader** to work three days per week (Wednesday to Friday) in the Sixth Form Centre during term-time.

Role Profile

The House Pastoral Leader is a key member of the pastoral team at Shiplake College who is passionate about the well-being of young people. The House Pastoral Leader assists with the smooth day-to-day running of the House and helps to ensure that the highest standards of pastoral care are in place. They also organise and support the domestic staff in the House to ensure that they carry out their work effectively and efficiently.

Key Responsibilities

The following list is not exhaustive but is intended to show the range of tasks required of the House Pastoral Leader. Some tasks are done regularly, others infrequently:

Health and Medical

- Support the Housemaster/mistress in the general health and care of those in the House and in the case of any doubt or concern, to refer medical matters to the school medical staff
- Respond to medical emergencies as well as routine appointments, escorting pupils in accordance with published protocols
- Responsible for the storage and administration of prescription and non-prescription drugs to pupils in accordance with the school's published Medical Care Policy
- Update House medical records accurately and in a timely manner
- Maintain medical cupboard supplies and collect prescriptions on behalf of pupils
- Obtain an approved first aid qualification and to re-qualify as necessary so that it is always valid (with the costs of both qualification and re-qualification being met by the school)
- Undertake any necessary medical training from time to time and to comply with auditing requirements in respect of medical practice
- Care for any pupil who is ill within the House and liaise with the medical staff as necessary

Pupils and their Parents

- Support the Housemaster/mistress in the care, supervision, cleanliness and presentation of the pupils in the House, coordinating and liaising with other House staff as necessary
- Report any concerns about the conduct or behaviour of a pupil to the appropriate person
- Support the Housemaster/mistress in ensuring a consistently high standard of dress among pupils
- Responsible for the security of the House and pupils whilst on duty
- Be present in House at break and lunch times
- Be aware of the school uniform and clothing requirements of pupils, and to ensure that they have all the items they require
- Responsible for the good standard of clothing of pupils, arranging for clothing to be sent to and returned from the laundry (boarding Houses), arranging for appropriate repair of clothing and naming of clothes bought during term time
- Liaise with parents and staff when appropriate by phone and email, recording the content of communication as appropriate
- Contribute to the induction arrangements for new pupils joining the House and to ensure as far as possible that any 'settling in' problems are resolved



- Ensure relevant information concerning appointments which involve pupil absence are recorded appropriately on the register
- Provide a sympathetic presence in the House, and be sensitive to those who are having difficulties coping with school life. This will include liaising closely with the Housemaster/mistress concerning the progress and welfare of pupils

Domestic

- Check the cleanliness of pupil studies, bedrooms and communal areas instilling a sense of pride and ownership in the pupils
- In consultation with the Housemaster/mistress, provide the maintenance team with priorities for minor repairs and renovations, via the Microsoft form
- After the end of term, supervise the cleaning up and cleaning of the House, including a check of all bedding, furniture, fixtures and fittings. Prepare a list of repairs and maintenance items required for submission to the Housemaster/mistress (paid as overtime)
- At the end of the holidays, supervise the preparation of dormitories and bedrooms and to carry out a check on furnishings to ensure that all are in good order, repairs have been carried out, and rooms are clean and presentable (paid as overtime)
- Participate in the instruction and induction of domestic staff allocated to work in the House
- Ensure the House is prepared for holiday courses, lettings or maintenance requirements
- Ensure the House is fully prepared for the start of term after holiday courses, lettings or maintenance work

General

- This role is to work in a specific house, however, the successful candidate may be required to work in any of the houses across the school as and when needed, including a move to a different house
- Assist with house social functions and attend all school open mornings
- Working collaboratively with the House team responsible for creating and updating noticeboards and displays in house
- Organising and supervising laundry arrangements for the house
- Attend and actively participate in regular meetings with House staff, other house support staff, the Assistant Head Pastoral and medical staff where required
- Be compliant with the school's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection
- Be familiar with the fire safety procedures of the House and therefore able to manage if placed in the position of being the responsible person in the event of an alarm or fire
- Attend specific internal and external training, as necessary



Person Specification

Candidates must empathise with, and be committed to, independent education generally, and to the personal best education provided by Shiplake College.

Educational Attainment

- Maths and English GCSE or equivalent

Knowledge and Experience

- Previous secretarial, administration experience, in particular supporting sports administration, lettings or transport coordination is desirable
- Experience within a school or educational environment is desirable

Skills and Abilities

- Strong communication skills in oral and written English and ability to relate to others
- Good ICT skills
- Excellent organisational, decision-making and time-management skills
- A good understanding of the principles of confidentiality and information sharing
- Strong customer service skills with the ability to communicate and work with all types of staff, pupils and parents
- Driving licence

Personal Qualities and Interests

- Professional manner with the ability to keep calm at all times, even when under pressure
- A caring and supportive nature, a "can do" attitude and a good understanding of the challenges faced by young people living away from home
- A genuine interest in the personal development of young people and their welfare
- Flexible and positive approach
- Confidence and willingness to try new approaches and ideas
- Motivation and interest in further personal development including attending ongoing training and updates
- Reliable
- Able to work effectively under direction and autonomously
- Empathy and patience in dealing with complex situations
- First Aid training would be beneficial (if necessary, training will be scheduled post appointment as qualification is a requirement of the role)
- Mental Health First Aid training would be beneficial (if necessary, training will be scheduled post appointment as qualification is a requirement of the role)

Child Protection and Safeguarding

Shiplake College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Shiplake College is also committed to equality of opportunity for all staff and applications from individuals are encouraged from suitably qualified candidates regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. There is no typical Shiplake member of staff, we live our core values of individual, inclusive and inspirational and value the contribution that each member of our community makes to life at the College.



Staff Benefits at a Glance

A competitive salary will be offered commensurate with the role and the experience of the successful candidate. Full details and terms and conditions will be outlined in a contract issued with an offer of employment.



PARKING

Free onsite car parking is available. A valid school parking permit must be displayed. Bike storage is also available (and shower/changing facilities provided).



PENSION SCHEME

Support staff are eligible to join the Pensions Trust (5% contribution from staff, 6.85% from Shiplake).



DOG FRIENDLY

The 'Dogs of Shiplake' form an important part of our community and some staff bring dogs to work (please see Dogs and Pets Policy).



TECHNOLOGY

All teaching staff and eligible support staff are loaned a school device (Microsoft Surface) to enable flexibility in achieving their roles.



CATERING

Complimentary lunches when working during term time. Snacks at break time and hot drinks throughout the day.



DISCOUNTS

Generous staff discount can be applied to day fees for children of employees. Also eligible for discounted school holiday camps (subject to availability).



OUTDOOR POOL

Free access to the outdoor swimming pool for staff and their families, at agreed times when the pool is open during the summer months.



SPORTS CENTRE

Free access to the onsite weights rooms and fitness suites for staff (and partners living onsite).



COMMON ROOM

The Shiplake staff form a vibrant common room with regular social and sporting events.



FLU VACCINATION

The College covers the cost of the annual flu vaccination for colleagues not eligible for a free NHS vaccination.



DEVELOPMENT AND TRAINING

Continuing Professional Development (CPD) is nurtured and encouraged. In addition to the INSET programme, individual requests are supported.



CYCLE TO WORK SCHEME

This enables employees to purchase a bike and accessories through tax-free salary sacrifice, saving on income tax and National Insurance.

Applications

To Apply

- Please go to **www.shiplake.org.uk/vacancies** and download the Support Staff Application Form
- Email the completed form, along with a covering letter addressed to the Headmaster, Mr Tyrone Howe, to **jobs@shiplake.org.uk**

Closing date is 10.00am on Wednesday 4 November 2026

Interviews to be held the following week

We reserve the right to interview early applicants

Application Process

- Please read all of the information provided before completing your application
- Within the application form there is the opportunity to demonstrate, using examples, your suitability for the role and the qualities you would bring to Shiplake College. This is where you can bring your application form to life. Please do not send testimonials, certificates or examples of work etc., unless specifically requested to during the recruitment process

References

All offers of employment are subject to the receipt of a minimum of two references which are satisfactory to the College. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked. In all circumstances the information given should be for the Head or HR Department. Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants are advised that references will be taken up prior to interview unless you ask us not to. We will assume it is acceptable to contact your references at any time unless advised otherwise using the appropriate section on the application form. Please ensure that any referees who you are happy for us to contact before interview are aware that they may be asked to provide a reference with a relatively short deadline.

Online Searches

In line with the updated KCSIE 2026, we will carry out an online search for all shortlisted candidates. Any relevant incidents or issues involving candidates that are publicly available online (including information contained in social media accounts) and identified during the search may be explored at interview. The purpose of carrying out online checks is to comply with the KCSIE recommendation that Schools review information to assist any decision as to the candidate's suitability to work with children and young people. Shiplake College is an Equal Opportunities Employer and seeks at all times to ensure that its processes do not unlawfully discriminate against any prospective employee.



Interview Process

If you are shortlisted and invited for interview we will ask you to bring in evidence of the following:

- Identity – passport or photocard driving licence
- Address – document from Group 2b of the DBS List of Valid Identity Documents with current address
- Proof of right to work in the UK – passport or UK birth certificate and proof of National Insurance Number issued by a government agency or a previous employer
- Qualifications - original documents confirming any educational and professional qualifications you refer to in your application
- If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be asked to provide documentary evidence of the change

During your visit if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that certified photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability for the role and to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview.

As well as a face-to-face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

All adults working at Shiplake College should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Shiplake College should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with Keeping Children Safe in Education 2026, Prevent 2015, Working Together 2018 and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at www.oscb.org.uk and also refer to http://schools.oxfordshire.gov.uk/cms/content/safeguarding).

Warning

You should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Provision of false information is also an offence and could result in the application being rejected or summary dismissal if you have been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Queries

If you have any queries at all about the recruitment process please contact the HR Department on 01189 704 848 or jobs@shiplake.org.uk.



SHIPLAKE COLLEGE
HENLEY-ON-THAMES

INCLUSIVE • INDIVIDUAL • INSPIRATIONAL

The School Day

7.00am	Boarders' Breakfast
8.00am	Buses Arrive/Registration
8.20am	Assembly/Chapel/Tutor
8.40am	Lessons Begin (average 6 lessons per day)
3.30pm	Games/Co-Curricular Activities
4.45pm	Prep/Academic Clinics
5.00pm	Supper
6.15pm	Buses Depart (5.00pm Fridays)
7.00pm	Boarders Activities Programme

13 daily bus routes
1 weekly West London route

2:1 applications for each place

10% discount for most scholarships

Academic, **Art**, **Drama**, **Music** and **Sport** Scholarships available

Means-Tested Bursaries available

Fees include **snacks** at break, **lunch** and **dinner**

Fees 2026-2027

Registration Fee
£180 inc. VAT (non-refundable)

Acceptance Deposit
£1,750 (UK and EU), with £500 credited to the second term's bill.

All fees are per term, inc. VAT

	Years 7-8	Years 9-13
Day	**£9,300**	**£11,645**
Flexi	**£11,995**	**£14,325**
Part	**£12,995**	**£15,350**
Weekly	**£13,995**	**£16,380**
Full	**£15,905**	**£18,200**

Flexi-Boarding (1 or 2 nights a week)
Part Boarding (3 or 4 nights a week)
Weekly Boarding (5 or 6 nights a week)

Headline Figures

624 school roll (2026-27)

28% full, weekly, part, flexi boarding in Years 9-13

39% girls across the co-ed year groups

1:7 teacher:pupil ratio

1 Wellbeing Centre opening November 2026

Sport and Co-Curricular

50+ sports and co-curricular activities available

Success in **rowing** for girls and boys at Schools' Head, NSR, HRR, and at international level

Active **Outdoor Education Programme** and **CCF** (Royal Navy and Air Force)

High participation for **Gold**, **Silver** and **Bronze Duke of Edinburgh's Awards** each year

Destinations and Careers

94% of 2026 leavers applied to university

71% progressed to top third UK universities

50% progressed to Russell Group universities

Top destinations 2026: Exeter, Cardiff, Brookes, Bath, Newcastle, Birmingham

Top degree subjects 2026: Business, Economics, Sport, Marketing, Engineering

10 2026 leavers went to universities abroad (including **8** to USA)

Microsoft Surface unified **device policy**

All **mobile phones** handed in at the start of each day

Exam Results

98% of GCSE results were **9-4 grades** (2026)

89% of Sixth Form results were **A*-C** (or equivalent)

Teaching and Learning

27 subject options at Sixth Form

3 options for additional Year 12 qualification with UCAS points

21 subjects offered at GCSE

1 bespoke Key Stage 3 curriculum

16 average class size

9 average tutor group size

46 pupils are children of Old Vikings (former pupils) and staff

Creative Arts

164 pupils receive tuition in at least one instrument

17 different instruments taught

10 ensembles and choirs

7 drama productions and showcases a year

52 pupils involved in whole school musical 2026

48 pupils taking LAMDA lessons

3 whole school art and photography competitions and **1** golden easel

Up to **20** staff dogs on site each day


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