



FARLEIGH

Head of Junior Boarding
Candidate Information Pack

Full-time, term-time
Starting September 2026



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Head of Junior Boarding at Farleigh School.

Farleigh is an exceptional school of which we are very proud, with over 425 boys and girls, aged 3 to 13. It is a wonderful environment in which to work, with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about the role of Head of Junior Boarding.

If you would like an informal discussion about the position, please call Deborah Jones, the HR Manager, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Basingstoke, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Head of Junior Boarding

Farleigh School is seeking a confident, approachable, and highly organised individual with excellent interpersonal skills to lead our Junior Boarding provision. This is a dynamic role open to individuals with teaching or non-teaching experience, offering the opportunity to create a warm, supportive environment for our youngest boarders while working collaboratively with pupils, parents, and staff across the school community.

As Head of Junior Boarding, you will take overall responsibility for the smooth running of the junior boarding house, ensuring it is a safe, welcoming, and nurturing environment for pupils. You will provide strong leadership and management for both staff and pupils, overseeing day-to-day operations, pastoral care, and the wellbeing of all junior boarders. This includes fostering a positive boarding culture, maintaining high standards of care, and working closely with parents and colleagues to support each child's personal and academic development.

The ideal candidate will have:

Essential:

- Previous experience working in a boarding environment or pastoral care setting
- Proven leadership and management experience, ideally within a school or residential setting
- Strong background in safeguarding and welfare responsibilities
- Understanding of safeguarding and welfare responsibilities
- Willingness to undertake relevant courses
- IT literacy for managing records and communication effectively

Desirable:

- First Aid qualification
- Familiarity with boarding regulations and compliance

Job Description: Head of Junior Boarding

Responsible to: Deputy Head (Organisation with Pastoral Oversight)

Purpose of the job: To lead the junior boarding house and be responsible for the leadership, management and pastoral care of the junior boarding pupils and staff.

Particular Tasks & Responsibilities:

Leadership & Management

- Provide strategic and day-to-day leadership of the junior boarding house.
- Manage and support boarding staff, ensuring high standards of care and professionalism.
- Maintain a positive, inclusive, and respectful house culture.
- Ensure compliance with safeguarding and boarding regulations (e.g., NMS for Boarding Schools).
- Oversee boarding staff duty rotas.
- Work proactively to align junior boarding with the school's wider strategic aims, including inclusion, pupil wellbeing, and family engagement.
- Promote the school's Catholic values and ethos.

Pastoral Care

- Foster a warm, caring, and supportive environment for all boarders.
- Monitor the wellbeing of pupils and respond to pastoral concerns promptly and effectively.
- Liaise with the school's pastoral team, counsellors, and medical staff as needed.
- Promote positive behaviour, routines, and personal development.

Communication & Relationships

- Build strong relationships with pupils, parents, and guardians.
- Communicate regularly with parents regarding their child's progress and wellbeing, ensuring they know what their children are doing in boarding and reassuring them that boarding is the best place for their child.
- Collaborate with academic staff to support pupils' learning and development.
- Act as an ambassador for Farleigh's Catholic ethos, supporting the spiritual, moral and intellectual development of children in a Catholic community which welcomes all faiths.

House Administration

- Work with the Office Manager to support all boarding administration.
- Oversee daily and weekend routines, including wake-up, meals, prep, activities and bedtime.
- Maintain accurate records (e.g., attendance, medical, behavioural).
- Organise house events, trips, and activities that enrich the boarding experience.
- Ensure the boarding house is well-maintained, safe, and welcoming.



Promotion of Boarding

- Develop initiatives to raise the profile of boarding in and out of school.
- Encourage non-boarders to try boarding at Farleigh and for it to be an exciting and viable option for parents.
- Actively engage with local, military, civil service, and overseas families to broaden the appeal and accessibility of Farleigh's boarding offer, including exeat in-weekends.
- Work with Admissions, Marketing and Communications departments to communicate the distinctive benefits of Farleigh's junior boarding provision.
- Gather and share success stories that showcase the value of boarding for pupils of all backgrounds.
- Support and promote residential holiday courses.
- Promote Farleigh as the full boarding prep school option in Hampshire.
- Any other duties which may be assigned commensurate with the post and in keeping with the nature of the prep school environment



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary based on the skills, experience and qualifications at time of appointment
- Membership of the school's pension, life assurance and income protection schemes
- Access to Help@Hand Employee Assistance programme and shopping discounts
- Free accommodation will be provided (family accommodation may be available)
- Free school meals during working hours during term time
- Professional Development Support
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Access to staff social events

To apply for the role of Head of Junior Boarding, please complete the support staff application form and return it to Deborah Jones, the HR Manager at hr@farleighschool.com. Applications will be accepted until the position is filled, therefore early application is encouraged.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo appropriate Child Protection Screening, including references from past employers, an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.