

## **Job Description**

### **Resident Boarding Tutor (Pastoral) – January 2026**

St Paul's Cathedral School is pleased to announce an opportunity for a residential member of the boarding team.

There is flexibility within the role, due to the expansion of the boarding team, and as such the job description can be adapted due to the level of experience and qualifications of candidates interested in this role. This may include candidates new to boarding; those with extensive experience in boarding schools; and/or it may include teachers or those with pastoral experience in similar residential or educational settings.

The **Boarding Tutor** will support the Head and Deputy Head of Boarding, Choristers, Probationers, and the wider boarding team – largely in hours before and after the school day – and on a shift pattern.

The Boarding Tutor will play a key role in ensuring the happy, safe and smooth running of the Boarding House, and will be a full-time member of staff.

### **Background**

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our 285 pupils are Day Pupils. We educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-built boarding house. The Choristers follow an extended termly programme, enabling them to play a central role in Cathedral worship at Christmas and Easter.

Until September 2023, all Choristers were boys; we inducted our first girl Choristers who have now completed their first two year of training. In September 2025 we welcomed our first girl Choristers and probationers into the new, purpose-built accommodation, following a major investment in the on-site boarding facilities.

### **Role Purpose**

The role will be line managed by the Head of Boarding, and represents an exceptional opportunity for a keen boarding practitioner, who may already have a background in teaching, boarding or schools, to contribute to the wellbeing and holistic experiences of the Choristers.

Our Choristers are well supported by an experienced pastoral team, including our Deputy Head of Boarding, Deputy Head who is also the Designated Safeguarding Lead, section heads and form tutors, our Chaplain, School Nurse, Mental Health Lead, and a part-time School Counsellor.

## Boarding Tutor Job Description

### Responsibilities and Tasks:

The **Boarding Tutor** will support the Head and Deputy Head of Boarding in all aspects of the daily life and development of our boarding provision, with a focus on actively promoting wellbeing.

The wellbeing of our boarders encompasses their physical and mental health, their emotional wellbeing, their education and recreation, their social and economic wellbeing and contribution to society.

The **Boarding Tutor** responsibilities include:

- supporting the Head of Boarding in all safeguarding and wellbeing matters, bringing any concerns promptly to the attention of the Head of Boarding, Deputy Head of Boarding or DSL as required in line with Child Protection policy and procedures
- supporting the unique needs of the Chorister programme, in which a world-class level of achievement is rooted in holistic wellbeing
- being aware of and compliant with the current National Minimum Standards for boarding schools and the expectations of residential staff set out in the Boarding Handbook

Duties will include:

- ensuring that the standard of behaviour of Boarders is of the highest possible standard, and meets community expectations, consistent with the school's rules and ethos
- ensuring that routines, expectations and arrangements (e.g. for music practice, prep and bedtimes) are understood and consistently followed by Boarders
- contributing to the supervision of pupils while in the Boarding House, on a rota basis
- assisting with a programme of relaxation and leisure activities, including off-site trips, particularly during weekends and the extended terms for Choristers at Christmas and Easter
- liaising as necessary with:
  - the Cathedral Music Department team
  - the medical team
  - form teachers
- attending Cathedral services and external engagements in support of the Choristers as required
- supporting boarders with prep, catch-up work and music practice as required
- keeping the boarding house neat and orderly and encouraging the boarders to do so
- keeping records as required by the Head of Boarding to ensure that the Boarding House meets all statutory requirements
- maintaining awareness and good practice in Health and Safety matters, reporting any Health and Safety concerns promptly to the Head of Boarding
- playing a role in the wider life of the school - this could include some teaching, taking a significant extra-curricular role, or, a whole school responsibility.
- undergoing induction to boarding and maintaining continuous professional development
- such other duties as are reasonably requested by the Head

## Safeguarding Statement

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.

## Person Specification

All aspects of the person specification will be assessed through the written application and at interview for this post.

Category	Essential	Desirable
<b>Qualifications/ Professional Development</b>	Qualified teacher status (or equivalent professional qualification relevant to the post for non-teaching applicants)  Honours degree or equivalent	Postgraduate level qualification  Experience of working with other schools/organisations/agencies

Category	Essential	Desirable
	Evidence of continuing professional development  Level 1 Safeguarding	Level 3 Safeguarding  Strong commitment to professional development  First Aid qualification or willingness to be trained
<b>2. Experience</b>	Applicants will be able to evidence with examples from their career or voluntary commitments:	
	Pastoral experience - working with young people in a residential environment in either a prep or secondary school.  Substantial, successful teaching experience at outstanding grade or equivalent evidence of professional excellence for non-teaching applicants)  Experience of working in environments requiring high standards of flexibility and commitment	Successful experience in a coeducational boarding environment  Experience of working with at least 2 of the 3 relevant key stages  Experience of working with pupils in high-performance programmes  Experience of liaising with multiple stakeholders to secure excellent outcomes for pupils  Substantial experience of supporting homeschool partnership

<b>3. Knowledge and Understanding</b>	<p>Understanding of and commitment to promoting and safeguarding the welfare of pupils</p> <p>Understanding of child development</p> <p>Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</p> <p>Knowledge of what constitutes quality in boarding provision and the characteristics of effective boarding</p> <p>Working understanding of the National Minimum Standards for Boarding</p>	<p>Ability to review, monitor and develop all aspects of pupil boarding experience</p> <p>Understanding the unique demands on pupils and their parents in our world class choral programme</p>
<b>4. Skills, Qualities &amp; Abilities</b>	<p>The successful applicant will be able to demonstrate a capacity and commitment to:</p> <p>understand and support the wellbeing of each individual boarder</p> <p>understand and live out the values of our school as a role model to pupils and staff</p> <p>maintain and improve the boarding experience and environment support school/cathedral events outside of normal school hours and term times liaise with parents, building strong home-school partnership</p> <p>communicate effectively and confidently with children, colleagues, parents</p>	

## **Working Pattern:**

During this period of expansion, our boarding programme is in the process of going through a complete restructure therefore the shift patterns/working hours could be subject to change over time, as the school responds to the dynamic requirements of the Cathedral Music department and the new chorister schedule.

Our current expectation is that the Boarding Assistant will work on a **five-day rota** pattern (including one weekend day weekly), contributing to all boarding supervision duties (including wake up, breakfast, morning and after school routines, evening supervision and night-time routines). **Two consecutive full days without duties** (in boarding or day school) will be scheduled weekly.

There is an opportunity for involvement in the wider school programme, for example a whole school responsibility or co-curricular involvement, or a significantly reduced timetable of teaching.

Please note that Chorister terms are extended to enable Choristers to participate in the major festivals of the Church year (including Christmas and Easter) and the role will require contribution to this programme on a rota basis, whenever the Choristers are in residence.

## **Terms and Conditions**

The salary will be competitive. The post-holder will be provided with a newly refurbished 1 bedroom/studio flat accommodation. There is a staff fee discount scheme available to members of the school staff.

School lunches and refreshments are provided as well as duty meals for the resident staff.

The school has adopted many of the Cathedral HR policies, and provides a generous employer Defined Contribution pension scheme.

## **Application**

Applications must be made using the **school application forms**, available on our website or on enquiry from [tkeller@spcs.london.sch.uk](mailto:tkeller@spcs.london.sch.uk).

The closing date for the post is: **Tuesday 28<sup>th</sup> October**

Please note that suitability for the post will be assessed through production of the applicant's qualifications, the interview and application letter. In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.