



Information for Candidates

Head of Boarding and Houseparent
(with teaching/ teaching assistant responsibilities)

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Headmistress' Welcome

Thank you for your interest in the role of Boarding Houseparent, with the possibility of Head of Boarding for the right candidate, at Terra Nova School. Whether this is the first time you've come across Terra Nova or you already know us well, it doesn't take long to understand that whilst our setting is extremely beautiful, it is the people within who make it the special place it is with our pupils at its heart.

Our dedicated and highly skilled staff is the linchpin of the community, and our pupils are at the centre of everything we do. If you like what you read here and think you could be a good addition to our team, then we'd love to receive your application.

As a leading prep school, nestled in the Cheshire plains, we were graded 'excellent' in all areas by the Independent Schools Inspectorate in July 2022 and exceeded in all areas in November 2025. We have ambition for every child and our philosophy for education is simple – a truly whole child education where all pupils achieve their potential to lead happy and fulfilled lives.

Reflected in our vision and values, we unearth each child's talent through a curriculum that is truly broad and balanced. Our dedicated and highly skilled teaching team carefully craft opportunities for challenge and learning. Character values are explicitly taught and practised at every opportunity to further enhance our whole-child approach. Our teaching support team is integral to providing that nurturing and supportive environment that enables our pupils to thrive.



Welcome to Terra Nova

At Terra Nova School ambition begins and futures take shape. Nestled in the rolling Cheshire countryside, we believe that every child has unlimited potential – and we have ambition for every child.

As a leading co-educational day and boarding prep school, and part of the Shrewsbury School Family, we combine tradition with innovation to deliver an education that excites and empowers.

Our pupils are curious, confident, and full of character – qualities that flourish through inspiring teaching, enriching opportunities and a culture that celebrates individuality. Excellence is woven into every day. From Nursery through to Year 8, our pupils are challenged to think deeply, act kindly and embrace new opportunities. They are taught by talented and passionate educators who bring learning vividly to life ensuring that curiosity and confidence grow hand in hand. Our wider school community creates a safe and secure environment filled with excitement and opportunity, where pupils' wellbeing and happiness is paramount.

Terra Nova also benefits from being part of the Shrewsbury Family of Schools. This pathway allows us to extend the same ethos and standards into the senior years, with Shrewsbury School recognised as one of the UK's leading independent schools. For our families, this means a joined-up journey from early years through to Sixth Form – a reassuring continuity of care, character and excellence. For our staff, this means access to a larger family of support, greater expertise, collaboration, resources and opportunities for development.



Boarding at Terra Nova

Terra Nova Preparatory School, situated in the heart of Cheshire, is a renowned independent, co-educational, preparatory day school of 230 pupils aged 2-13. Terra Nova School has a wonderfully happy, creative atmosphere where each individual is challenged, cherished and inspired to reach their potential. Every child is encouraged to do their best, resulting in outstanding results academically, on the sports field and in the creative and performing arts.



Boarding is a significant part of what makes Terra Nova a very special and unique place to work, to learn and to live. In amongst the historical surroundings of Jodrell Hall, boarders enjoy spacious accommodation that is supplemented by the School's 32-acre site featuring private woodland, sports facilities and pitches, a rifle shooting range, 6-



hole golf course, swimming pool, meadow farm and a Performing Arts Centre. The scope for exciting evening activities is enormous, and the Boarding Houseparent / Head of Boarding will, in conjunction with other staff, build and oversee an enjoyable range of different opportunities for boarders to experience over the course of a school week. An enormous range of after-school co-curricular opportunities feeds directly into the culture of ‘activity, supper and boarding’, and represents an area in which the School continues to expand.

Girls and Boys may board from Year 3 (age 7) upwards, meaning that the House maintains a diverse and broad range of children from night to night. Owing to the Weekly/Flexi boarding model, all pupils are offsite from Saturday noon until Monday morning, at which time the Boarding Houseparent / Head of Boarding is officially ‘off duty’. During the school week, the Boarding Houseparent / Head of Boarding is supported by a Resident Intern, and at least two Gap Assistants, all of whom are residential in the Boarding House. Colleagues living on site may provide support in the Boarding House for a specific evening, or evenings, each week. Special boarding events are further supported by staff from within the wider school Common Room.



Head of Boarding and Houseparent **Permanent, Full Time, Term Only**

Terra Nova is seeking to appoint a Head of Boarding and Houseparent to oversee and cultivate a positive, secure and happy environment for boarders at Terra Nova. We are looking for a Teacher or experienced Teaching Assistant with significant pastoral experience, ideally from within a boarding house environment, who is keen to further develop their boarding and pastoral management alongside classroom responsibilities. In light of the Weekly/Flexi boarding model in operation at Terra Nova, this role will include up to a 0.5 teaching or teaching assistant responsibility in a subject, or subjects, relevant to the successful candidate across the KS1, KS2 or KS3 age ranges. Any and all subject or Key Stage specialisms will be considered. Onsite accommodation within the Boarding House will be provided free-of-charge for the suitable fulfilment of the roles and responsibilities of the post.

The Head of Boarding and Houseparent will work closely with the Deputy Head to implement the School's overall strategy for boarding. They will serve as the main point of contact for parents, colleagues and pupils for all day-to-day matters concerning boarding at Terra Nova, and will manage all Flexi and Weekly Boarding bookings. It is expected that the Head of Boarding and Houseparent will foster an atmosphere of inclusivity for all Flexi/Weekly boarders, creating a sense of 'home-away-from-home', while working to ensure that boarding at Terra Nova is both appealing to, and well-understood by, the parent and pupil communities.

The successful candidate will be someone who:

- Demonstrates an energy and passion for boarding that aligns with the School's ambition to build further upon this facet of the Terra Nova experience;
- Promotes pupil independence, self-esteem and self-confidence, both within the Boarding House and across the wider school.
- Builds positive relationships with pupils, staff and families.
- Works effectively, both as part of and when leading a team, whilst showing initiative and flexibility.
- Has high expectations of pupils and colleagues, and is committed to supporting children to achieve their full potential.
- Shares our commitment to creating a nurturing, inclusive and ambitious learning environment.

Closing date for applications will be Monday 6th July 2026

Interviews will take place at Terra Nova on Wednesday 8th July 2026

The School reserves the right to appoint at any stage of the recruitment process and, as such, early applications are strongly encouraged.

Shrewsbury School and Terra Nova School are committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



Job Description

Position: Head of Boarding and Houseparent
Working Hours: Full Time, Term Time - Hours to be agreed according to Boarding and Teaching schedules

This job description is not necessarily a comprehensive definition of the post. It can be reviewed and may be subject to modification or amendment at any time after consultation with the holder of the post. Hours and responsibilities may vary according to the needs of the school and in agreement with the Headmistress.

Reporting to: Deputy Head

Specific Duties and Responsibilities:

- Seek, at all times, to provide the best boarding experience as possible for all boarders;
- Maintain a visible and active presence in both the Boarding House and wider school, developing relationships with all pupils and families to promote and underpin boarding at Terra Nova;
- Create, maintain and publicise a routine for the Boarding House that reflects a ‘home-away-from-home’ culture;
- Continue to keep the Deputy Head, wider colleagues and DSL (as appropriate) of any pastoral issues relating to pupils within the boarding community;
- Ensure that the boarding experience at Terra Nova is compliant with all criteria within the National Minimum Standards for boarding;
- Actively promote boarding to keep pupil engagement within the Boarding House as high as possible, tracking boarding participation across the year groups and proposing opportunities and interventions to further promote boarding as necessary;
- Alongside the wider staff team, ensure that boarders’ opportunities for social events, activities, evening trips and excursions play a role in the overall boarding experience;
- Hold regular meetings with pupil representatives of the boarding community to secure pupils’ perspectives on their experiences;
- Represent the needs of pupil boarders and boarding staff to the Senior Leadership Team via the Deputy Head;

- Work closely with the Marketing department to ensure that the boarding experience is sufficiently and appropriately represented in all marketing material, including the school website, social media, at open events and within the Admissions process;
- Ensure that medical matters are dealt with in line with policy, liaising with the School Nurse as necessary and appropriate;
- Attend Committee meetings on a termly basis, as required by the Headmistress or Chair of Terra Nova Committee;
- Attend School Briefings, Professional Learning and Pastoral Leadership meetings as required;
- Maintain excellent communications and relationships with parents of regular boarders;
- Uphold the aims and embody the values of Terra Nova in all aspects of the role;

In respect of other Boarding staff

- Build and oversee a weekly staffing rota that ensures pupils' needs for care, nurture and activity within the Boarding House are met;
- Chair a weekly meeting with boarding staff, ensuring that relevant feedback is given to the Deputy Head and/or Operations Manager;
- Ensure that all staff that support within the Boarding House have a clear understanding of their roles and responsibilities
- Be involved in the recruitment and mentorship of boarding staff, including Gap Assistants, taking responsibility for matters relating to staff induction in the Boarding House.

In respect of Property Management:

- Foster a sense of pride and ownership of the Boarding House accommodation for all boarders, whether Weekly or Flexi, to uphold a sense of 'home-away-from-home'
- Liaise regularly with the Operations Manager with regards to Boarding House maintenance, ensuring that any issues are reported in a timely fashion
- Continue to review accommodation, fabric and decoration to ensure that the boarding experience is of the highest quality and fully meets the needs of all boarders

In respect of Budgeting and Billing:

- In consultation with the Operations Manager prepare termly projected costings for all matters related to boarding activities and provision, subsequently managing the agreed budget from week to week
- Maintain clear records of all bookings for Weekly and Flexi boarding to ensure that billing is both timely and accurate

In respect of Compliance and NMS

- Ensure the School's compliance with all regulatory requirements of the National Minimum Standards for Boarding (NMS), working with the Deputy Head and/or Operations Manager to address any concerns
- Ensure that the Boarding House is inspection-ready in all areas of provision and documentation
- Regularly, and at least once annually, update the Boarding Handbook
- Conduct a termly fire evacuation practice, maintaining records as required
- Ensure that boarding staff conduct appropriate registrations throughout the evening to remain clear on the whereabouts of all boarders within the school grounds while on duty
- Where necessary, carry out risk assessments to ensure that all matters related to the welfare, safety and security of boarders are met fully.

Boarding Strategy

- Work closely with the Deputy Head, the Headmistress and the Governing Body to further develop the culture of Weekly and Flexi boarding at Terra Nova
- Devise extraordinary opportunities for all pupils, across all ages of the school, to engage with the Boarding House, whether regular boarders or otherwise, as part of a 'TN Boarding Passport' programme
- Organise and host open events within the Boarding House to showcase the boarding provision and experience to current and prospective parents
- Liaise with families of pupils planning to attend Boarding School after Terra Nova to ensure a clear pathway to being fully prepared for boarding life at Senior School.

Safeguarding

- Be responsible for the welfare of all children within boarding, organising systems to ensure consistent, high-quality care
- Be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies
- Contribute to the effective recording and resolution of any complaints or investigations, always ensuring confidentiality
- Work within a framework of national legislation regarding safeguarding and within the policies and procedures of Terra Nova School.

Health & Safety

- Read and be familiar with the School's Health & Safety procedures.
- Carry out the above responsibilities in a manner that ensures the safety and wellbeing of the post holder and other staff.

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Head.

Teaching/Teaching Assistant Duties

- Undertake teaching or teaching assistant duties in accordance with expectations outlined in the standard teaching/teaching assistant job description for Terra Nova School.

Person Specification

| Description | Essential | Desirable |
|---|-----------|-----------|
| <i>Qualifications, knowledge and experience</i> | | |
| Previous experience of working in a school Boarding House or similar residential environment as a Head of Boarding, Houseparent or equivalent, or suitable and relevant experience. | X | |
| Experience of working with children of Prep School age (2-13) in a school-based or residential environment. | X | |
| An awareness of children's emotional development, and the full range of pastoral support required in a school boarding environment. | X | |
| Boarding (BSA) qualifications relevant to the duties and responsibilities of the role, or a willingness to pursue relevant professional development alongside the role. | | X |
| A clear understanding of the National Minimum Standards (NMS) for Boarding | X | |
| <i>(For Teaching aspects of the role, if applicable)</i> Previous experience of teaching pupils of Prep School age, ideally at Key Stage 2 or Key Stage 3, with any subject specialism. | X | |
| <i>(For Teaching Assistant aspects of the role, if applicable)</i> Previous experience of providing classroom support to pupils of Prep School age, ideally at Key Stage 2 or Key Stage 3. | X | |
| Recent First Aid Qualifications | | X |
| Relevant Safeguarding Training, ideally at Designated or Deputy Designated Safeguarding Lead ((D)DSL) level. | | X |
| Experience of effective report writing and reporting to senior stakeholders | | X |
| Promotion or marketing experience – ability to promote boarding to parents/pupils | | X |
| Budget management experience | | X |



| Personal Attributes | | |
|---|---|--|
| A willingness to embrace all aspects of Prep School life, including school events, co-curricular activities and an unwavering commitment to outstanding pastoral care | X | |
| A proactive and positive attitude with the belief that every child has unlimited potential | X | |
| Outstanding organisational and time management skills | X | |
| Excellent communication and interpersonal skills, both face to face, on telephone and in writing | X | |
| A strong team player, who will look for and recognise the strengths contributions of colleagues | X | |
| Ability to build positive and effective working relationships and deal with a broad range of people | X | |



The professional standards for Terra Nova employees are set out in four themes.

Personal and professional conduct

- Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Having regard for the need to safeguard pupils' wellbeing by following relevant statutory guidance along with school policies and practice.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness.

Knowledge and Understanding

- Acquire the appropriate skills, qualifications, and/or experience required for the role, with support from the school employer.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to adapt and deliver support to meet individual needs.
- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders and accessing relevant professional development to improve personal effectiveness.
- Demonstrate a level of subject, curriculum or professional knowledge relevant to their role and apply this effectively in supporting colleagues and pupils.
- Understand roles and responsibilities within the whole school context recognising that these may extend beyond a direct support role.

Teaching and learning (*for classroom-based roles*)

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil progress as appropriate to the level of the role.



- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Working with others

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- Keep other professionals accurately informed of progress or concerns they may have about the pupils they work with.
- Understanding responsibility to share knowledge to inform planning and decision making.
- Understand the role in order to be able to work collaboratively with all colleagues across the staff team.





Our Ethos

A Terra Nova education provides a **safe, ambitious** and **nurturing** environment in which children can flourish: discover their **talents**, develop their **potential** and contribute to the **community**, to lead **happy, fulfilled** lives.

We support every pupil to grow through the principles of **GROWTH**:

Gratitude – appreciating opportunity and giving back with generosity.

Respect – valuing difference and showing kindness in every interaction.

Outstanding education – inspiring ambition, creativity and curiosity.

Worldliness – nurturing open-minded, globally aware young people.

Teachers – recruiting exceptional educators who know and champion every child.

Happiness – ensuring children enjoy their learning and flourish through joy and purpose.

Our community lives by five core values: Resilience, Open-mindedness, Confidence, Kindness and Discipline. They are evident in every lesson, every performance, every game and every friendship.



Co-Curricular Life at Terra Nova

Being a part of Terra Nova’s thriving community is exciting, inclusive and full of possibilities. We firmly believe in an education where academic pursuits are supported by wonderful co-curricular opportunities: enriching experiences that ignite a spark, lead to another question or nurture a quiet confidence.

Prep School is a time to try everything, and to have enormous fun doing so! Pupils throw themselves into the near-endless array of opportunities at Terra Nova, taking advantage of everything that is on offer. Breaktime, Lunchtime or After-School Clubs further the academic and personal development of our pupils, whether it be polishing up their Maths, English or Coding skills, opening their creative minds, or thriving on challenges specifically tailored to our scholars.



The huge range of sports clubs takes advantage both of our own outstanding facilities and those in the local area, and pupils can try their hand at Fencing, Skiing, Cross-Country, Shooting, Golf, Athletics, Swimming, Gymnastics and Tennis in addition to any of the core school sports. Creative and Performing Arts opportunities abound, with almost daily rehearsals for pupils of all ages, and for those with particular interests, whether Mindfulness, Chess, Eco, or Dungeons and Dragons, there is undoubtedly something – if not many things – for every child.

The Application Process

Please complete the Terra Nova School application form together with a covering letter.

Please submit your completed application form and covering letter via the link embedded in the relevant job advert on our website, which can be found via:

<https://terranovalschool/about-us/vacancies/>

Alternatively, you may prefer to send a printed copy, addressed to:

The Human Resources Department, Kingsland House, Shrewsbury, Shropshire, SY3 7BB

The closing date for applications is 10:00am on Monday 6th July 2026

Short-listed candidates will be invited to interview Monday 8th July 2026

Start date: ideally September 2026

Offers will be given verbally and in writing as soon as possible following the interview. The School reserves the right to appoint at any stage of the recruitment process and, as such, early applications are strongly encouraged.

For an informal discussion about the role, please contact Clare Bowman (Operations Manager) via email at: hr@tnschool.co.uk

Queries regarding the application process should be emailed to: recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please note the Recruitment Guidance Notes on page 22.

Contractual Terms

Salary

Competitive salary dependent upon experience and skills.

Accommodation

This is a residential role and comes with accommodation situated within the Boarding House. Accommodation is provided free of charge for the appropriate fulfilment of the role. All meals are provided during term time while boarders are resident (Monday – Saturday morning inclusive).

Hours

This is a full time, term time, permanent position. The majority of the role will be completed during term time, although it is expected that the postholder will work flexibly outside of term time to ensure that the Boarding House and wider accommodation is suitable and ready for pupils at the start of each term. Attendance at all advertised INSET days is required.

Sick pay

Ranging from 1-month full pay and one month half pay to 6 months full pay and 6 months half pay depending on service.

Holiday

The postholder is entitled to the paid statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during the school holidays and is paid as part of the normal salary.

Pension

All employees are eligible to join a suitable Pension Scheme, the specifics of which will be dependent upon the details of the role.

Staff Benefits

Training & Development

All school staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

Provision of Meals

Breakfast, lunch and dinner are provided at our dining room during term time, refreshments are provided on site.

Parking

Parking is provided free of charge on and around site in designated areas and with a school permit.

Employee Assistance Programme

Staff can access free wellbeing support, counselling and advice and guidance.

Recruitment Guidance Notes

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter which details your suitability for the role and what you would bring to the School.

Note: Unfortunately, CVs are not accepted.

Please submit your completed application form and covering letter via the link embedded in the relevant job advert on our website, which can be found via:

<https://terranova.school/about-us/vacancies/>

References

In order to assess candidates' suitability, we shall request at least two references. Please note that in accordance with best practice Terra Nova School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✿ Current passport, share code or eligible immigration document
- ✿ Current driving licence
- ✿ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of



birth (including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces).

Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

Medical Fitness

If successfully appointed, you will be asked to complete a health declaration questionnaire and if necessary, an occupational health referral will be made.

Safer recruitment checks

Please read through the School's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

DBS Disclosure and other checks

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The School will support the successful candidate through this process.

Prohibition check

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

Social Media check

The School is required under Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.