



**WE TEACH
THE
FUTURE**

APPOINTMENT OF

**Deputy Head
(Pastoral and Boarding)**

**WINCHESTER
HOUSE**



THE *Stowe*
GROUP



TYPE 55
SPEC. DMD-E3755A
ORDER No: DA-36-WDS-6391
MFR. DIESEL SERVO No. 82-51
STOCK No: W-1-228
100% ISIC
CONTRACTOR INDUSTRY INC.

“There’s magic
in the air at WHS”
Tatler Schools Review

WELCOME

I first fell in love with Winchester House on a cold, blustery day when I was greeted not by silence, but by the joyful voices of a group of pupils singing with infectious enthusiasm. It was a moment that captured everything special about this school: a place where children feel safe to express themselves, where learning is filled with curiosity and laughter, and where every pupil is known personally.

Winchester House blends tradition with innovation. Our small class sizes, dedicated tutor system, and specialist teaching from Reception upwards ensure a truly personalised education. Beyond the classroom, our extensive facilities, including a state-of-the-art AstroTurf, science laboratories, and a Secret Garden, provide opportunities for exploration, play and challenge.

Above all, Winchester House is a place where children develop as individuals, learning not just facts, but the skills and confidence to shape their futures. It is a school that lives by its motto: Non Nobis Solum—Not for ourselves alone.

Please do not hesitate to get in touch with any questions regarding your application.

Antonia Lee
Head



ABOUT

Set in the heart of Brackley, on the borders of Northamptonshire, Oxfordshire, and Buckinghamshire, Winchester House is a day and boarding prep school for children aged 3 to 13 years.

We're town school with an outdoor spirit, with extensive playing fields, an outdoor pool and a magical Secret Garden for outdoor learning, our pupils return home (or to their boarding house) each day enriched, inspired, and, more often than not, a little bit muddy!

Winchester House is a place of exploration, curiosity, and opportunity—where ambitious minds, risk-takers, and creative thinkers are nurtured in a warm, family-friendly environment.

Here, learning is an adventure, and every child is encouraged to embrace challenge, develop resilience, and find joy in their successes.

Our Creative Curriculum, introduced in Nursery and running through to Year 4, immerses pupils in term-long topics that spark curiosity and

independent thinking. From Year 5 onwards, pupils move into a specialist subject model, preparing them for Common Entrance with an inspiring and rigorous academic programme.

Small class sizes, passionate teachers and specialist subject instruction from an early age provide the foundation for success—many of our pupils go on to achieve scholarships at leading senior schools.

But academic results are just one part of the story. A Winchester House education extends far beyond the classroom. Our co-curricular programme is designed to ignite new passions and develop well-rounded individuals. Whether through Sport, Drama, Music, outdoor education, or community engagement, our pupils grow in confidence, develop leadership skills, and learn the value of teamwork, creativity, and perseverance.

At Winchester House, our motto *Non Nobis Solum*—Not for ourselves alone—runs through the heart of everything we do.





THE *Stowe* GROUP

In January 2021, Swanbourne House became part of The Stowe Group. The Stowe Group comprises Stowe School, Swanbourne House School and Winchester House School. The Group's formation has given pupils and staff at Swanbourne House access, not only to Stowe's world-famous estate, but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with the Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community.

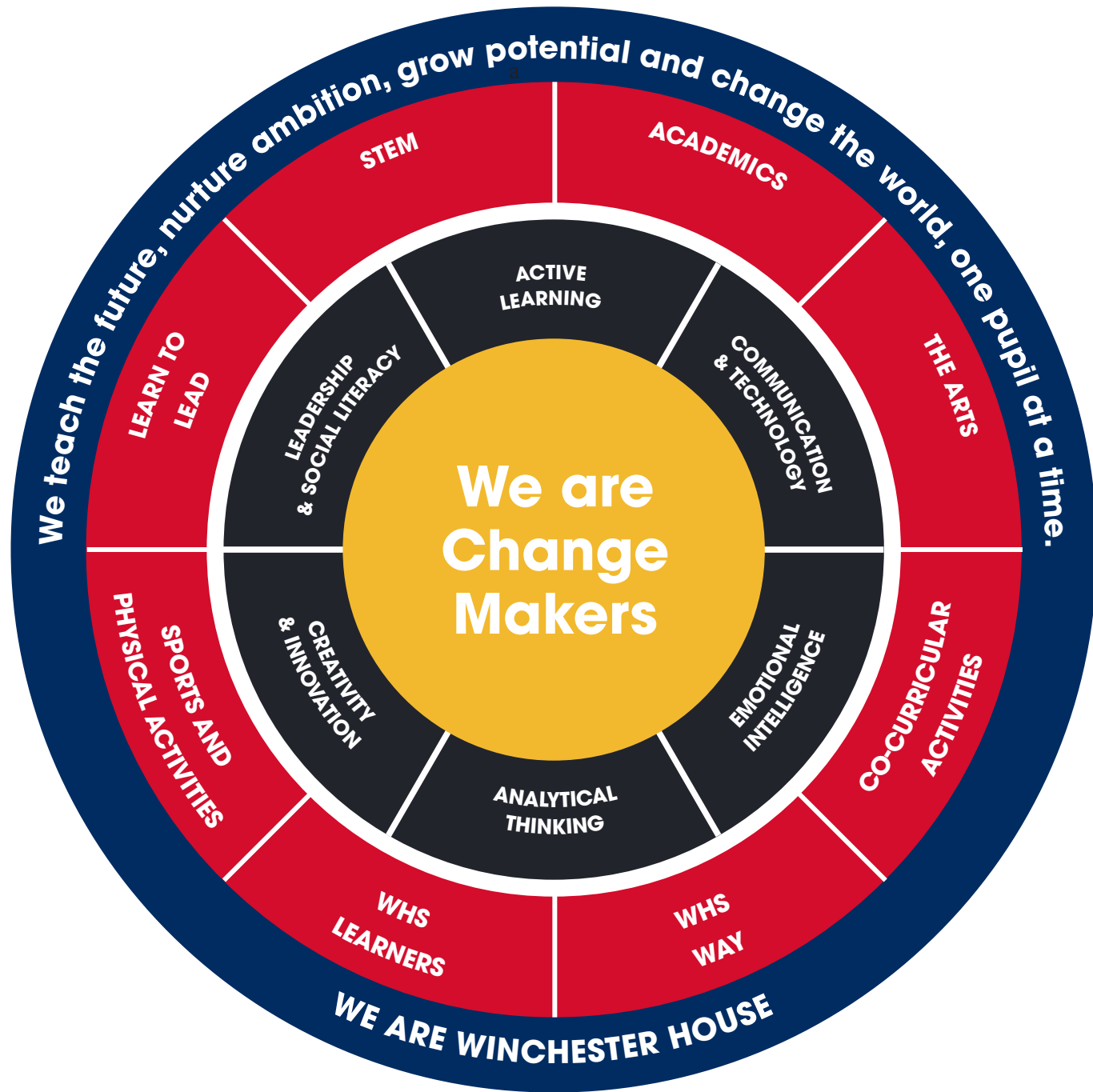
Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. World-class facilities support

our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character, with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give Stoics and staff a heightened awareness of their social and environmental responsibility in preserving this unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.



DEPUTY HEAD (PASTORAL & BOARDING)

Department: Senior Leadership Team

Accountable to: Head

Responsible for: Assistant Heads (Years 3-5) and (Years 6-8), Head of PSHE, House Parents, School Counsellor and School Nurse

Start date: September 2025

PURPOSE OF JOB

- The Deputy Head (Pastoral, DSL and Boarding) is a key member of the School Leadership Team.
- May deputise for the Head, Deputy Head (Head of Bradshaw) and Deputy Head (Academic) as required.
- Deputy Heads have whole school responsibility for their areas working in partnership with the Deputy Head (Head of Bradshaw) for the younger years.

VALUES AND BEHAVIOURS

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct, and in particular the following standards of behaviour for The Stowe Group community.

The Stowe Group Community is committed to working together to achieve our aims and objectives. We are a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We are accountable to each other and to our pupils, parents & guardians, governors, trustees and visitors. The Stowe community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance. Our combined goal is to create Change Makers who will shape positive futures for themselves, their families and the global community.

LEADERSHIP RESPONSIBILITIES

Management of Pupils' Development and Pastoral Care

- Take a key role in the management of the school, its development and improvement. The Deputy Head (Pastoral, DSL and Boarding) will attend the Prep Committee and meetings of the full board of Governors when required. The Deputy Head (Pastoral, DSL and Boarding) will contribute to the Head's termly report to Governors in regard to pastoral and wider matters.
- Designated Safeguarding Lead including maintaining appropriate training levels and passing on information, knowledge and expertise to colleagues as appropriate.
- Take overall responsibility for the Tutor system and effectiveness of Tutor time.



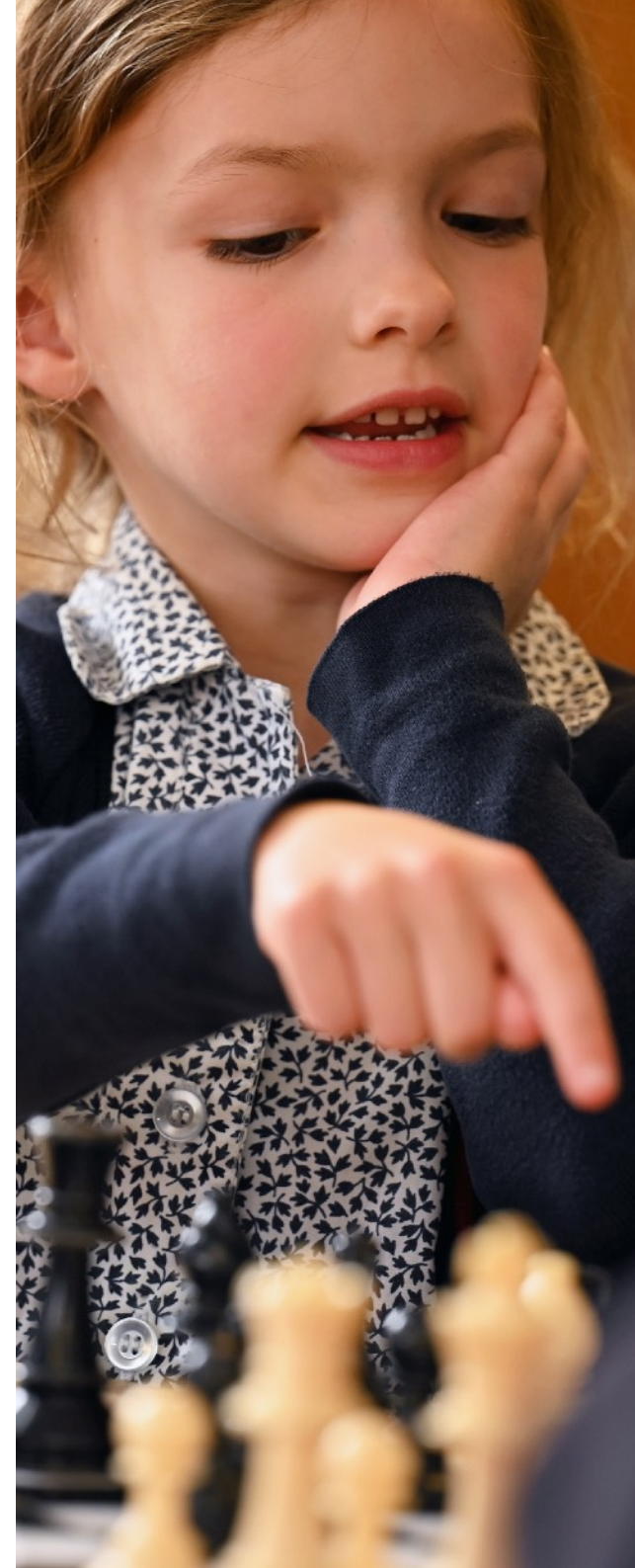
- Take overall responsibility for the management and development of the School's pastoral care and pupil wellbeing to ensure that pupils at Winchester House continue to receive excellent pastoral care.
- Lead the continued successful implementation of The Winchester House Way programme and Circle of Support model.
- Maintain a prominent profile for the Anti-Bullying and Safeguarding agenda and promote and develop use of My Concern and iSAMS for recording pastoral issues.
- Lead on pupil voice for pastoral and boarding matters.
- The active cultivation of good professional relationships with parents and develop an annual programme of support and information sessions for parents e.g. sex education, drugs.
- Be responsible for the assembly and Chapel themes in Years 3 to 8.
- Be the main point of contact for parents with pastoral concerns that have been passed on from the Assistant Heads.
- Work with the Head of PSHE to review and develop the programme of study in line with current trends and guidance including RSE.
- Work closely with the School Counsellor and tutors to identify patterns of behaviour and put together strategies and training to address trends.
- Support Assistant Heads and tutors in developing behavioural plans in support of children with specific pastoral needs.
- Liaise with the School's Independent Listener to ensure up to date information is passed on and that there is regular contact with the children to establish familiarity.

Management of Boarding

- Take overall responsibility for leading boarding at Winchester House as a thriving flexible, occasional and weekly boarding community.
- Take responsibility for boarding staffing, activities and trips.
- Chair the Boarding Staff Group, Pastoral Management Group and DSL Group.
- Work with the Marketing and Admissions Department to sustain the profile of boarding.
- Develop contacts with outside agencies to be used in specific circumstances e.g. bereavement counselling, American Airbase etc.
- Oversee the smooth administration of boarding including all National Minimum Standards.
- Produce regular Boarding and Pastoral Bulletins for parents.

Staff Support

- Lead on staff well-being with Head of Operations and Head of Bradshaw.
- Line manage Assistant Heads, Head of PSHE, Boarding staff, School Counsellor and School Nurse.
- In liaison with the Director of Operations, manage and oversee the Surgery.
- Act as reviewer for staff in the annual Performance Management cycle.



Managing Budgets, Policy and Inspection

- Be responsible for inspection readiness for the boarding and pastoral aspects of the school.
- Maintain, update and review a number of key school policies according to the Policy Control Document.
- Oversee the budgets of all aspects of Boarding and Pastoral Care in the school.

The Stowe Group

- Contribute to the School and Stowe Group Development Plans and lead and manage the implementation of the Pastoral and Boarding Targets.
- To liaise closely with the pastoral deputies and Heads of Stowe School and Swanbourne House with regards to all pastoral and safeguarding matters.
- To work with the Pastoral Deputies and Heads of Stowe School and Swanbourne House to plan and ensure a smooth transition from prep to senior school.
- To plan and deliver Change Maker Days for Winchester House in collaboration with the Deputy Heads at Stowe School and Swanbourne House in support of The Stowe Group vision and strategy that regularly include interaction and integration between all three schools.
- To act as a bridge or discreet channel of communication, where necessary, between children/staff/parents and the Head.

TEACHING

- The successful candidate will be expected to teach a reduced timetable.
- We seek to appoint a qualified teacher who will:
 - Enjoy and enthuse children of Prep School age
 - Set standards in the classroom which 'set the pace' for pupils and other staff to follow

DUTIES, GAMES & EXTRA-CURRICULAR INVOLVEMENT

This is a resident position, either all week or as a minimum Monday to Friday term time and some holiday periods.

Teaching members of the Leadership Group are expected in school from 8am to 6pm every day during term time and until 7pm once a week at least.

All teachers are expected to carry out a variety of supervision duties.

A high proportion of our staff are involved with the teaching of games. Although not essential, a willingness to be involved here would be beneficial.



Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • An Honours degree (or equivalent) • PGCE or QTS. • Fully trained as DSL. 	
Specialist Skills and Experience	<ul style="list-style-type: none"> • Previous Leadership experience. • Strategic thinking and operational experience across whole school projects. • An educationalist with an interest and enthusiasm for the holistic education that a Prep School Education should provide. • A commitment to safeguard and promote the welfare of children in loco parentis. • Experience as a Deputy DSL. 	<ul style="list-style-type: none"> • Experience of leading in a boarding community.
Personal Qualities	<ul style="list-style-type: none"> • The ability to keep calm in a crisis and lead flexibly and decisively. • Stamina and patience. • Professional integrity. • A good eye for detail. • An excellent communicator with the ability to communicate with, and present to, all members of the school community; pupils, staff, parents and governors. • A keen sense of community. • A clear vision of what outstanding pastoral care should look like. • A deep practice of kindness and a good listener but with a core of steel and fortitude! • A sense of fun. 	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder





In the role of Deputy Head (Pastoral and Boarding) we are looking for **Change Makers** who are:

Professional	1	2	3	4	5
Creative Problem Solvers	1	2	3	4	5
Kind	1	2	3	4	5
Flexible	1	2	3	4	5
Collaborative	1	2	3	4	5
Communicator	1	2	3	4	5

VALUE SCALES

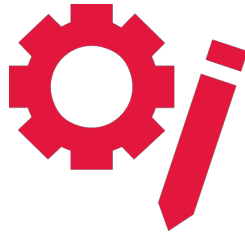
- 1 This value is the least important to the role
- 2 This value has some significance to the role
- 3 This value is desirable to the role but not essential
- 4 This value is important to the role
- 5 This value is essential to the role

COLLEAGUE BENEFITS

For more details on all benefits, please follow this link: <https://www.stowe.co.uk/our-people/working-for-us/colleague-benefits>



Discounted School Fees
At Stowe Group schools



Learning and development opportunities



Volunteer leave
Up to 2 days paid leave for volunteering



Shopping discounts
Through the 'Discounts for Teachers' website



Free refreshments



Free annual flu vaccine



Each person reward and recognition
Discounted shopping, cashback and access to diesel fuel card



£70 Annual Golf Membership
For you and immediate family (applies to permanent colleagues only)



Wraparound childcare
Free wraparound childcare available for all colleagues at Prep Schools



Enhanced holiday entitlement
Your contract will provide details of the exact holiday entitlement you will receive



Employee wellbeing programme
Including free access to counselling services, physiotherapy and more

An application form can be downloaded from The Stowe Group Recruitment website.

If you need any help with the application process, please contact recruitment@stowe.co.uk or call 01280 818005.

Deadline for applications is Midnight Sunday 23rd February. However, this role may close early if we receive suitable applications

Interviews will be held the latter end of W/C 3rd March.

Salary: the exact point on the Stowe Group Scale will be determined by the experience of the applicant.

Appointment comes with a generous sized apartment in the Manor House in the main School site.

Administrative support will be available.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.

The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard the children.





**WE TEACH
THE
FUTURE**