

Keswick



School

Deputy Head of Lairthwaite Boarding  
House

Information Pack

Permanent appointment

Closing date: 11am Thursday 5<sup>th</sup> February 2026





## Welcome

I'm delighted that you're taking an interest in this opportunity. I hope the enclosed details help you learn more about the role and inspire you to submit an application.

Keswick School Academy is a highly successful co-educational 11–18 comprehensive with 1198 pupils on roll, including 266 students in the sixth form and 35 boarders. The academy has been recognised under several national designations, including National Teaching School, Leading Edge, Science Specialist, High Performance, and Gifted and Talented SSAT Consultant School.

The academy employs 79 well-qualified teaching staff. The Senior Leadership Team comprises the Headteacher, two Deputy Headteachers, three Assistant Headteachers, and a Director of Finance and Operations. Nearly all teaching staff serve as Form Tutors and work closely with the senior pastoral team. The academy is widely regarded for its strong pastoral care and commitment to student welfare.

We are a happy, friendly school and, despite our size, we maintain a strong family atmosphere. As a state boarding school, we are quite literally home to 35 students. Staff, students, and parents work closely together in a genuine partnership.

We are a dynamic and aspirational school with high ambitions. We innovate, take calculated risks, and are confident in doing things our own way.

Our staff consistently go the extra mile, and our students engage enthusiastically in clubs, societies, sport, music, trips, and visits. We have a clear sense of direction, strong values, and a genuine passion for learning.

We are looking for someone who shares our commitment to providing the very best education for our students and who is driven by the success of the school.

Applicants are asked to submit a letter of application, no more than two sides of A4, outlining their suitability for the post. Please complete the application form and return both documents by the closing date.

I look forward to receiving your application.

Simon Jackson MA(Oxon) MEd FRSA  
**Head Teacher**



## JOB DESCRIPTION

Job Title:	Deputy Head of Lairthwaite Boarding House and DDSL
Responsible to:	Head of Lairthwaite Boarding House
Salary:	<ul style="list-style-type: none"> <li>• Grade 6 (£32,061 - £33,143) pro-rata (term-time only).</li> <li>• Free lodging and utilities in either a self-contained two-bedroom flat or a one-bedroom annex, based on preference.</li> <li>• Two meals per day during term-time only.</li> </ul>
Working time:	<p>An average of 26.5 hours a week (Prep and house duties: 13 hours one week and 34 hours the next when doing a weekend duty, administration &amp; meetings: 3 hours per week). This is a minimum working time and may be negotiated on an annual basis.</p> <p>Additional teaching (for example personal development)/cover supervision available for a suitably qualified post holder. Salary as per school Pay policy.</p>

### Core purpose

To be responsible to the Head of Lairthwaite Boarding House for the care, welfare and safety of all the boarding pupils and the day to day running of Lairthwaite Boarding House. To act on behalf of the Head of House in their absence. To have oversight of Prep, including all contacts regarding the academic progress of the boarding students with school staff and boarding parents.

### Main responsibilities

- Provide pastoral support to boarding students, tailored to their individual needs
- As a Deputy Designated Safeguarding Lead (DDSL) for boarding:
  - Undertake safeguarding duties
  - Make referrals
  - Liaise with outside agencies if necessary
  - Undertake additional relevant training to support this role
  - Seek advice and support from the school DSL (Deputy Headteacher) as and when necessary
- Oversee Prep arrangements:
  - Ensure it is well-organised and effective
  - Ensure it supports pupils' academic progress, including EAL and SEND support
  - Personally supervise In-School Prep three evenings a week
  - Ensure Sixth Form boarders undertake prep in a mature and responsible manner
  - Work with house staff to ensure prep is undertaken over the weekend
  - Liaise with school, house staff, and boarding parents regarding academic issues with boarders
  - Consult with Heads of Departments, Heads of Year, SENDCO, Form Heads, teaching staff, teaching assistants, administration staff and the school nurse as appropriate
  - Sign homework diaries and check homework is being completed
  - Conduct 1-2-1 meetings with boarders to review and reflect on their academic progress
- Attend staff briefing in school on behalf of the boarding staff

- Attend TLP meetings on behalf of the boarding house
- Help guide the moral and social welfare and development of all boarding students
- Maintain a good relationship with parents/guardians
- To be initially responsible for the conduct and discipline of boarding pupils in the absence of the Head of House
- To open and close the house on a daily basis and during the holidays as required on a shared rota.
- Must be resident in the house 3 nights a week during the school week and be on duty every other weekend (Friday night to Sunday night) on a shared rota
- To act as “back up” in an ‘On Call’ situation during the night as required
- To be familiar with and work towards ensuring the National Minimum Boarding Standards are met at all times
- To assist with boarding staff appraisals, determining a suitable programme of professional development
- Work with the Head of House to ensure that:
  - Pupil welfare meets the very highest standards and that all staff are conversant with the safeguarding policy and procedure and all other relevant policies and procedures
  - The House is ‘Ofsted ready’ including regular evaluations, an annual SEF and development plan
  - Policies and procedures are reviewed and up-dated on an annual basis
- Meet with the Head of House on a regular basis to plan for the effective management of the House
- Chair regular meetings of House Council to allow the pupils another avenue to express their views as required
- Assist with the keeping of effective pupil records via REACH and assist in the preparation of written reports
- Interview prospective boarders as part of the admissions process as required
- Share responsibility for all holiday travel arrangements
- Share responsibility for managing EXEATs
- Share responsibility for managing medication on REACH
- Help in guiding the social development of all boarders
- Report any concerns about any individual to the Head of House
- When on duty to:
  - Supervise meals and activities
  - Monitor and reply to house emails
  - Attend school events and activities with boarding pupils
  - Undertake wake-up and bedtime routines
  - Distribute pocket money, keeping accurate records of income and expenditure
  - Do junior boarder laundry when necessary
  - Assist with general household cleaning when necessary

***Job descriptions will be reviewed annually and there is the expectation that the post holder will have the capacity for flexibility. The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.***

#### **Health & Safety:**

The Health & Safety at Work Act 1974 and amendments state it is responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

#### **Confidentiality:**

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during their duties to any person or body other than as directed by their Line Manager.

*This Job Description may be subject to change according to service needs, changes will be made in consultation with post holder.*

PERSON SPECIFICATION		
<b>POST TITLE:</b> Deputy Head of Lairthwaite Boarding House and DDSL		
Attribute/Criteria	Essential	Desirable
Professional Qualifications/Training	<i>This will include</i> <ul style="list-style-type: none"> <li>5 GCSEs (or equivalent) grade C and above including Maths and English</li> </ul>	<i>This may include</i> <ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>
Knowledge & Experience	<i>This will include</i> <ul style="list-style-type: none"> <li>Experience of working with young people and children in a residential setting</li> </ul>	<i>This may include</i> <ul style="list-style-type: none"> <li>Volunteering with youth organisations</li> <li>Coaching youth teams</li> </ul>
Skills & Abilities	<i>This will include</i> <ul style="list-style-type: none"> <li>Being an effective communicator</li> <li>Good organisational skills</li> <li>Delegation and motivational skills</li> <li>Computer literate and willing to learn new computer systems</li> <li>Full driving licence</li> <li>Insurance to use passenger carrying vehicle for business purposes</li> <li>First Aid trained (or a willingness to become First Aid trained)</li> <li>Minibus licence (or a willingness to undertake a minibus assessment)</li> </ul>	<i>This may include</i>
Personal Qualities	<i>This will include</i> <ul style="list-style-type: none"> <li>Commitment to safeguarding the physical, emotional and mental wellbeing of young people and children</li> <li>An understanding of the importance of developing appropriate working relationships with young people and children</li> <li>Honest, responsible and reliable</li> <li>Confidently able to make decisions</li> <li>An understanding of the importance of the separation of boarding and school life</li> </ul>	<i>This may include</i>

Please find a link to the Boarding House pages of the Keswick School website;  
<https://www.keswick.cumbria.sch.uk/boarding/welcome-to-boarding>





## Further detail regarding the working hours

As the Deputy Head of Lairthwaite Boarding House, you will be expected to work every other weekend (term-time only), this includes:

- 5pm Friday until lunchtime Saturday, on duty and resident,
- Being the contact person\* throughout Saturday until 12 noon Sunday, and
- Being on duty and resident from 12 noon Sunday until 11pm Sunday.

During the School week expectations include being the contact person\* three nights per week (between Monday to Thursday) and every other weekend on a Friday. Therefore, allowing for a Saturday and Sunday free to enjoy as you wish every other weekend.

When called upon in an overnight emergency, whilst acting as the contact person\* you will be remunerated with a minimum of one hour's overtime.

\*By contact person we mean being on call in an emergency, be that present in the boarding house/self-contained flat or within the local area and contactable via mobile phone.



## The Selection Process

### Criteria

In most cases, essential criteria as identified by the person specification must be met in full. This includes qualifications, experience and any other requirements need to perform the role in relation to working with children and young people.

To be successful, you will need to demonstrate during the recruitment process that you have these skills.

### Assessment of suitability to work with children

During the selection process, your suitability to work with children and young people will be tested. This will be by means of specific questioning based on the essential and desirable criteria identified in the person specification as well as specific safeguarding questioning at interview.

### Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

### Anomalies

Upon shortlisting, any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview.

This may include unexplained gaps in employment history.

### Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

### Sources of assessment

- Application form
- Performance at interview
- Verification of qualification
- Original documents are required to be presented at interview when they are identified as essential criteria





# Equal Opportunities

It is the intention of Keswick School MAT that no member of its community will suffer unfair discrimination on the basis of their sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. Whether they are married or in a civil partnership, pregnant or on maternity leave or propose to, have started or have completed a process to change their gender.

## **Curriculum**

All aspects of the curriculum will be developed in ways that avoid the exclusion of particular groups or individuals for other than sound education reasons.

## **Behaviour**

We expect behaviour to always be impeccable. Intimidating or insulting language will not be tolerated.

## **Staffing**

In recruiting staff, Keswick School MAT will ensure that its practices do not discriminate against candidates or potential candidates in ways that are unconnected with their ability to perform the duties of the post.

Since young people see staff as role models every effort will be made to ensure that equality of opportunity is seen to operate at all levels in all areas of staffing.

## **The Academy and the Community**

The academy enjoys an excellent relationship with the local community and its reputation is high in the district and beyond.

The academy is well supported by an energetic Local Governing Body.





# School

<b>By Air:</b>	Glasgow International	2 hrs 20 mins
	Manchester International	2 hrs 10 mins
	Newcastle International	2 hrs
	Durham Tees Valley	1 hr 50 mins

