

#BEMOULSFORD

WWW.MOULSFORD.COM



MOULSFORD

be our new...
HEAD OF BOARDING

REQUIRED FOR 1ST SEPTEMBER 2026



WELCOME

Thank you for considering the role of Head of Boarding at Moulsford Prep School.

Moulsford is a thriving independent day & boarding school of 330 pupils aged 3 to 13 years, set in tranquil and picturesque grounds on the banks of the River Thames in South Oxfordshire.

At Moulsford, the message is straightforward. We want our pupils to receive the broadest possible education, while remembering that they will learn best when happy and settled.

Founded in 1961, this is a particularly exciting period in Moulsford's development with the School in the process of going co-educational. At present girls and boys are in Year 3 and below, and the school will be fully co-educational by 2030.

Moulsford offers a fantastic working environment, placing great emphasis on staff wellbeing and morale, as well as having a culture of career development.

I look forward to welcoming you to Moulsford soon.

Ben Beardmore-Gray.

Ben Beardmore-Gray
Headmaster



THE SCHOOL

Moulsford Prep School is situated on an idyllic 30-acre site on the banks of the River Thames.

Our Prep School (age 7 – 13) traditionally delivered an outstanding all-boys education, and is now moving towards full co-education by accepting girls into Year 3 from September 2025, who will continue through the school, until the whole school is fully co-educational by 2030. Our Pre-Prep (age 3 – 7) became co-educational in September 2023.

Moulsford aims to nurture the whole child, providing opportunities for each individual to develop their talents and abilities. The culture is one of achievement within a vibrant learning environment, ensuring positive reinforcement at all levels of ability. The School has high academic expectations of the pupils and excellent teaching ensures that they move to their Senior Schools extremely well prepared.

Great emphasis is also placed on the extra-curricular side of School life. Forest School, Sport, Music, Art, Drama and river-based activities play a prominent role in the pupils' timetable. Sport at Moulsford is particularly strong with the major sports being rugby, football, hockey, cricket and netball.

There are currently 330 pupils at the School from Pre-School to Year 8. Moulsford is predominantly a day school, but currently has a boarding house for up to 35 pupils; mainly in Years 6, 7 and 8. The School week runs from Monday to Friday, and there are also a number of sports fixtures which take place on Saturdays. There is neither Saturday School nor boarding on Friday night or at the weekend.

From Moulsford, the children go on to a wide variety of senior schools via Common Entrance or Scholarship at 13+. These include: Abingdon, Radley, Marlborough, Wellington, Magdalen College School (Oxford), Eton, St Edward's (Oxford), Pangbourne, Harrow, Shiplake, and The Oratory. This list will be expanded to include a range of girls' schools, as girls progress through the school.

The Headmaster is Ben Beardmore-Gray who took up post in September 2014. Ben was previously Headmaster of Mowden Hall (Northumberland), Deputy Head of Farleigh (Hampshire), and started his teaching career at Ludgrove (Berkshire). He is also on the Council of Cheltenham College, District Representative for District 10 of the Independent Association of Prep Schools (IAPS), a Director of the Independent Schools Examination Board (ISEB) and is a mentor and coach to other Heads.





THE ROLE

HEAD OF BOARDING

LINE MANAGER: Headmaster

HOURS OF WORK: Full-Time Monday – Friday

TIMES OF WORK: The Head of Boarding must reside in the Boarding House when the pupils are staying overnight.

SALARY: Dependent on experience & qualifications, commensurate with industry standards

The Head of Boarding is a very rewarding role, and one integral to the School as the leader of this popular boarding house.

This is an exciting time to join Moulsoford Prep School, with the introduction of co-education into Year 3 progressing through the school year on year. Currently, the boarding house is all boys, and it is anticipated that girls will start to board in September 2027. The Head of Boarding will oversee the transition to co-educational boarding.

Pupils board at Moulsoford from Monday evening through to Friday morning with the Head of Boarding being responsible for the pastoral care and welfare of each boarding pupil. Living in the Boarding House, he/she is responsible for promoting good social skills and creating and maintaining a warm, friendly and nurturing atmosphere that enables pupils to thrive in the School community. Pupils can either board weekly (Monday – Friday) or flexi board. If the latter, pupils must commit to boarding two nights a week for the term.

The successful candidate will thoroughly enjoy being with children and have a good sense of humour, together with excellent inter-personal skills and the ability to communicate confidently with parents, and lead the Boarding House team. The Head of Boarding must also be fully up to date with the regulatory requirements applicable to boarding, specifically the National Minimum Standards. It is anticipated the successful candidate will undergo training to become a Deputy Designated Safeguarding Lead.

It is expected that this role is likely to be undertaken by a qualified teacher who will teach an adjusted timetable in the School. The teaching allocation will depend on the skills of the successful candidate.

MAIN RESPONSIBILITIES



KEY TASKS

- Provide a safe, friendly and caring environment for Moulsford boarders that engenders positivity and inspires pupils to want to board (and inspires confidence in their parents)
- Provide all rotas and to manage structure and routines for the boarders.
- To liaise with parents of boarders regarding any concerns and individual needs.
- To ensure that the individual circumstances, needs and strengths of each pupil are known by boarding staff so that opportunities, talents and potential are developed and maximised. This will also involve close communication with non-boarding staff such as the Deputy Head, Assistant Heads (Pastoral & Academic), Heads of Year and Form Heads on issues regarding boarders.
- Allocate the dorms and boarding staff to tutees, providing a clear structure for the academic care of the boarders.
- Keeping the Record of Concern / CPOMS up to date and reading any documents concerning boarders that may be relevant to their care (ie. SEN reports).
- To keep abreast of policy changes and update the inspection policy documents and boarding practice in accordance with new legislation.
- To be primarily responsible for managing the boarding element of the inspection process from the school angle.
- Attend any relevant CPD courses provided by the BSA (Boarding School Association).
- Overseeing and organising the Boarding Duty Staff, and providing them with a clear statement of the roles and responsibilities.
- To oversee and encourage the CPD of boarding staff, supporting with training and development, as necessary.
- Liaise with the Boarding Staff, Kitchen Staff, Maintenance Staff, The Bursar, Matrons and Assistant Houseparent(s) on all issues within the Boarding House.

- Ensure the smooth daily running of the house including getting up in the morning, meal times, evening activities, checking children's hygiene, showering, appearance, tidiness in dormitories, administering medicine in the morning and evening, and having the responsibility for the pupils throughout the night.
- Ensuring the main school buildings are secure every evening and also at the weekends.
- Assist the Bursar in overseeing the care of the school buildings during the holidays. Liaising with the Bursar concerning events, external users and holiday activities that take place within the school grounds and buildings.
- Head of Boarding is the School Fire Officer and on the Health and Safety Committee. As Fire Officer he/she must organise and log regular fire practices, complying with the strict fire regulations which are in force in the school and ensure that the fire risk assessment is completed and updated.
- To make an annual presentation to prospective boarding parents outlining the benefits of boarding at Moulsford, and to further market the boarding facility in any other way that is appropriate.
- To host functions to current, and prospective boarding parents that will promote the benefits of boarding at Moulsford.
- To organise appropriate events in the boarding house for the benefit of the boarders. Such events will be boarders' outings, themed suppers, film nights, guest evenings, etc.
- As necessary, organising the supervision of breakfast on Monday morning to breakfast club children.
- Where necessary, host touring teams in the boarding house over the weekends and organise the catering for them.
- To write a report at the end of the Autumn and Summer term to the parents about their children relating to the success or otherwise of their boarding term. It should outline the activities that they have been involved in and their sense of responsibility within the house.
- To take any other initiatives which would seem appropriate for the efficiency and improvement of the boarding house.
- To provide the Headteacher with a Development Plan for the year and to keep him/her informed at all times of events in the Boarding House.
- To manage efficiently the budget allocated to the boarders, and to ensure that proper accounts are kept for the Bursar.
- The Head of Boarding must reside in the Boarding House when the boarders are staying overnight.
- To perform any tasks which the Head may reasonably assign.
- For the responsibilities an extra allowance on the Moulsford Salary Scale will be paid.

EVENTS

- As necessary, to host and assist school events that take place within the school buildings.



MAIN RESPONSIBILITIES **continued.....**

TEACHING:

- Planning, preparing, reviewing and developing courses of study;
- Teaching, according to their educational needs, the pupils assigned to him/her; and assessing, recording and reporting on their development, progress and attainment;
- Help develop the pupils' curiosity and problem-solving skills;
- Managing and overseeing the use and storage of books and other teaching materials provided for class usage;
- Manage and supervise the work of other teachers/classroom assistant(s) if appropriate;
- Creating an atmosphere within the classroom and surrounding corridors that will encourage learning; this will include the display of pupils' work, posters, pictures and artefacts
- Analysing pupil performance throughout the year and internal and external exams (and other forms of assessment) to identify strengths and weaknesses and acting upon that information;
- Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment;
- Reviewing from time to time methods of teaching and programmes of work;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Build and maintain relationships with parents

ASSESSMENTS AND REPORTS:

- Providing oral and written assessments, reports and references relating to individual pupils and groups of pupils, internally and to parents.
- Participate in parents' evenings

PASTORAL DUTIES

- Have a commitment to the importance of promoting and safeguarding pupils' welfare
- Promote the general progress and well-being of individual pupils
- Liaise with appropriate staff to ensure the correct implementation of the school's pastoral systems
- Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved
- Provide a supportive social and emotional environment for children, parents and staff
- Promote very high standard of discipline among pupils in accordance with the policies of the school and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

STAFF DEVELOPMENT

- Attend staff meetings;
- Participate in the School's Continual Professional Development arrangements;
- Keep abreast of curriculum developments and current changes in the appropriate subject areas;
- Attending inset and staff training at the start of each term.

OTHER:

- Operate at all times within the stated policies and practices of the school;
- Marking class attendance registers in accordance with the procedures in the Staff Handbook;
- Communicate and consult with parents of pupils and any such persons or bodies outside the school as may be approved;
- Establish effective working relationships and set a good example through personal and professional conduct;
- Ensure the health and safety of children and staff is maintained during all activities, both inside and outside the setting
- Participating in arrangements for preparing pupils for internal and external examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.;
- Take part in marketing and liaison activities such as Open Days;
- Provide cover work in the event of staff absence;
- Undertake break and lunch duties ;
- Promote and support the school's extra-curricular activities programme;

NB The successful candidate should be flexible in their approach to duties. The above is not an exhaustive list and you may be required to undertake other duties as required by your Line Manager or the Head. The job description may be amended to meet the needs of the School, in consultation with the post holder.

PERSON SPECIFICATION



ESSENTIAL CRITERIA		DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Experience of working in a boarding house • Very strong commitment to outstanding pastoral care 	<ul style="list-style-type: none"> • Experience of teaching a range of subjects at Key Stage 2 or 3 	Application & Interview
SKILLS & ABILITIES	<ul style="list-style-type: none"> • A passionate, inspirational, and highly effective leader dedicated to achieving the best possible outcome for each child • Excellent communication and inter-personal skills • Well organised, with excellent attention to detail and record keeping skills • The ability to plan ahead and prioritise tasks • The ability to inspire and enthuse young children • Energy, resourcefulness, responsibility, patience and a caring nature • Ability to form positive relationships and work successfully as a member of a team 	<ul style="list-style-type: none"> • The desire and ability to coach team sports (although not essential) • Excellent ICT skills 	Application & Interview
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> • QTS or equivalent educational qualification • Safeguarding trained and committed to further training to become a Deputy DSL • Commitment shown to achieving boarding qualifications 	<ul style="list-style-type: none"> • BSA Qualifications / Certificates, e.g. BSA Boarding & Pastoral Management Certificate 	Application
OTHER	<ul style="list-style-type: none"> • A professional, flexible and proactive attitude • Supportive of Moulsoford's ethos and strategic objectives • Flexibility to work calmly and reliably in a busy School, both in a team and independently, with energy, initiative and cheerful enthusiasm • Ability and willingness to go beyond own responsibilities to help others at busy times and to work outside normal hours as required, e.g Open Events etc • As with all staff, responsible for promoting and safeguarding the welfare of any children and young persons with whom they come into contact in accordance with School policies 		Interview



STAFF BENEFITS AT MOULSFORD



LOCATION

Moulsford is situated on the banks of the Thames between the market towns of Wallingford and Pangbourne, in a designated Area of Outstanding Natural Beauty. Oxford, Reading and Henley are located 18, 16 and 15 miles away respectively. There are direct trains to London Paddington from Didcot (8 miles), and a 'stopping' service from Cholsey (1 mile). The School has roughly 100m of river frontage and staff are able to use the watersports facilities outside of school hours.

PENSION

All employees are eligible to join a staff pension scheme.

IN-HOUSE CATERING

Making sure our students and staff are well fuelled for a busy day at school is key and food is very important at Moulsford. Our in-house catering team ensures that staff enjoy complimentary good quality, healthy and balanced meals every day. They also cater for all types of diets and allergens.

FEE REMISSION

Fee remissions are available for teaching staff. Please ask for further information.

THE BARN FITNESS CLUB

The School offers gym membership for all employees at The Barn Fitness Club in Cholsey.

WELLBEING

Great emphasis is placed on staff wellbeing and morale and we firmly believe in creating the right work/life balance for all at Moulsford. A culture of mutual support for colleagues is encouraged and fostered. Social events for staff take place throughout the year.

CONTINUING PROFESSIONAL DEVELOPMENT

All employees are encouraged and supported with access to regular Continuing Professional Development.

APPOINTMENT PROCEDURE AND KEY DATES



Applicants should submit the following:

- A one-page letter of application.
- Completed Application Form. CVs are welcome alongside the Application Form.
- References will be taken prior to interview unless indicated otherwise.

To download a copy of our application form, please [click here](#).

KEY DATES

Closing Date for applications is Monday 2nd February 2026.

Initial Interviews will take place week commencing 9th February 2026.

Moulsworth Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of appointment are subject to the completion of pre-employment checks including an Enhanced DBS check and satisfactory references.



MOULSFORD

Moulshford Prep School, Moulshford-on-Thames, Oxfordshire OX10 9HR

01491 651438 • mpshr@moulshford.com • www.moulshford.com

CONNECT WITH US