



**HOLYPORT  
COLLEGE**



**RESIDENT BOARDING & CO-CURRICULAR  
ASSISTANT  
(FIXED TERM - 1 to 4 terms)  
Candidate Information**

# WELCOME

Welcome to Holyport College. I hope, as you read on and learn more about this very special school, you will become more and more excited about joining the Holyport team and the opportunities that provides.

The appointed Resident Boarding Assistant will live in an attractive one bed flat adjacent to one of the girls' boarding houses and assist the Housemasters in organising activities for the boarders and providing supervision. The successful applicant will be expected to work some mornings, evenings and weekends. They will also be expected to contribute to the College's teaching or co-curricular program in a way that suits the candidates interests and skills. Possible examples include running a sports team, directing a production or organising a co-curricular activity.

The boarding houses are central to Holyport College and the importance of the boarding staff in the life of the College and its pupils cannot be underestimated.

Holyport College was the country's first state boarding free school, opening in 2014. It is a distinctive, fully subscribed secondary school with over 600 pupils, over 200 of which are boarders. It has a comprehensive intake at Year 7. It actively promotes social mobility and has an outstanding record of supporting the most vulnerable. Many of the pupils progress to our high-performing Sixth Form. The College is a vibrant, ambitious and inclusive community where young people thrive. They follow an aspirational academic curriculum alongside an exceptional co-curricular offering that is equally valued by the College and made possible by the extended school day. You would be joining a remarkable staff team who all care deeply about the College.

Holyport College has a unique strategic and very close working partnership with its nearby sponsor, Eton College. With the help of a strong boarding ethos, it has managed to create a "joyous place to learn" which offers students the best of both state and independent education.

The incoming Resident Boarding Assistant will join a strong boarding team which works very well together. Boarding and Pastoral care is led by our highly capable and experienced Deputy Head, Steve Gardner with whom the post holder will work very closely. I look forward to welcoming the appointed candidate to Holyport College.

If this is a school and a role that excites you and you believe you have the requisite skills, experience and dynamism, we would be delighted to hear from you.

**Alastair Ingall**  
**Headteacher**



# WELCOME FROM THE DEPUTY HEAD (PASTORAL)

Dear Colleague,

Thank you for your interest in Holyport College and for considering us as your next career move. I firmly believe that Holyport College represents one of the most unique and exciting opportunities in education today. We opened in September 2014 and have been growing ever since (reaching full capacity in September 2019). From 11-16 we are a fully comprehensive school teaching our traditional academic curriculum to students from across the ability range. At Sixth Form, we offer an aspirational academic pathway with entry criteria to match and our aim is to prepare students for study at the best universities in the world, including Russell Group and Oxbridge. Our students are happy, well-motivated and are making exceptional progress. Our school is a community in which parents, carers, students and staff work together to ensure the best possible outcomes, not just academically but for the development of our students as human beings.

Schools are not defined by OFSTED and, whilst we are exceptionally proud of our 'Outstanding' ratings (in all categories) of our boarding provision, we are also continually working to be the best school we can be, not for inspection, but for our students, staff and community. That said, there are a number of comments in our OFSTED reports which we think prospective employees should consider:

- *The college has an exceptional approach to embracing equality and diversity and this is embedded within the ethos and values of the boarding provision.*
- *There are strong and effective systems for monitoring the quality of care the boarders receive and the progress they are making.*
- *The professional development of staff working in the boarding provision is given high priority*
- *The school is a harmonious community where all groups coexist and cooperate together particularly well.*
- *Pupils are thoughtful, respectful and friendly. They are exceptionally proud to be a part of this new school. Behaviour is impeccable.*
- *Pupils are encouraged to develop as confident, articulate young people with an enthusiasm for learning and life.*

We are honoured to have Eton College as our educational sponsor. Eton's fine traditions, its educational expertise and exceptional pastoral care help us to create a school where students aspire, achieve and succeed. And yet we are forging our own path and identity to become one of the country's best schools.

Our website and Instagram feed @holyport\_college will help you to get a further flavour of the school. We are happy to arrange visits to the school for prospective candidates and, should you have any questions at all or if you would like to arrange a visit, please do not hesitate to get in touch.

**Steve Gardner**  
**Deputy Head (Pastoral)**

*"A school with the modest aim of transforming lives. Much has been invested in this school - not just money but reputations. So far, so excellent".*

GOOD SCHOOLS GUIDE



# HISTORY AND OVERVIEW

Holyport College (pronounced Hollyport) is a state boarding and day school for boys and girls aged 11–18 located in Berkshire. It was the first state boarding free school in the UK, and it is currently full to capacity, catering for just over 600 pupils, more than 200 of whom board. The doors opened to its first students in September 2014, with the Sixth Form provision beginning in September 2017.

Years 7–11 are non-selective, but the Sixth Form, with over 200 pupils, is academically selective. Holyport College is a state school but, like some other state boarding schools, has a long school day for everybody, finishing at 5.00pm. The extended day affords the opportunity to offer a huge range of co-curricular activities to suit all tastes, with participation in the programme compulsory for all students. Whilst the College has certain elements which are deliberately modelled on a traditional private boarding school, the aim is to emulate the best of both the state and independent sectors. In terms of funding, approx. 50% comes from state, and approx. 50% comes from boarding fees.

Holyport College is exceptionally proud of its close partnership with Eton College which aims to become the gold standard by which other state and independent school collaborations are judged. Through this partnership, the lives and education of every student at Holyport College are significantly enriched on a regular basis. Eton College, founded by Henry VI in 1440, is situated just a few miles away from Holyport, near Windsor. Whilst Holyport College may be a relatively new school, it is fortunate to be able to draw on Eton's heritage and experience. The partnership has allowed Holyport to forge links at a number of levels, including governance, the sharing of facilities, the creation of enrichment opportunities, the establishment of an educational research and innovation centre at Holyport and through positive staff and student interactions. That said, Holyport College is not Eton College. It has a unique and strong personality of its own which is distinctive, exciting and a little bit quirky.

Holyport continues to develop and improve at a remarkable pace and recent initiatives include:

- ◆ the introduction of iPads for every student (September 2024).
- ◆ the opening of three new Eton Fives courts (October 2024).
- ◆ The development of a new Performing Arts Centre, planning application granted (November 2024).
- ◆ The reintroduction of a joint Combined Cadet Force (CCF) with Eton College (January 2026)
- ◆ Planning to introduce A Level and GCSE Business Studies and Design Technology to the curriculum (September 2026 & 2027 respectively)

Holyport College was last inspected as a boarding school by Ofsted in March 2025 and graded outstanding in every category.

The College is located on Ascot Road in Holyport, a suburban village in the parish of Bray, about two miles south of Maidenhead town centre in leafy Berkshire. The village has a doctor's surgery, a newsagent, a grocery, a butcher, a small café and a hairdresser, as well as the post office and four pubs.

It is well connected: located 4 minutes from the M4 (junction 8/9) and 7 minutes from Maidenhead railway station (Elizabeth line and GWR).



# BOARDING

Holyport feels like a fully integrated boarding and day school, not – like many schools – a day school with a few boarders. Day and boarding pupils are treated alike (with all day pupils staying late and doing most of the same activities as boarders). It also helps that all pupils are assigned to a House – boys' boarding Houses are joined by girl day pupils and vice versa. About half of our boarders are in school all weekend, when there are plenty of activities to keep them busy.



There are almost equal numbers of boy and girl boarders. Some are relatively local, others are from further afield, including overseas. They are housed directly above the classrooms, with the biggest dormitories housing up to six younger pupils, whilst Sixth Form boarders share double rooms. Boarders have access to a kitchen on their corridor, and Sixth Form students also have their own living room on their corridor. The College has a dedicated, onsite medical centre staffed by a full-time nurse.



With more than one-third of students living on site, boarding is very much at the heart of the College community and strongly reflects its values and ethos. Holyport's modern boarding model seeks to replicate the family atmosphere of a home, where relationships are familiar in nature and the environment relaxed and stable.



# THE ROLE

The Resident Boarding & Co-curricular Assistant will work in the girls' boarding houses to assist the housemasters in organising activities for the boarders and providing supervision. Duties include a variety of daytime, evening and weekend work.

A commitment to ensuring the best possible experience for the boarders in the houses is a must, as is the ability to balance the necessary rigidity of routines with a warm and inclusive approach.

The Resident Boarding & Co-Curricular Assistant would be expected to contribute to the College's teaching or co-curricular program in a way that suited the candidates interests and skills. Possible examples include running a sports team, directing a production or organising a co-curricular activity.



*“Holyport College is a joyous place to learn. Pupils are well cared for in a cheerful and warm environment where difference is welcomed. ... Pupils enjoy positive and friendly relationships with staff who know them well.”*

OFSTED INSPECTION REPORT 2023

*“Since coming into post, the head of boarding has overseen significant changes ... in the four boarding houses. These changes have ensured that the leader of each boarding house, known as housemasters, have greater capacity to focus on the well-being of the boarders ”*

OFSTED INSPECTION REPORT FOR BOARDING 2022

# JOB DESCRIPTION

## KEY RESPONSIBILITIES

- Assist in the supervision and coordination of evening and weekend activities;
- Maintain good order, appearance and behaviour in the boarding house;
- Assist the Housemasters and their deputies with administrative duties;
- Contribute to the Colleges teaching or co-curricular program in a way that suits. Possible examples include running a sports team, directing a production or organising a co-curricular activity.
- Encourage pupils to engage in clubs/activities and societies;
- Have a specific focus on a designated year group, ensuring high expectations are set;
- Alert the Housemasters to any issues promptly;
- Provide cover for absent colleagues in the boarding environment;
- Provide medical cover, taking pupils to appointments, collecting medication etc as necessary.

## COLLEGE CULTURE

- Support the College's values and ethos by contributing to the development and implementation of policies, practices and procedures;
- Help create a strong College community, characterised by consistent, orderly behaviour and caring, respectful relationships;
- Help develop a culture and ethos that is committed to achievement.

## OTHER

- Undertake other various responsibilities under the reasonable direction of the Headteacher and/or Deputy Head;
- Occupy your accommodation whilst the boarding house is in operation during term time;
- You will be entitled to eat all meals in the School Refectory during term time.

# PERSON SPECIFICATION

## QUALIFICATION CRITERIA

- Right to work in UK;
- Qualified to degree level (or equivalent)
- Full UK driving licence or equivalent (desirable)

## EXPERIENCE

- Any relevant experience of working with young people in a residential setting (desirable but not essential).

## SKILLS AND ATTRIBUTES

- Enjoy working with young people and assisting them with their personal; and social development;
- Have a keen sense of humour;
- Be energetic, flexible and positive;
- Be imaginative, articulate, adaptable and keen to make a difference;
- Act professionally and as a role model for pupils when on site;
- Commitment to the safeguarding and promoting the welfare of all pupils;
- Possess excellent ICT skills.



# REMUNERATION AND BENEFITS

The salary for this role is £15, 614 (18,914 FTE) per annum, plus an attractive one-bed self-contained flat adjoined to the boarding house (including all bills and utilities) and enrolment in the Local Government Pension Scheme.

Holyport College is committed to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued. We are a school where teachers really can teach: students behave very well at Holyport College and they want to learn.

The College has two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks and there are opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and to the USA.

There are many opportunities for CPD including through our partnership with Eton College and the Boarding Schools' Association.



*“The extended day – 8.30am to 5pm for all pupils, boarding and day – is the School’s secret sauce... The long afternoon allows time for a phenomenal co-curricular programme with offerings ranging from mindful colouring to real tennis, Young Enterprise to ballet.”*  
GOOD SCHOOLS GUIDE

# APPLICATION PROCESS

Interested candidates are welcome to contact the College to arrange an informal discussion about the role by emailing [careers@holyportcollege.org.uk](mailto:careers@holyportcollege.org.uk) or to apply directly as detailed below.

Closing date: 9.00am on Monday 16th March. Early applications are encouraged and we reserve the right to appoint before the deadline.

Applications should be submitted by email to [careers@holyportcollege.org.uk](mailto:careers@holyportcollege.org.uk) and must include:

- ◆ A fully completed support staff application form which can be downloaded from The College website [here](#)
- ◆ Completed References & Monitoring and Equal Opportunities forms, also available on the College website

The process is as follows:

- ◆ When you submit your application, you will receive an email of acknowledgment from The College confirming that we have received it. If you have not received an acknowledgment within two working days of your application, please email us at [careers@holyportcollege.org.uk](mailto:careers@holyportcollege.org.uk) or call [01628 640 157](tel:01628640157)
- ◆ Shortlist interviews will take place at the College shortly after the closing date when candidates will be given a tour of the College.

## DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

## SOCIAL MEDIA

The College will undertake appropriate social media checks for all candidates invited to interview.

## EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for an interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

This role is exempt from the Rehabilitation of Offenders Act 1974 so candidates must disclose information about spent, as well as unspent convictions.

