



Barnard Castle School
ESTD 1883



Non-Residential Boarding Wellbeing Assistant

For January 2027 or sooner

Welcome from the Bursar

Dear Candidate,

We are excited to be recruiting for a new position within our boarding community.

The Non-Residential Boarding Wellbeing Assistant will be responsible for the wellbeing of students, and the smooth running of domestic arrangements within the boarding houses.

We are looking for someone who is calm and organised, whose priority is making our boarders feel at home, by building excellent relationships, and supporting their day-to-day care whilst playing an important role in ensuring every pupil thrives both personally and academically at Barney.

This is a great opportunity for someone who wants to make a genuine difference to the lives of young people.

If you feel that you have the skills and qualities for the role, and would like to be part of our close-knit boarding family, we would welcome your application.

With kind regards

Suzanne Metcalf
Bursar



About Barnard Castle School

Barnard Castle School is a place where young people discover who they are and what they can become. They develop intellectually, socially, emotionally, and morally. Our students do not just leave with results; they leave ready for life.

We are proud to combine high standards of academic achievement with a deep focus on personal growth. Whether they are trying something new, bouncing back from setbacks or standing up for others, our pupils learn that success is about more than outcomes. It is about character.

At Barney, we teach our students how to think, not what to think. We help them go further by helping them understand who they are. We believe in nurturing pupils who are confident and kind, ambitious, and grounded. This is not a school that chases perfection, but one that fosters courage, humility, and resilience.

Our operational staff play a significant role within the school, and every member of staff is a valued member of the wider community.

Job Description

Job Title: Non-Residential Boarding Wellbeing Assistant

Reporting to: Housemaster

Key relationships: Director of Boarding, Housemasters, boarding teams, Medical Team, Domestic Services, Estates, pupils and parents

Role Type: Permanent, term time only with an additional 2 days before and after each full term

Start Date: January 2027 or sooner

Role Summary:

The Non-Residential Boarding Wellbeing Assistant is an important member of the Barnard Castle School boarding team. Working under the direction of the Housemaster and Director of Boarding, the postholder provides high-quality day-to-day pastoral care and helps create a safe, happy and well-organised home away from home for boarders.

Wellbeing is the primary purpose of the role. The postholder takes particular responsibility for pupils' physical, social and emotional wellbeing and presentation, while also coordinating the practical support that allows the boarding houses to operate effectively. They are expected to be visible, approachable and known to pupils, and to embody the School's values of Character, Community and Ambition.

The postholder will work flexibly across the boy boarding house, while remaining willing to support the girls boarding house where necessary. They will administer medication and accompany pupils to medical appointments or hospital when required, working closely with the Medical Team. The role does not provide staffing cover within the Medical Centre itself.

Working Arrangements

- The role operates during term time and includes two working days before the start and two working days after the end of each full term. These additional days do not apply to half-term breaks unless separately agreed.



- Due to the nature of the role, the role is subject to an opt out from the Working Time Regulation.
- The normal pattern is six working days per week. Duties will be rostered between 7.00 am and 8.00 pm.
- The rota will include weekday, evening and weekend duties. Bank Holiday and INSET work is expected where included in the School calendar or published rota.
- The postholder will receive at least one uninterrupted 24- hour period away from work each week during term time.
- The precise working pattern, duty rota and break arrangements will be discussed at interview and confirmed in the contract of employment.
- No accommodation is attached to the role. The postholder is not required to remain on site overnight and has no general overnight or residential on-call responsibility.

Key Responsibilities

The responsibilities below describe the principal expectations of the post. They are not exhaustive and will be delivered through close cooperation with the Housemaster and wider boarding team. Wellbeing is the primary purpose of the role; practical and administrative duties support that purpose.

Pastoral Care and Pupil Wellbeing

- Build warm, professional and appropriate relationships with boarders, treating every pupil with fairness and without favouritism.
- Be an approachable and trusted adult who listens carefully, exercises sound professional judgement and shares information appropriately when a pupil may need further support.
- Monitor pupils' physical, social and emotional wellbeing, including diet, personal hygiene, presentation, friendships, routines and engagement with boarding life.
- Help new pupils settle into boarding and support individuals through homesickness, illness, anxiety or other difficulties.
- Promote confidence, independence, respectful relationships and high standards of personal organisation.
- Take an active interest in pupils' wider lives by supporting house activities, matches, music, drama, concerts and social events where the working pattern allows.
- Maintain constructive communication with parents, including appropriate face-to-face contact at the beginning and end of terms, exeats and school events.
- Keep the Housemaster informed of significant pastoral matters and maintain accurate records in accordance with School procedures.

Health and Medical Support

- Work closely with the Medical Team to ensure that boarders receive safe, timely and appropriate care.
- Assess minor illness or injury within the limits of training, provide first aid where appropriate and refer pupils to the Medical Team or external services when required.
- Administer prescribed and non-prescribed medication when trained and authorised, following School policy and maintaining accurate records.
- Ensure that medicines, medical information and first-aid resources are stored securely, monitored appropriately and treated confidentially.
- Arrange or support medical, dental and physiotherapy appointments and accompany or transport pupils when necessary.
- Accompany pupils to hospital, including in urgent circumstances, while maintaining communication with the Medical Team, Housemaster and parents as appropriate.
- Maintain accurate information relating to illness, accidents, injuries, appointments and pupil absence.



House Life and Standards

- Be a visible and engaged presence in the boarding houses during duty periods and contribute positively to the rhythm and atmosphere of house life.
- Support daily routines, including punctuality, meal attendance, dress, personal presentation, bedroom standards and respectful use of communal areas.
- Eat with pupils when on duty where required, using mealtimes to build relationships and monitor wellbeing.
- Reinforce the School's expectations, routines and rules and uphold the authority of the Housemaster and boarding team.
- Recognise that the role is not primarily disciplinary and refer significant or repeated behavioural concerns to the Housemaster or appropriate member of the boarding team.
- Support appropriate adult supervision and help ensure that pupils know how and where to seek help.
- Assist with house activities, trips, travel arrangements and other events as reasonably required.

Domestic Services and House Environment

- Coordinate and monitor the cleanliness, presentation and day-to-day readiness of the boarding environment in liaison with Domestic Services.
- Liaise with Domestic Services over cleaning priorities, laundry arrangements, bedding, pupils' clothing and items requiring repair, while recognising that domestic staff remain managed through their established line-management structure.
- Support the collection and redistribution of pupils' laundry and help pupils manage clothing, uniform, name labels and personal belongings.
- Report repairs, defects, safety concerns and maintenance requirements promptly and follow up where necessary.
- Liaise with the Housemaster over improvements to the furnishing, furniture and fabric of the house.
- Help secure and prepare pupils' rooms and communal areas at the beginning and end of term and where houses are used during holiday periods.
- Support practical house administration, including room information, labels, notices, messages and approved pupil travel arrangements.

Safeguarding Health and Safety

- Understand and follow the School's safeguarding and child-protection procedures, reporting any actual or potential risk to a pupil's safety or welfare immediately.
- Maintain professional boundaries and uphold confidentiality while recognising the duty to share information when safeguarding or welfare concerns arise.
- Complete all required safeguarding, first-aid, medication, fire-safety and health-and-safety training.
- Be familiar with fire and emergency procedures and fulfil any designated responsibility during an alarm or emergency.
- Support the School in meeting and exceeding the National Minimum Standards for Boarding Schools and in preparing for inspection.

Professional Responsibilities

- Work collaboratively with the Housemaster, Director of Boarding, Medical Team, boarding colleagues, Domestic Services, Estates and other School departments.
- Attend relevant house meetings, briefings, INSET and professional development.
- Participate in appraisal and engage positively with feedback and continuing professional development, including relevant boarding qualifications where appropriate.
- Follow all School policies relating to safeguarding, equality, confidentiality, data protection, professional conduct and health and safety.

- Carry out other reasonable duties consistent with the purpose and level of the role.

Candidate Specification

Essential Criteria:

- A warm, calm and approachable manner, together with a genuine commitment to the wellbeing of young people.
- Sound judgement, emotional maturity and the ability to maintain appropriate professional boundaries.
- The ability to recognise, record and report safeguarding, health or pastoral concerns promptly and accurately.
- Strong communication skills and confidence in building constructive relationships with pupils, parents and colleagues.
- A practical, organised and discreet approach, with the ability to manage competing priorities and sensitive information.
- The ability to work independently, use initiative and contribute reliably to a wider boarding team.
- Willingness to work flexibly across evenings, weekends, INSET days and Bank Holidays in accordance with the published rota.
- Willingness to undertake first-aid, medication, safeguarding and boarding-specific training.
- A full driving licence and willingness to transport pupils using an authorised vehicle in accordance with School policy.

Desirable Criteria:

- Experience of working with children or young people in a boarding, pastoral, educational, healthcare or residential setting.
- A current first-aid qualification and previous experience of administering medication and maintaining medical records.
- Knowledge of the National Minimum Standards for Boarding Schools and independent-school safeguarding practice.
- A relevant pastoral, healthcare, counselling or boarding qualification, or willingness to work towards one.
- Experience of coordinating practical services or working effectively with domestic, facilities or maintenance teams.

As a member of Barnard Castle School staff:

- Demonstrate consistently high standards of professionalism, reliability and conduct.
- Build positive and respectful relationships with pupils, parents, colleagues and visitors.
- Communicate clearly, professionally and sensitively.
- Support an inclusive, welcoming and collaborative working environment.
- Promote the School positively to current and prospective families and visitors.
- Support and uphold the School's policies, including safeguarding, confidentiality and data protection.
- Take an active interest in School life and contribute ideas for improving the way we work.
- Be willing to support the wider School community and School events where appropriate.



Support and Professional Development

The Non-Residential Boarding Wellbeing Assistant will be supported and appraised by the Housemaster.

This job description outlines the principal duties and responsibilities of the role. It is not intended to be exhaustive.

The duties may be reviewed periodically and amended following consultation with the post holder to reflect the changing needs of the School and its boarding provision. Employees will be expected to undertake other duties commensurate with the level and responsibilities of the post as reasonably requested.

Terms and Conditions

Type: Permanent, term time only with an additional 2 days before and after each full term.

Hours: The normal pattern is six working days per week. Duties will be rostered between 7.00 am and 8.00 pm.

The rota will include weekday, evening and weekend duties. Bank Holiday and INSET work is expected where included in the School calendar or published Rota.

The postholder will receive at least one uninterrupted 24-hour period away from work each week during term time.

Salary: Dependent on experience.

Paid Holidays: 20 days holiday per year plus bank holidays, deemed to be taken in school holidays.

Pension: In accordance with current pension legislation, Operational Staff are automatically enrolled in The Pensions Trust Flexible Retirement Plan scheme unless they choose to opt out. More information is available on request.

Other Benefits: Use of our gym, sports facilities and swimming pool, free meals during term time, free parking, and access to various social activities throughout the year.



Recruitment Process

Enquiries

If you have any questions about the role in advance of applying, please contact Will Chaloner, Head of Boarding, whc@barneyschool.org.uk who will be pleased to have an informal discussion.

Applications

If you feel that you can meet the above requirements, then please submit a letter of application along with the Barnard Castle School application form to the Bursar. Only applications containing the requested information will be considered.

Applications should be sent to:	
Mrs S M Metcalf Barnard Castle School Barnard Castle County Durham DL12 8UN	Telephone: 01833 696098 Email: hr@barneyschool.org.uk
Application Dates:	Deadline for applications: 9.00 am Monday 9th November 2026 Interviews in School: w/c Monday 16th November 2026

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974, and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Barnard Castle School is an equal opportunities employer.

