

UPPINGHAM

Job Description

Job Title: HEAD OF LOWER SCHOOL

Reports to: Senior Deputy Head

Job context

Uppingham School is a co-educational independent School currently for boys and girls from ages 13 to 18 and from September 2025 for pupils aged 11-18. The School has approximately 850 pupils of whom 740 are 'boarders' and 110 are 'day' pupils or day pupils in boarding houses ('day-in-boarding' pupils). The teaching staff number 110. This role is supported by a number of business units responsible for marketing, business development, human resources, IT, finance, health and safety, health care, operational services and estates.

As befitting a boarding school with a holistic approach to education, pupils at Uppingham School are fully engaged with a rich, complex and diverse education which maintains an appropriate balance of activities for participants. This area of school life was a 'significant strength' in our recent ISI inspection. The Uppingham curriculum is broad yet academic in its construction. Children study for GCSEs and IGCSEs between entry and the Upper Fifth, whilst in the Sixth Form a wide range of A level courses are offered, with one BTEC in Sport. In Year 7 and Year 8, the pupils experience all subjects from which they may choose their GCSE subjects.

In September 2025, Uppingham will have sixteen Houses: fourteen boarding houses, one day house and the Lower School House for year 7 and year 8 pupils. Pupils in the houses come from a variety of social, cultural and ethnic backgrounds. Uppingham's welfare procedures are based around boarding house structures and houses are central to the life of the School. Pupils eat all their meals in their own house and at lunch the houses host guests, members of staff and visiting prospective parents and pupils.

The Head of Lower School will take on the role of supporting the pioneering year 7 and year 8 pupils as they join Uppingham for the first cohort of 11+ entry candidates. They will be supported by the Lower School tutors, the Head of Pupil Induction & Transition and the educational leadership team, as required.

Job Purpose

To ensure the smooth running of the Lower School House such that it is managed in an orderly, effective and legally compliant manner to safeguard the lower school pupils; provide outstanding pastoral care; promote wellbeing; instil discipline; track and monitor progress and give full access to educational opportunities.

Accountabilities

1. Safeguarding:

To provide staff and pupils with a clear statement of their roles and responsibilities within the lower school, along with policies and procedures for child safeguarding (countering bullying, substance misuse, health and safety, e-safety, the delivery of PSHE in tutorials, medical provision, welfare concerns and the School's behaviour policy) and instil a culture within the lower school that Safeguarding is central to all operational planning and practices in order to provide a safe and fully compliant environment.

2. Regulatory Compliance:

To be the person responsible for Fire Safety and Health and Safety in the Lower School House ensuring all pupils and staff are fully familiar with evacuation procedures and understand the concepts of hazards, risks and how to mitigate them; to work key staff (including the Senior Pastoral and Academic leadership team, Estates, Director of Operations and Health and Safety Officer) to keep abreast of changes to legislation governing education (including National

UPPINGHAM

Minimum Standards and ISSRs) and to ensure that these are formally communicated to and understood by colleagues and that a culture of full compliance is central to the way in which the lower school operates.

3. **Operational Management of the Lower School and Line Management of the Team of Lower School Staff:**

In order to ensure the lower school operates effectively and provides an ordered routine for the pupils; to work in accordance with the school's wider operational policies; to manage lower school staff team so they are able to carry out their duties effectively ensuring:

- Work closely with the Headmaster, Senior Deputy Head and Academic Deputy Head in the appointment of lower school staff to ensure an appropriate mix of skills and experience.
- Lower school staff are inducted formally into the operation and culture of the lower school, are clear of their duties and responsibilities and work collaboratively and flexibly as part of a team.
- Lower school staff implement Academic and Pastoral Policies and, by encouragement and clear communication, foster an understanding and acceptance of the standards expected from lower school pupils.
- Lower school staff communicate speedily and efficiently with parents and that these communications, and any follow-up action, are recorded in the School's Pastoral Information Management System (PIMS) and escalated appropriately if required.

4. **Pupil Welfare and Behaviour:**

To ensure the highest standards of pupil behaviour, welfare and care and the highest standards of provision in the lower school:

- To induct and settle pupils into the operational workings of the lower school through effective induction programmes.
- To ensure proper supervision of pupils when in the Lower School House.
- To ensure the circumstances of each pupil, their strengths, weaknesses, interests, aptitudes and abilities are identified and known by staff as needed so that individual talents and potential are developed in each area of their school life.
- In conjunction with other key and specialist staff (such as the Deputy Head Academic, Assistant Head Sixth Form, HoDs, Learning Support, medical teams and tutors etc.) to be aware of the academic potential, performance and needs of boarders from admission onwards and liaise effectively with the academic team and tutors to support pupils' academic progress.
- To ensure that issues of social and/or emotional wellbeing are addressed efficiently and appropriately.
- To ensure that each pupil participates in a full and varied curriculum.
- To ensure pupils are fully aware and compliant of School Rules and help to instil in pupils a strong sense of 'right and wrong' and the importance of living in a mutually supportive community where unkindness to others is not tolerated.
- To follow School pupil discipline procedures/policies and maintain consistency in approach across the school

5. **Tutorials:**

To oversee the programme of tutorial support for lower school pupils and support the delivery of the PSHE programme and the use of Form Tutor time.

6. **Communications:**

To induct parents into the operational working of the lower school and promote a culture of proactive communication with parents in order to enable parents to feel part of their child's experience and ensure parents feel their child is safe, well cared for, nurtured and in an environment in which he/she will thrive. To ensure that these communications, and any follow-up action, are recorded in the School's Pupil Information Management System (PIMS) and escalated appropriately if required.

UPPINGHAM

7. **Overseeing progress:**
Alongside the tutor team and Deputy Head Academic, to oversee the progress of pupils in year 7 and year 8, to track and monitor their work, participation and engagement in all areas of school life, supported by review assessment data and PIMS data.
8. **Admissions and Transition:**
To liaise with the Director of Admissions, Head of Pupil Induction and Transitions to ensure pupils are integrated effectively into the school community; to work closely with the Deputy Head Academic and Admissions Department in the organisation of the 11+ admissions process, including supporting 11+ entrance examination interviews and advising the selection panel on offers for places at 11+.
9. **Lower School Development Plan and Promotion:**
To work with Marketing and Admissions to promote Uppingham and the lower school; to create an annual development plan for the House; to monitor and quality assure the service provided to show the lower school in its best light and foster a culture of continuous improvement and development.
10. **Lower School events and trips:**
To plan and facilitate appropriate social events for lower school pupils.
11. **House maintenance:**
To work closely with the Estates Director to promote and maximise the use and effectiveness of the Lower School House in providing a high standard of accommodation and homely environment; to resolve any maintenance issues, including the scheduling of remedial work.
12. **Budgets:**
To work with the Assistant Head: Pastoral and Bursarial Department in the preparation of annual budget proposals and actively manage House based accounts.
13. **Systems, Documentation and Administration:**
To complete or, if appropriate, ensure lower school staff complete all delegated documentation, set up appropriate filing and retrieval systems in order to ensure that information relating to the lower school house is readily accessible and can be used for audit, reporting and decision-making purposes.

Outcomes

1. **Safeguarding:**
Safeguarding is at the centre of all operational management activities; staff are fully trained and understand their personal responsibilities and role in ensuring a safe house and boarding environment.
2. **Regulatory Compliance:**
Regulatory compliance audits (both internal and external – such as those carried out by Uppingham's Health and Safety Manager and/or ISI) are successful to national standards; positive feedback from assessors; any areas for consideration are welcomed, reviewed and solutions identified promptly; all staff are aware of their role in ensuring compliance.
3. **Operational Management of the Lower School and Line Management of the Team of Lower School Staff:**
The lower school operates effectively with a safe and ordered routine which pupils understand and effectively follow; staff know their responsibilities and carry out their duties safely, cheerfully and efficiently, using effective lines of communication; weekly meetings (with minutes recorded) with house staff (matron and Tutors); successful fulfilment of PDR requirements of Lower School House staff in accordance with the school's published procedures; regular and accurate reporting to all key interfaces.

UPPINGHAM

4. **Pupil Welfare and Behaviour:**

Pupils quickly settle into the lower school routines; sound record keeping of all matters related to a lower school pupil are kept; appropriate welfare plans in place and reviewed as appropriate; effective use of relevant agencies, for example, the school's senior personnel, HoDs, the School Health Centre, Learning Support Department, the Lead Counsellor, Designated Safeguarding Lead and, where appropriate, external agencies with responsibility for the welfare of young people; regular delivery of 'key pastoral' themes, messages to the lower school pupils; high levels of individual academic achievement and 'value added'; positive culture and high standards of behaviour; high level of pupil engagement with their curriculum choices; general domestic provision is of a high quality.

5. **Tutorials:**

Lower school pupils' personal development and wellbeing tended to, ensuring the effective delivery of the tutorial curriculum, including PSHE, RSE, political and economic education, ensuring pupils receive the guidance they need to develop emotional resilience and positive relationships, leading to full engagement in school life, fostering a sense of belonging and support.

6. **Communications:**

Communication is timely and effective; parents know of the key happenings in their child's school life and feel involved, comfortable in approaching staff and confident they will receive a prompt and full, considered response to any questions raised; parents regularly invited to lower school functions; regular and informative online presence maintained.

7. **Overseeing progress:**

Tracking undertaken and outcomes acted upon; pupils are focused, engaged with and supported in their learning across the entire curriculum; strategies in place to support underperforming pupils.

8. **Admissions and Transition:**

The smooth integration of new pupils into the school community and the effective management of the 11+ admissions process. By liaising with the Director of Admissions, Head of Pupil Induction and Transitions, Deputy Head Academic and Admissions department, the process would ensure that incoming pupils feel welcomed and supported, ultimately contributing to a cohesive and well-rounded pupil body.

9. **Lower School Development Plan and Promotion:**

Close working relationships with Admissions and Marketing in evidence; positive feedback from visits (existing and prospective parents and any visiting prep or junior Head); development plan is relevant, suitably ambitious, completed to timescales and reviewed to measure success; peers respect the knowledge, lead and ideas arising from area of specialism in which taking a lead/promoting.

10. **Lower School events and trips:**

Development of strong social bonds and a positive school community among Year 7 and Year 8 pupils, opportunities to build friendships, improve communication skills, help to foster a sense of belonging and school spirit, enhancing the overall student experience and promoting a supportive environment for personal growth and collaboration.

11. **House maintenance:**

High quality accommodation with a homely atmosphere provided; continual cycle of improvement in quality of accommodation and maximisation of use through Boarding House Inspection (BHI) process; maintenance issues quickly resolved.

12. **Budgets:**

Annual budget proposals prepared within the parameters set by the Budget Committee; wise and effective management of the lower school accounts to ensure operations remain within set parameters.

UPPINGHAM

13. **Systems, Documentation and Administration:**

All records completed fully and in a timely fashion, so they are readily available for use by other staff and for spot and planned audit purposes; consistent approach to record keeping; high quality and informative reports on progress.

Qualifications, skills and experience, personal qualities required

Qualifications

- Good honours degree [necessary]
- QTS [necessary]
- Post-graduate educational degree [desirable]
- Pastoral / pupil welfare-based qualifications / training [desirable]

Skills and experience

- Track record of excellent teaching at senior school level with expert classroom management skills and strong rapport with pupils [necessary]
- Outstanding track record in producing own examination results [necessary]
- Pastoral experience [necessary]
- A thorough understanding of safeguarding policies and procedures.
- Strong IT skills

Personal qualities

- Strong, dynamic character with warmth and charisma
- Excellent leadership and team management skills
- Effective communication skills, both interpersonal and in public with an ability to communicate well at all levels, and in various contexts and media
- Ability to work at pace
- High personal and professional standards
- Well-developed pastoral instincts
- Decisive and confident in organisational management
- Personable, supportive and able to motivate and work in a team
- Stamina, emotional intelligence and resilience

Key relationships

- Headmaster
- Chief Operating Officer
- Bursar
- Finance Director
- Deputy Head Academic
- Assistant Head: Pastoral
- Assistant Head: Safeguarding
- Assistant Head: Curriculum
- Assistant Head: Sixth Form
- Head of Pupil Induction
- Director of Admissions
- Head of Marketing
- Estates Director
- H&S Manager
- Director of Operations and Procurement
- HoDs & Academic staff
- Health Centre and School counselling services
- Parents/ Guardians and UK-appointed educational guardians for overseas pupils

UPPINGHAM

Benefits

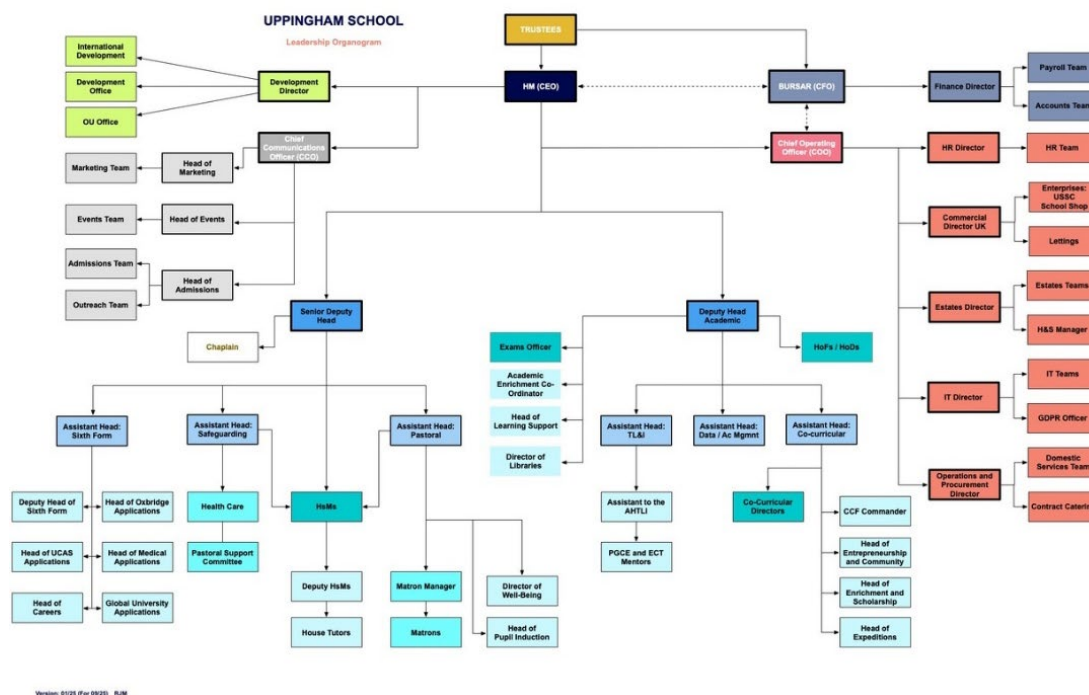
We offer a range of benefits which include:

- 50% contribution to premiums for School's private health scheme
- Death in service cover with a lump sum of twice annual salary
- Free membership of dual-use Sports Centre (£25 annual admin fee)
- Free staff lunches in term-time
- School fee day place discount for children of staff
- Discount at a local nursery in Uppingham
- 25% discount on holiday club fees for children of Uppingham staff
- Westfield health care package
- Westfield Rewards which gives discounts at various retailers, gyms, cinemas, and restaurants
- Cycle to work scheme
- Free annual influenza jabs
- Complimentary staff ticket for select School performances
- Contributory pension scheme
- In house Occupational Health Service
- Recognised as a 'Disability Confident' employer
- Recognised as a 'Mindful' employer
- Recognised as "Investors in Diversity"

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and always ensure compliance with the School's Safeguarding (Child Protection) Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

Organisation chart



UPPINGHAM

Note

This role description is not an exhaustive list of what may be expected from any employee in the course of their work. The role description is non-contractual and may be amended by the School from time to time.