



**TUDOR
HALL**

Housemistress
INFORMATION PACK



The School

Tudor Hall

Tudor Hall is an independent boarding and day school of approximately 250 girls, of whom 75% are full boarders. The school is situated in parkland surroundings approximately one mile outside Banbury.



Tudor Hall is a successful school in many different ways. We have been empowering girls to flourish for over 175 years and are a High Performance Learning (HPL) Pathway School; academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and provide the best possible platform for the next phase of their lives. The school has been well resourced over recent years and departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school typically occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom. Outcomes for Tudor pupils are excellent. In 2025 41% of A level grades were A*/A and 77% A*-B. At GCSE, 41% of all grades were 7-9 and 97% were 4-9. At Tudor Hall we are rightly proud of all our girls' academic achievements; reflected in our value-added this summer, for example, placing us in the top 16% of all schools and colleges nationally for A Level or equivalent. Such academic success reflects Tudor's commitment to High Performance Learning (HPL) and academic ambition for all.

For further information about the schools, please visit www.tudorhallschool.com

Boarding at Tudor Hall

Tudor Hall aims to ensure all boarders are valued members of the community, to provide an environment which develops confidence, independence and resilience, to provide an environment which nurtures and develops self-esteem and to create a safe environment where boarders are happy and able to realise their potential.

Boarding is at the heart of the Tudor Hall experience. An inclusive and progressive community, we embrace the diverse identities of all our boarders and the unique value each person adds to our school. Our horizontal boarding model enables Tudor Hall pupils to form strong, loyal, supportive relationships with peers and staff. There are 7 boarding houses, each with their own unique features, set up specially for the year group which they house. Each House is run by an experienced House team formed of a Housemistress/Houseparent's (HsM), Deputy Housemistress (DHsM) and an experienced pastoral team of Matrons and Tutors. They are supported by our Boarding Assistants, and Housekeeping teams. House teams work collaboratively with them to ensure that our boarders thrive during their time with us, and we can give them truly individualised care. Balance is key to our boarders' happiness: we encourage a holistic approach to their wellbeing, making the most of the myriad opportunities we offer during the school week and through our comprehensive weekend programme, whilst also having rich home lives and relaxation time. Learning to live together cohesively is developed through communal living: boarders share dormitories with their peers up until the end of the LVI. In the UVI, independence is encouraged through single room dorms, shared social spaces and increased personal responsibilities and leadership opportunities. Tudor Hall's boarding provision is managed centrally to ensure consistency in our safeguarding systems, protocols, and procedures. The Boarding Team consists of the Deputy Head Pastoral, Assistant Head Pastoral, and the Senior Housemistress, who work together as a team alongside the House team to ensure the highest standard of boarding practice across the school.

About the role

Being a Housemistress is a lifestyle as much as it is a career: it requires high levels of care, efficiency, courage and creativity in equal measure.

Our Boarding Team comprises a talented and committed group of Housemistresses, who all share a combined work-ethic whilst retaining their own unique personalities and approaches to caring for our boarders and day pupils. Whilst the Residential Boarding Housemistress role itself is undoubtedly demanding, it is also extremely rewarding and stimulating. Irrespective of pastoral or co-curricular responsibilities, the role of Housemistress is all-encompassing.

The Housemistress has responsibility for all aspects of boarding, academic and pastoral care across the boarding house to support and develop the boarders to flourish and equip them to become leaders of the future. The job description may look daunting on top of an academic teaching role, but Housemistresses receive a timetable remission of approximately half a timetable and essentially, we would be delighted to appoint a strong team player who is honest, committed, loyal, visionary, creative, talented, resilient, enthusiastic and ambitious.

Duties and Responsibilities

The specific responsibilities of a Housemistress include, but are not limited to:

Pastoral

- establishing excellent rapport with the girls in their care which is based on trust, respect and knowing them as individuals;
- providing regular opportunities for the girls to discuss any areas of concern in confidence;
- monitoring the welfare of all girls in their care and managing their well-being, alerting relevant staff as necessary;
- meeting regularly with the relevant Group Tutors to discuss the pupils in their care;
- keeping abreast of all relevant boarding issues and attending Inset as required;
- contributing to termly reports to inform parents of their daughter's personal development;
- ensuring appropriate standards of behaviour are maintained in line with school policy;
- overseeing arrangements for the beginning and end of term;
- holding regular House meetings;
- being involved in all aspects of the care of boarders including meal supervision, medical appointments and the like;
- Ensuring the HPL principles are embedded into the Boarding House ethos;
- programme of co-curricular activities;
- ensuring a full and varied programme of activities in the House;
- allowing the girls to develop their sense of collective and personal responsibility in the school;
- liaising closely with the medical team;
- taking responsibility for their house, ensuring it is attractive, well-maintained and tidy;
- meeting regularly with deputies including a formal handover at the end of a duty period;
- encouraging close cooperation between boarders and day pupils;
- attending all functions and meetings as are appropriate to the role including whole school events,
- INSET, Parents' Consultation Meetings and events, Staff Meetings and Pastoral Meetings.

Academic:

- supporting girls through their academic programme;
- encouraging girls to develop and sustain their interests academically and across a balanced programme of co-curricular activities;

- Be an advocate of boarding across the wider school;
- Teach a chosen subject specialism on a commensurately reduced timetable;
- Support the Academic programme by reinforcing HPL principles;
- Maintain an active interest in the academic progress of the girls in the house and interceding on their behalf as required, for instance, by attending parents' consultations etc;
- work collaboratively with the Group Tutors in supporting each girl with their academic progress;
- Monitor, assess and report on pupil progress, including the use of assessment for learning as a means of encouraging girls to take responsibility for their learning;
- Liaise closely with members of teaching staff across the school, as well as administrative staff and auxiliary staff to ensure the smooth running of the house;
- Feedback to parents formally, as part of the school's reporting procedures;
- Stimulate and foster enthusiasm for learning, whilst encouraging all pupils to achieve their very best.

Safeguarding

- responsibility for Safeguarding and Child Protection in the boarding house environment, including:
 - being conversant with the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House;
 - ensuring all girls in their care are aware of the school's Safeguarding, Anti-bullying and Drugs Policies and implementing such policies should the need arise;
 - ensuring the safety and security of all girls in the House at all times;
 - ensuring appropriate procedures are in place for exerts;
 - ensuring appropriate procedures are in place for signing in and out;
 - supervising regular fire practices and maintaining records as required;
 - ensuring that all aspects of the House conform to current Health and Safety regulations and informing the Bursar of any possible issues.

Administrative

- liaising with parents, academic staff and senior management on a regular basis;
- evaluating procedures and House Handbooks regularly and modifying as needed in discussion with SBG and in line with the National Minimum Standards for Boarding Schools;
- implementing appropriate administrative and record-keeping systems to ensure pupil records are kept up to date and that all relevant documentation is sent to and returned by parents;
- undertaking any other task reasonably requested by the Headmistress.

General

- working with the Pastoral team to ensure minimum boarding standards are met and exceeded;
- leading form time assemblies on occasion;
- ensuring, the highest standards of behaviour and dress are maintained at all times;
- helping with the organisation of whole school events;
- attending all functions and meetings as are appropriate to the role including whole school events, INSET, Parents' Meetings, Parent events, Staff and Pastoral meetings, and representing the school at Prep and feeder school events;
- undertaking any other task reasonably requested by the Headmistress.

All Housemistresses are expected to teach as part of their role, if the post-holder is a teacher. The teaching commitment is discussed with candidates at interview and we do welcome applications from candidates who are not teachers but who have the requisite skills and experience to oversee the academic progress of the pupils in their care.



Personal Qualities Required

All House staff are expected to:

- Role model the values of HPL by being a positive professional inspiring the girls to achieve the highest standards;
- be a good team player with a flexible and positive approach;
- have good interpersonal and communication skills;
- demonstrate an ability to manage discipline in a calm, fair and uniform manner;
- have enthusiasm and interest in the education and welfare of young people;
- have a strong work ethic;
- be committed to the full boarding ethos of the school;
- be able to support and extend the co-curricular life of the school;
- be in sympathy with the Christian ethos of the school;
- be an ambassador for Tudor Hall at all times.

The Housemistresses have very generous time off, both in the week and at weekends. This will be discussed further at interview.

All staff share responsibility for safeguarding and promoting the welfare of the children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service and adhere to the School's Safeguarding Policy.

Tudor Hall is committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.

Benefits

Tudor offers competitive working conditions and benefits including:

- All employees are auto-enrolled into a pension scheme
- Training opportunities for personal and professional development;
- 40% day fee pupil discount (pro rata for part-time staff);
- Childcare vouchers – tax initiative designed to help working parents save money on their registered childcare costs;
- Personal Accident Insurance including dental cover and a confidential Employee Assistance Programme offering counselling, advice and information service;
- Active staff social group offering clubs and activities including 5-a-side football, running club, aerobics, yoga, chess club, staff band, choir and orchestra, staff quizzes and parties;
- Free on-site parking;
- Meals during term time;
- Access to school library, gym, swimming pool and other sports facilities;
- Annual flu vaccinations.



Terms and conditions as per Employment Contract

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| Post: | Housemistress |
| Hours: | Full time During school terms the employee shall work all school hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmistress for the proper performance of his/her duties. |
| Salary: | Subject to experience. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1 st September each year. |
| Probation period | One year |
| Holidays: | The employee shall be entitled to take holiday in all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may well be working days. |
| Pension: | A support stakeholder pension is available after three months service, but if the post includes teaching responsibilities the School offers a defined contribution pension scheme for teaching staff. Full details of the relevant scheme will be provided on appointment. |
| Retirement: | The post currently has no normal retirement age, but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time. |
| Sick pay: | In the absence from duty owing to illness, salary will be paid for the following periods: In the first three months of service – 7 days In the first year of service, after three months – 4 weeks After the first complete year of service – 8 weeks If the post includes teaching responsibilities the employee's benefits during periods of authorised absence through illness or injury in accordance with a teacher's contract. |
| Notice: | The employee's appointment may be terminated by either party giving to the other not less than one full term's notice in writing. |

How to apply

Send a covering letter addressed to the Headmistress Ms Julie Lodrick summarising your suitability for the post along with a completed application form to Mrs Nicole Hamilton at Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR, or by email to: recruitment@tudorhallschool.com.

Applications will be assessed in order of receipt. Please apply as soon as possible and not later than 13:00 on Wednesday 1st July 2026.



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Wykham Park, Banbury, Oxfordshire OX16 9UR www.tudorhallschool.com